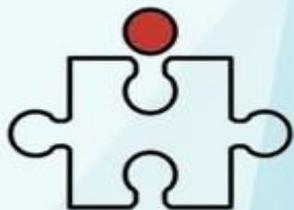


REGISTERED CHARITY NUMBER: **291657**



Herpes
Viruses
Association

**Report of the Trustees and
Unaudited Financial Statements for the
Year Ended 31 March 2017
for
Herpes Viruses Association**

Josh Botham Tax & Accounting
Services Ltd
Archer House
Britland Estate
Northbourne Road
Eastbourne, E. Sussex
BN22 8PW

Herpes Viruses Association

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for the Year Ended 31 March 2017

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Herpes Viruses Association

Report of the Trustees for the Year Ended 31 March 2017

The trustees present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

291657

Principal address

41 North Road
London
N7 9DP

Trustees

Trustees are elected from the membership at the Annual General Meeting or on an ad hoc basis at any time in the year. The Charity Commission has given permission for their names not to be shown.

Independent examiner

Josh Botham Tax & Accounting Services Ltd
Archer House
Britland Estate
Northbourne Road
Eastbourne
East Sussex
BN22 8PW

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Organisational structure

Trustees sit on an executive/management committee which meets monthly. There are currently nine trustees, only one of whom is not a service user, two are male.

Risk management

The trustees ensure that available resources are used appropriately to fund work priorities and when necessary curtail activities if funds are not available. The trustees consider ways of ensuring income levels for all aspects of the work of the Herpes Viruses Association. The trustees identify and review the risks to which the charity is exposed and ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Charitable objectives

The principal objective of the Association is to promote good health by advancing public education about all aspects of herpes viruses and the means by which the symptoms they cause can be effectively treated. The Herpes Viruses Association is a non-profit-making organisation and a registered charity.

OBJECTIVES AND ACTIVITIES

Charitable activities

This is a charity run by patients for patients. There were approximately 31,000 new cases of genital herpes last year diagnosed in sexual health clinics. Many more diagnoses are made by GPs which are not recorded.

The charity hosts a website which received 450,000 unique visitors this year, it provides an information line answered by trained volunteers, and individual answers are provided by email. Meetings are held in London and other towns around the country.

For members, there are seminars/talks in London and more informal self-help meetings in towns around the country. Members are sent quarterly journals and specialized leaflets on particular aspects of the condition - these are aiming to help them physically and psychologically with this condition.

Almost all the daily activities carried out by the Association's staff are done in pursuit of its charitable aims. The purchase and sale of therapeutic items, guides and leaflets, although profitable in themselves, are primarily undertaken to assist patients and members in treating and managing their medical conditions.

Volunteers

A number of volunteers have helped in the office on various tasks including publication mailings. Volunteers also log on from their home numbers to answer helpline calls which are switched through to them from people with genital herpes and their partners/family. Around the country, volunteers host a variety of meetings: some are self-help, others are social in nature.

ACHIEVEMENT AND PERFORMANCE

Financial Status

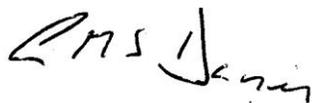
There was one corporate donation of £500. There was little change in the charity's regular income streams: subscriptions, donations and sales of therapeutic materials.

FINANCIAL REVIEW

Reserves policy

In line with the recommendations of the Charity Commission, the Management Committee has formulated a Reserves Policy to ensure medium term security, taking into account the different level of certainty of the various income streams. Strategic reserves are to enable the charity to continue with no further support for a period of up to four months and to cover redundancy payments to staff. Therefore, the target for this fund is assessed each year in line with running and redundancy costs. For the year 2016/17 the target of £68,730 has been met.

Approved by order of the board of trustees on 21 August 2017 and signed on its behalf by:



George M. S. Davies
Trustee

Independent Examiner's Report to the Trustees of
Herpes Viruses Association

I report on the accounts for the year ended 31 March 2017 set out on pages five to ten.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Josh Botham Tax & Accounting Services Ltd
Archer House
Britland Estate
Northbourne Road
Eastbourne
East Sussex
BN22 8PW

Date: 21 July 2017

Herpes Viruses Association

Statement of Financial Activities
for the Year Ended 31 March 2017

		31.3.17	31.3.16
		Unrestricted	Total funds
		funds	
		£	£
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income	2	60,850	69,533
Activities for generating funds	3	51,840	48,526
Investment income	4	<u>270</u>	<u>310</u>
Total incoming resources		112,960	118,369
RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading: cost of goods sold and other costs		28,449	24,865
Charitable activities			
Associated costs of ordering/despatching therapeutic materials		25,223	27,475
Charitable Activities		64,971	65,191
Governance Costs		<u>3,047</u>	<u>3,909</u>
Total resources expended		121,690	121,440
NET INCOMING/(OUTGOING) RESOURCES		(8,730)	(3,071)
RECONCILIATION OF FUNDS			
Total funds brought forward		81,856	84,927
TOTAL FUNDS CARRIED FORWARD		<u>73,126</u>	<u>81,856</u>

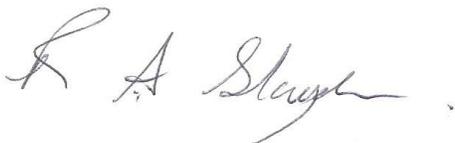
The notes form part of these financial statements

Herpes Viruses Association

Balance Sheet
At 31 March 2017

		31.3.17 Unrestricted funds £	31.3.16 Total funds £
FIXED ASSETS	Notes		
Tangible assets	8	511	682
CURRENT ASSETS			
Stocks	9	9,848	22,313
Cash at bank and in hand		<u>67,467</u>	<u>63,204</u>
		77,315	85,517
CREDITORS			
Amounts falling due within one year	10	(4,700)	(4,343)
		<u>72,615</u>	<u>81,174</u>
NET CURRENT ASSETS			
		<u>73,126</u>	<u>81,856</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>73,126</u>	<u>81,856</u>
NET ASSETS		<u>73,126</u>	<u>81,856</u>
FUNDS	11		
Unrestricted funds		<u>73,126</u>	<u>81,856</u>
TOTAL FUNDS		<u>73,126</u>	<u>81,856</u>

The financial statements were approved by the Board of Trustees on 21 August 2017 and were signed on its behalf by:



Rose A. Slayden, Trustee

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

2. VOLUNTARY INCOME

	31.3.17	31.3.16
	£	£
Gifts	(2)	(1)
Gift aid	6,588	8,794
Subscriptions	18,717	15,814
Member & service user donation	23,243	28,973
Shingles donations	2,987	1,180
Corporate donations	9,317	4,773
Trust grant	<u>-</u>	<u>10,000</u>
	<u>60,850</u>	<u>69,533</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.3.17	31.3.16
	£	£
Elagen, cold sore cream, etc.	46,189	40,406
Sales of 'Herpes Simplex the Guide'	<u>5,651</u>	<u>8,120</u>
	<u>51,840</u>	<u>48,526</u>

4. INVESTMENT INCOME

	31.3.17	31.3.16
	£	£
Deposit account interest	<u>270</u>	<u>310</u>

5. SUPPORT COSTS

	Managemen t	Finance	Human resources	Totals
	£	£	£	£
Associated costs of ordering/despaching therapeutic materials	20,359	1,623	3,241	25,223
Charitable activities	55,230	406	9,335	64,971
Governance costs	<u>2,658</u>	<u>-</u>	<u>389</u>	<u>3,047</u>
	<u>78,247</u>	<u>2,029</u>	<u>12,965</u>	<u>93,241</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

7. STAFF COSTS

	31.3.17	31.3.16
	£	£
Wages and salaries	66,388	66,388
Social security costs	<u>2,349</u>	<u>3,349</u>
	<u><u>68,737</u></u>	<u><u>69,737</u></u>

The average monthly number of employees during the year was as follows:

	31.3.17	31.3.16
Management	<u><u>2</u></u>	<u><u>2</u></u>

No employees received emoluments in excess of £60,000.

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2016 and 31 March 2017	<u>18,076</u>	<u>909</u>	<u>18,985</u>
DEPRECIATION			
At 1 April 2016	18,076	227	18,303
Charge for year	<u>-</u>	<u>171</u>	<u>171</u>
At 31 March 2017	<u>18,076</u>	<u>398</u>	<u>18,474</u>
NET BOOK VALUE			
At 31 March 2017	<u><u>-</u></u>	<u><u>511</u></u>	<u><u>511</u></u>
At 31 March 2016	<u><u>-</u></u>	<u><u>682</u></u>	<u><u>682</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

9. STOCKS

	31.3.17	31.3.16
	£	£
Stocks	<u>9,848</u>	<u>22,313</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17	31.3.16
	£	£
Trade creditors	1,002	1,001
Taxation and social security	1,667	1,311
Other creditors	<u>2,031</u>	<u>2,031</u>
	<u>4,700</u>	<u>4,343</u>

11. MOVEMENT IN FUNDS

	At 1.4.16	Net movement in funds	At 31.3.17
	£	£	£
Unrestricted funds			
General fund	81,856	(8,730)	73,126
	_____	_____	_____
TOTAL FUNDS	<u>81,856</u>	<u>(8,730)</u>	<u>73,126</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	112,960	(121,690)	(8,730)
	_____	_____	_____
TOTAL FUNDS	<u>112,960</u>	<u>(121,690)</u>	<u>(8,730)</u>

Herpes Viruses Association

Detailed Statement of Financial Activities
for the Year Ended 31 March 2017

	31.3.17	31.3.16
	£	£
INCOMING RESOURCES		
Voluntary income		
Gifts	(2)	(1)
Gift aid	6,588	8,794
Subscriptions	18,717	15,814
Member & service user donation	23,243	28,973
Shingles sonations	2,987	1,180
Corporate donations	9,317	4,773
Trust grant	<u>-</u>	<u>10,000</u>
	60,850	69,533
Activities for generating funds		
Elagen, cold sore cream, etc.	46,189	40,406
Sales of 'Herpes Simplex the Guide'	<u>5,651</u>	<u>8,120</u>
	51,840	48,526
Investment income		
Deposit account interest	<u>270</u>	<u>310</u>
Total incoming resources	112,960	118,369
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Opening stock	22,313	14,046
Purchases	15,984	33,132
Closing stock	<u>(9,848)</u>	<u>(22,313)</u>
	28,449	24,865
Support costs		
Management		
Wages	66,388	66,388
Social security	2,349	3,349
Insurance	253	198
Telephone	1,551	1,666
Postage and stationery	5,111	5,205
Accountancy	300	360
Volunteer's expenses	252	252
Experts' talks and AGM	279	377
Sundries	5	-
Carried forward	76,488	77,795

This page does not form part of the statutory financial statements

Herpes Viruses Association

Detailed Statement of Financial Activities
for the Year Ended 31 March 2017

	31.3.17	31.3.16
	£	£
Management		
Brought forward	76,488	77,795
IT Costs	91	3,646
Educational event	1,498	-
Depreciation of tangible and heritage assets	<u>170</u>	<u>376</u>
	78,247	81,817
Finance		
Bank, Card and Paypal charges	2,029	2,120
Human resources		
Rent and Rates	<u>12,965</u>	<u>12,638</u>
Total resources expended	121,690	121,440
	_____	_____
Net expenditure	<u>(8,730)</u>	<u>(3,071)</u>

This page does not form part of the statutory financial statements