

Trustees' Annual Report and Accounts

for the Year Ended 31 August 2021

for

National Association of Hospital Broadcasting Organisations

(a Charitable Incorporated Organisation registered in England & Wales, no. 1015501)

operating as

Hospital Broadcasting Association (HBA)

National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association
Trustees' Annual Report & Accounts for the year ended 31 August 2021

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REPORT OF THE TRUSTEES

For the year ended 31 August 2021

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 2021.

This Report and the attached Accounts have been produced in accordance with the guidance provided by the Charity Commission in its "Receipts and Payments Accounts Pack (CC16)".

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity number

1015501 (England and Wales)

Working Name: Hospital Broadcasting Association

Date of Incorporation: 24 September 1992. Converted to a Charitable Incorporated Organisation on 19 September 2019. See 'Governing Document' section below for more details.

Principal Office:

19 Rowan Court
Norwich
Norfolk
NR5 0RT

Trustees:

N. S. Dallard
D. J. Huish
G. McNaughton
G. Medhurst (until 20th March 2021)
M. R. Sarre
S. A. Smette
S. K. Bellamy (20th March 2021 to 18th July 2021)
M. Green (20th March 2021 to 8th July 2021)

Bankers:

CAF Bank Ltd
25 Kings Hill West
Malling
Kent
ME19 4JQ

Aldermore
1st Floor,
Block 18
Western House
Lynch Wood
Peterborough
PE2 6FZ

Close Brothers Treasury
4th Floor
10 Crown House London
EC24 4FT

Independent Examiner:

Argents Chartered Accountants
15 Palace Street
Norwich
Norfolk
NR3 1RT

STRUCTURE, GOVERNANCE, AND MANAGEMENT

Governing document

HBA is a Charitable Incorporated Organisation governed by its constitution.

Recruitment and appointment of Trustees

The Trustees are responsible for the overall governance of the Association. The Constitution allows for the Trustee Board to consist of:

- up to six Elected Trustees, elected by the Full Members for a three-year term of office, usually at the Annual General Meeting in March; and
- up to three Appointed Trustees, appointed by the other Trustees because of their particular knowledge and/or skills for a term of office determined by the trustees up to three years;

with the actual number being set by the Association's members at general meetings. During the reporting period there was one Elected Trustee vacancy and two Appointed Trustee vacancies, which the Elected Trustees can fill as they see fit.

Induction and training of new trustees

New Trustees, Employees and other volunteers receive an induction on appointment, to enable them to effectively participate in the management of the Association.

All Trustees, and the vast majority of all HBA volunteers, are also members of hospital broadcasting organisations across the UK and are therefore truly representative of hospital broadcasting in the UK. This also means that they are very familiar with many of the issues that the Association and its members face, and the environment in which they operate.

Governance and organisational structure

The Association operates with volunteers. The work of the Association is primarily undertaken by:

- a team of five Executive Leads, appointed by the Trustees, each with a defined portfolio of responsibilities; and
- a small number of other volunteers, appointed by the appropriate Executive Lead because of their particular skills.

Two of the Trustees also held Executive Lead roles, one of these trustees retired from office at the AGM on 20th March 2021, leaving the position vacant, and are therefore actively involved in the day-to-day running of the Association. It remains an ambition for the Association to entirely split the Executive Lead and Trustee roles over time.

During the reporting year the Trustee Board met virtually via video conference 12 times (6 trustee meetings and 6 operational catch ups in-between) due to the COVID-19 pandemic. As well as the Trustees, the President and Executive Leads are invited to Trustee Board meetings to provide reports, and to facilitate informed decision-making and a rapid dissemination of decisions.

Executive Leads separately organised a number of coordination meetings and video/teleconferences with their team members.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed, and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees undertake a review of financial, operational, and business risks at least annually, and have a number of policies and procedures in place to minimise risk. These include:

- specific role descriptions for each of the Executive Leads and committees, setting out the limits of their delegated authority, together with a set of “Matters Reserved to the Trustee Board”, which cannot be delegated;
- financial management and reserves policies;
- expenses policies and claim procedures; and
- dual authority banking, requiring two Trustees to authorise every payment (excluding direct debits which are monitored by the Treasurer and Trustees).

OBJECTIVES AND AIMS

Charitable Objects

On 19th September 2019 the Association was converted by the Charity Commission for England and Wales to a Charitable Incorporated Organisation with the charitable object to promote the effectiveness and efficiency, for the public benefit, of organisations which:

1. relieve sickness, poor health and old age by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; or
2. advance health and the prevention or relief of sickness through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages.

Mission Statement

The Association has a clearly defined mission – to support, inform, develop and represent hospital, health and wellbeing broadcasting in the UK. It aims to deliver this mission by:

- striving to influence policy and practice at a national level;
- disseminating information and advice to its member organisations;
- providing guidance and training to its member organisations; and
- encouraging the development of new stations.

Public Benefit

The Trustees have a timetable for regularly reviewing the public benefit provided by each aspect of the Association’s work, taking into account the statutory guidance on this subject issued by the Charity Commission. No significant private benefit was identified outside of that obtained incidentally during the course of Association’s charitable activities.

CHARITABLE ACTIVITIES

Support, advice and training to members

Due to the continued disruption caused by the coronavirus pandemic which resulted in national lockdown restrictions, the Association moved its annual conference online in March. HBA maintains a “Shared Programming” list of syndicated programmes and features, the majority of which are available free-of-charge to member organisations.

We continued to provide information and advice to members on an individual basis, via email and phone, through our network of specialist advisors and more generally through our website and newsletter. Specialist advisors have taken direct questions throughout the year. Questions fielded were predominantly concerning management and charity governance issues, although advice and assistance was provided on programming, patient entertainment providers and technical distribution. Our

Management and Charity Governance Specialist Advisor dealt with 42 separate enquiries that have come in via either the Management & Charity Governance email/web-form or phone.

Our website continues to be a source for news, resources and information for our member organisations, stakeholders and the general public. Work is ongoing to redevelop the website and make it more user-friendly, improving navigation, so that visitors and members are able to find the information and support they need more effectively.

Annual Conference

Following the disappointment of cancelling our March 2020 national conference, a virtual event was offered to delegates in March 2021. With promotion via our website, email, and social media, this event was extremely successful, attracting many new delegates to the conference. A variety of presentations and seminars, covering technical support, volunteer recruitment and retention and presentation guidance as well as options to futureproof hospital, health and wellbeing broadcasting, were delivered over the two-day event

Highlights of this year's event included an informal conversation with radio presenter Jo Russell, HBA Patron Alan Dedicoat, HBA Ambassador and former hospital radio presenter, Ken Bruce and Absolute Radio's Content Director and former hospital radio presenter, Paul Sylvester - HBA's newly appointed Ambassador.

"Advocating Young Trustees' focussed on the benefits and addressed the misconception of young people in office. This was led by Mita Desai, Young Trustees Movement Programme Manager alongside HBA's young trustee, Sam Smette. Saeed Atcha, CEO Youth Leads UK delivered an engaging session on Volunteer Recruitment and Retention. Broadcast Transmission Engineer, Neil Luckham, focussed on the equipment and installation requirement for hospital services considering FM transmission and David Duffy & John Evington from Viamux walked through the benefits and consideration needed to use the Small-Scale DAB platform.

The Association actively sought feedback from delegates following the virtual conference so it can identify and address areas of improvement. It is important to note that this was HBA's first attempt at a virtual conference and awards, however 72% of delegates who have never attended conference would consider attending a physical conference weekend in the future. Additional comments received include;

"Great set of events, organised and relevant."

"Outstanding value and ease of use whilst participating. Need more like this."

"HBA have found a new direction that suits it well. Thank you."

"Despite the pandemic, very impressed with the high standard of sessions."

"I think the HBA team did a good job considering the restrictions in place, but felt the event was overpriced based on the seminars being run."

"An excellent event to keep us all motivated during the pandemic."

As at 31 August 2021, reserves amounted to £177,098 which, whilst lower than last year (£199,282) due to the conference refunds and lack of corporate support, is still well in excess of the minimum set

by the Financial Reserves Policy. The Trustees are, therefore, satisfied that the Association has sufficient financial resources to survive as a going concern in the event of further adverse conditions.

National Hospital Radio Awards

The National Hospital Radio Awards are organised annually to encourage the highest artistic standards, and to highlight the high quality of the services that members provide. This year the winners were announced at a virtual ceremony at the planned online conference.

The National Hospital Radio Awards are recognised by the media industry, National Health Service and other healthcare professionals as showcasing the voluntary achievements of hospital broadcasters, which can easily match the quality of professional radio programmes and stations. The John Whitney Award recognises the achievement, over a number of years, of an individual volunteer. The National Hospital Radio Awards continue to showcase the talent and commitment in hospital broadcasting with only minor tweaks to the categories and criteria.

Once again, HBA's communications team produced a publicity "toolbox" for category winners to use locally when promoting their achievements - consisting of draft press releases, graphics, statistics and quotations. Feedback suggests they have found the toolbox contents useful for providing a local impact, raising awareness of hospital broadcasting and volunteering. The Awards section of the website was also significantly upgraded this year, clearly separating and highlighting the winners in their respective categories, along with an embedded audio player, station logo and judges comments.

Recognition of long service

During this reporting period, the Association has continued to recognise the long service to hospital, health and wellbeing broadcasting of both individual volunteers and member organisations by issuing, and where possible presenting, commemorative certificates. Our President was unable to complete as many ambassadorial duties personally this year, and the subsequent UK coronavirus lockdown and restrictions meant that other HBA trustees and volunteers couldn't step-in. The President offered to present these via video conference with member organisations and their volunteers on request which was well received. A total of 43 individual certificates were issued to 22 member organisations recognising 1055 years of voluntary service to hospital, health and wellbeing broadcasting. During the restrictions, many member organisations decided to defer anniversary celebrations, but 4 station certificates were issued for a collective 210 years of broadcasting.

Financial assistance to hospital, health and wellbeing broadcasters

Our Grants programme enables member organisations to purchase equipment or other materials required by them which they are unable to afford to purchase from their own funds. Five station grants were awarded this year totalling £5,810. Full details of grants awarded can be found under the Financial Review.

As the conference took place online at a nominal cost to delegates, the trustees felt it was not necessary to offer any bursaries..

Working at a national level

We have represented our members through engagement with a large number of national stakeholders including Hospedia, WiFi Spark, Phonographic Performance Society Ltd (PPL), The Performing Rights Society (PRS), The Radio Academy, Ofcom, Independent Radio News and Radio News Hub. HBA has liaised with Public Health England, the Scottish Government and Public Health Wales and the Department of Health, Northern Ireland ensuring that member organisations have access to the latest audio Public Service Announcements for their respective regions.

The Association has engaged a strategy to work with national and devolved governments and administrations, and NHS stakeholders, to inform them of the value of hospital broadcasting and our recent changes to the model objects of health promotion. We also attended the NHS Federation Virtual

Conference in May. In a special broadcast pre-recorded for the Hospital Broadcasting Association, His Royal Highness The Prince of Wales recognised NHS staff and volunteers on the inaugural Thank You Day, which has boosted the profile of hospital radio.

We continue to monitor developments and announcements from all Patient Entertainment System providers, and endeavour to engage with them.

Communications

During the reporting period, the Communications team oversaw a number of projects, including preparations for the 2021 virtual Annual Conference and National Hospital Radio Awards, whilst updating and advising members on the latest situation regarding the Coronavirus pandemic, alongside continuing to publish our usual communications across the newsletter, website and social media.

Through dissemination across our communication channels, we were able to share and signpost member organisations offerings of support. Primarily, Independent programme makers offered their radio programmes free of charge, whilst commercial organisations including Bauer Media provided a number of specialist programmes too. In addition, Penguin Random House made a selection of their audiobooks available for stations to broadcast to their listeners.

As life started to return to normal, we noticed a decrease in the support offered to stations and, as such, our communications around Coronavirus has largely involved sharing updated Public Service Announcements with members.

In the wake of the passing of His Royal Highness Prince Phillip, The Duke of Edinburgh, we reminded member organisations of the OBIT procedures provided by stakeholders, Independent Radio News and Radio News Hub.

Royal Approval - Music and Memories with HRH The Prince of Wales

One of the bigger projects of the last year was working with Clarence House on joint publicity and communications material around a special programme, Music and Memories with HRH The Prince of Wales.

The programme's aim was to promote the work of our member organisations and their volunteers on a national level as well as a thank you to those working in the NHS throughout the pandemic.

The press release was worked on collaboratively and distributed by Clarence House to media contacts, which led to widespread media publication, leading the headlines across a number of national news outlets and tabloids, including BBC News, Sky News, The Times, Metro, Daily Mail, Digital Spy and RadioToday, with additional coverage online and on social media.

HBA Members' Newsletter

Our members' newsletter is sent to main station contacts volunteers of member organisations and stakeholders, who subscribe via our website. The newsletter is the Association's "internal" communication, primarily for our member organisations and includes news from national and devolved government administrations and agencies, national infrastructure charities, and other organisations, relevant to hospital, health and wellbeing broadcasting, together with extracts of media coverage of members, and news from the Association itself. Over 600 individual hospital broadcasting volunteers receive the newsletter each month.

In April 2021, the newsletter was refreshed with a new design, making it compatible with mobile devices and tablets. Feedback from members has been positive welcoming this change.

On-Air

One of the communication elements we haven't moved forward on is the On-Air magazine, which was to move from PDF to a more digital, user friendly platform utilising HBA's website, with email bulletins sharing the latest stories with subscribers.

This is still very much an aspiration, potentially tied with the launch of the new website. Stories are frequently published on our website, in our members newsletter and on social media. As we had no physical Conference in 2021 we were unable to give a special printed edition of On-Air to delegates.

Strategic Review

Following a restructuring programme that started in 2016, the Trustees commissioned a post-implementation review with an outside facilitator to assess the success of the restructuring. This was completed in February 2021 with recommendations to improve the culture, clarity and capacity of the organisation in order to meet our ambitious objectives. After careful deliberation and discussion with external consultants, the trustees recruited and appointed an Executive Director in August 2021 - our first paid member of staff. Having an Executive Director in post is hoped to make the distinction between governance and operations clearer, thus giving the trustees' more capacity to focus on the strategic direction of HBA

PERFORMANCE TARGETS

For the period 1 September 2020 to 31 August 2021

- 1. to continue to provide a wide range of events and services to HBA's members, including the national conference, awards, monthly newsletter, "On-Air", and a range of advice and guidance.**

We continued to provide members with the monthly newsletter and specialist advisors were always available for members to contact. Most of the advice sought continues to relate to charity governance and station management. As reported, our national conference and awards' ceremony was held online this year. On-Air magazine has not been published but is undergoing a content and delivery review, which will see it launched via a blog and monthly round up aimed at stakeholder engagement.

- 2. to provide the services and events within agreed budgets, and to operate within an overall, agreed, balanced budget.**

Due to the cancellation of our conference in March 2021 we had a higher deficit than originally budgeted, as any outstanding payments for the previous year were refunded amounting to £5,200

- 3. to further increase the awareness and uptake of HBAs services to members.**

Grant application receipts continue to be from a core group of hospital radio stations so this will become an area of focus for next year. Due to complexities measuring service use it is difficult to get an accurate picture of service uptake and again this will be a priority for next year.

- 4. to update the website and the underlying membership database.**

Work has been undertaken to ensure the membership module continues to function.

- 5. to implement the agreed actions from the implementation review**

An external post-implementation review was completed in February 2021, which has provided much food for thought. Consultancy around rebranding has been engaged, a culture project commissioned, an Executive Director employed.

6. to finalise and implement a strategy to engage with external stakeholders

This has largely been put back due to the uncertainty around COVID.

7. to work towards complying with the best practice set out in the Charity Governance Code for Micro Charities.

The trustees have been allowing time during board meetings to review the Charity Governance Code and are working towards ensuring best practice is applied at all times. We will continue to do so over the course of the next year.

PERFORMANCE TARGETS

For the period 1 September 2021 to 31 August 2022

1. To continue to provide a wide range of events and services to HBA's members, including a national conference and awards ceremony, and a range of news, information, advice and guidance though may be in a virtual environment.
2. To provide the services and events within agreed budgets, and to operate within an overall, agreed budget.
3. To further develop awareness, and increase the uptake, of HBAs services to members.
4. To redevelop the website to enhance the functionality and user experience.
5. To finalise and implement a strategy to increase the impact of the Association.
6. To set aside board time to comply with the best practice set out in "The Charity Governance Code".

FINANCIAL REVIEW

The Statement of Assets and Liabilities on page 12 shows the Association at the end of the financial period with a deficit of £22,184. Due to not receiving a corporate donation from PPL and owing to concerns around COVID-19 pandemic, our Annual Conference was again cancelled meaning that all payments for the 2020 conference were refunded. Additionally, a post implementation review of our earlier reorganisation took place in 2021 at a cost of £7,445 in this reporting period, and a further £2,000 subsequently, which included advice on employing HBA's first paid member of staff. The first steps were also taken towards rebranding the association appropriately for the next phase of both its development supporting health and wellbeing broadcasting. Initial costs during this reporting period were £1,680, with further expenditure to come during the next period.

As mentioned in last year's report, the late cancellation of the conference in 2020 meant that we were held to our contract by the venue at a cost of £31,250, although the venue offered us a credit of 50% to rebook in 2021. Due to the pandemic and a third UK lockdown, we were unable to continue with this conference in 2021, but the hotel generously transferred the booking and discount to 2023, albeit with a 5% uplift in the price.

We have now refunded the remainder of the booking fees that delegates had paid, totalling £5,200 and we paid a further £45 in reverse transactions fees to PayPal for delegates who paid by card.

The cost of staging the National Hospital Radio Awards ceremony in a virtual environment, after a discount relating to the previous conference charges by Warwick Corporate Events, amounted to £5,539.

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Due to no corporate support being received this year this has caused us to have a large unplanned deficit of £22,184.

We budgeted £6,000 to be awarded to member organisations on application. The amount awarded this year was £5,810. Those in receipt of grants were:

- Life Care Radio (Torbay & South Devon): **£1,055** - new mixing desk.
- Radio Grapevine (West Lothian): **£1,250** - upgrade of their playout system.
- Winchester Radio (Winchester): **£682** - to help make their studio COVID secure.
- Radio Horton (Banbury): **£948** - upgrade of playout system and new portable recording equipment.
- Grampian Hospital Radio (Aberdeen): **£1,875** - upgrade of playout system.

Overall, the Association is still financially sound despite the coronavirus pandemic and has significant cash reserves despite having to transfer £20,000 from one of our cash deposit accounts. The closing balances can be seen on page 12, a significant proportion of the reserves are held in deposit accounts, arranged to maximise the income (despite the currently low interest rates) whilst affording maximum protection from the Financial Services Compensation Scheme.

The Association has a set of Financial Management Policies which define the controls to be implemented to ensure that the Association's assets are secure. These policies meet all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities".

The Association has a Financial Reserves Policy which details the reasons why it needs to retain a certain level of reserves to enable it to continue to operate in case of certain eventualities. The policy meets the Charity Commission guidelines "Charities and Reserves".

In preparing this report, the Trustees have opted for independent examination under the Charities Act 2011 and to use receipts and payments accounting.

The Trustees confirm that all the relevant information has been made available to the Association's advisers to assist in the preparation of the attached financial statements.

Approved by order of the Trustee Board on 22/02/2022 and signed on its behalf by

22/02/22
Grant McNaughton
Chairman

22/02/2022
Mike Sarre
Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the trustees on my examination of the accounts of the National Association of Hospital Broadcasting Organisations ("the Charity") for the year ended 31 August 2021, which are set out on pages 11 to 14.

Responsibilities and basis of report

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act;
or
- the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mark Johnstone FCA

Argents Chartered Accountants
15 Palace Street
NORWICH
Norfolk
NR3 1RT

24 February 2022

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RECEIPTS AND PAYMENTS ACCOUNT
For the Year Ended 31st August 2021

		<u>2020/21</u>			<u>2019/20</u>
	<i>NOTE</i>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
INCOME					
Corporate Support	<i>Note 10</i>	-	-	-	24,100
Donations		-	-	-	5
Membership Subscriptions	<i>Note 1</i>	7,950	-	7,950	8,465
Member Events	<i>Notes 2, 10</i>	(5,200)	-	(5,200)	20,299
Interest		1,392	-	1,392	1,903
		<u>4,142</u>	<u>-</u>	<u>4,142</u>	<u>54,772</u>
EXPENDITURE					
Charitable Expenditure					
Member Events	<i>Note 3</i>	5,584	-	5,584	45,667
Member Services	<i>Note 4</i>	3,887	1,989	5,876	4,136
President	<i>Note 5</i>	-	-	-	214
Stakeholder Relations	<i>Note 6</i>	10	-	10	2,787
Communications	<i>Note 7</i>	2,530	-	2,530	867
Corporate Services	<i>Note 8</i>	1,015	1,371	2,386	1,979
		<u>13,026</u>	<u>3,360</u>	<u>16,386</u>	<u>55,650</u>
Governance					
Governance Expenses	<i>Note 9</i>	9,940	-	9,940	5,086
		<u>22,966</u>	<u>3,360</u>	<u>26,326</u>	<u>60,736</u>
SURPLUS OF INCOME OVER EXPENDITURE					
		<u>(18,824)</u>	<u>(3,360)</u>	<u>(22,184)</u>	<u>(5,964)</u>
Transfers between funds	<i>Note 10</i>	-	-	-	-
Total funds brought forward		191,122	8,160	199,282	205,246
TOTAL FUNDS CARRIED FORWARD		<u>172,298</u>	<u>4,800</u>	<u>177,098</u>	<u>199,282</u>

There were no other gains and losses during the year apart from the Income and Expenditure shown.

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STATEMENT OF ASSETS & LIABILITIES

As at 31 August 2021

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<u>Opening Balances on 1st September 2020</u>			
CAF Cash current account	42,077	8,160	50,237
Close Brothers	84,217	-	84,217
Aldermore Easy Access	64,778	-	64,778
Petty cash	50	-	50
PayPal	-	-	-
	<u>191,122</u>	<u>8,160</u>	<u>199,282</u>
<u>Add:</u>			
Financial results for this year	(18,824)	(3,360)	(22,184)
Transfers between funds	-	-	-
Cash Funds at year end	<u>172,298</u>	<u>4,800</u>	<u>177,098</u>
<u>Closing balances on 31st August 2021</u>			
CAF Cash current account	41,713	4,800	46,513
Close Brothers	65,285	-	65,285
Aldermore Easy Access	65,103	-	65,103
Petty cash	50	-	50
PayPal	147	-	147
	<u>172,298</u>	<u>4,800</u>	<u>177,098</u>

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

For further information regarding the restricted funds, see Note 7. All other funds held at year end are unrestricted and available to be applied in furtherance of the Association's charitable objectives at the discretion of the Trustees.

ASSETS RETAINED FOR THE ASSOCIATION'S OWN USE

IT Equipment, 2 x laptops, 2 x projectors & an assortment of cables and accessories
 Audio Equipment - 2 x PA amplifiers & Speakers with an assortment of Mics, Stands & cables
 Display Equipment - A selection of Pods, Display frames & roll up banners
 Power - A range of mains extension leads, cable protector & safety cutout

Signed on behalf of the Trustees

Grant McNaughton
 Chairman

Mike Sarre
 Treasurer

Date. 22/2/2022

Date.. 22/2/2022

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NOTES TO THE ACCOUNTS

For the Year Ended 31st August 2021

	2020/21			2019/20
	Unrestricted	Restricted	Total	Total
	£	£	£	£
1. MEMBERSHIP INCOME				
Subscriptions - Full Members	7,910	-	7,910	8,375
Subscriptions - Associate Members	40	-	40	90
	7,950	-	7,950	8,465
2. MEMBER EVENTS INCOME				
Awards Sponsorship	-	-	-	8,200
Conference Delegate Fees	(5,200)	-	(5,200)	7,549
Conference Sponsorship/Tradeshaw	-	-	-	4,550
	(5,200)	-	(5,200)	20,299
3. MEMBER EVENTS EXPENSES				
National Hospital Radio Awards	5,539	-	5,539	13,042
Conference 2020	-	-	-	31,997
Conference General (Volunteer Expenses)	-	-	-	498
Transaction Fees - Conference 2020	45	-	45	130
	5,584	-	5,584	45,667
4. MEMBER SERVICES EXPENSES				
Station Grants	3,821	1,989	5,810	4,011
Travel & Subsistence	-	-	-	65
Transaction Fees - Membership Subscriptions	66	-	66	60
	3,887	1,989	5,876	4,136
5. PRESIDENT'S EXPENSES				
Ambassadorial Meetings (Volunteer Expenses)	-	-	-	12
Station Visits (Volunteers Expenses)	-	-	-	202
	-	-	-	214
6. STAKEHOLDER RELATIONS EXPENSES				
Events	4	-	4	2,700
Printing, Postage & Stationary	-	-	-	2
Travel & Subsistence	6	-	6	85
	10	-	10	2,787
7. COMMUNICATIONS EXPENSES				
Long Service certificates	-	-	-	17
Adobe software licences	850	-	850	850
Consultancy fees - Rebranding	1,680	-	1,680	-
	2,530	-	2,530	867
8. CORPORATE EXPENSES				
IT Costs	750	1,371	2,121	1,810
Bank Charges	84	-	84	65
Printing, Postage & Stationary	-	-	-	4
Telephone	181	-	181	100
Volunteer Meetings	-	-	-	-
	1,015	1,371	2,386	1,979

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Notes to accounts continued...

9. GOVERNANCE EXPENSES

Accountants' Fees	1,800	-	1,800	1,800
Insurance	660	-	660	1,094
Data Protection Registration Fee	35	-	35	35
Consultancy Fees - Strategic review	7,445	-	7,445	-
Trustee Board Meetings	-	-	-	662
Trustees (volunteer expenses)	-	-	-	1,495
	9,940	-	9,940	5,086

10. MOVEMENTS IN RESTRICTED FUNDS

	<u>Bal B/fwd</u>	<u>Receipts</u>	<u>Payments</u>	<u>Transfer</u>	<u>Bal C/fwd</u>
	£	£	£	£	£
PPL for Conference Bursaries	2,000	-	-	-	2,000
PPL for Hospital Radio Station Grants	1,989	-	1,989	-	-
PPL for Volunteer Development/Training	2,800	-	-	-	2,800
PPL for HBA Administration Support	1,371	-	1,371	-	-
	8,160	-	3,360	-	4,800

The restricted funds listed above result from a grant from Phonographic Performance Ltd (PPL), one of the UK's music copyright collecting bodies. PPL has requested that proportions of the grant be allocated to different aspects of the Association's work, as follows:

- sponsorship of the National Hospital Radio Awards
- sponsorship of the Association's national conference;
- conference bursaries for volunteers unable to afford the cost of attending;
- grants for hospital radio stations facing financial hardship;
- development and training of hospital radio volunteers;
- travel and subsistence expenses for HBA volunteers; and
- administrative support for HBA's role supporting and representing hospital radio in the UK.

11. TRUSTEES' EXPENSES

This is a summary of amounts claimed to re-imburse payments incurred whilst carrying out on HBA business or purchases of equipment for the HBA

Darran Huish	-
Graham Medhurst	-
Grant McNaughton	69
Ian Pinnell	-
Mike Sarre	-
Nigel Dallard	517
Sam Smette	-
	586

12. TRUSTEES' INDEMNITY INSURANCE

The Trustees have purchased a comprehensive package of insurance cover at a very competitive rate, including insurance to indemnify the Trustees against the consequences of any neglect or default on their part. After careful consideration, the Trustees have concluded that purchasing this comprehensive package of insurance cover is the most cost-effective means of insuring the Association, and that the consequential personal benefit to themselves is in the best interests of the charity.

13. ACCOUNTING POLICIES

The Association is a Charitable Incorporated Organisation and, as such, is governed by the Charities Act 2011. As it has both a gross income and a total expenditure of not more than £250,000 per annum, section 133 of that Act entitles this charity to present simplified financial statements. As a result of this, and to be consistent with prior years, only a Receipts and Payments Account has been prepared and presented.

As a consequence of producing a Receipts and Payments Account, equipment purchases are not capitalised and depreciated. The full cost appears in the accounts for the year in which the equipment was purchased.