

Trustees' Annual Report and Accounts
for the Year Ended 31 August 2022
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 2022

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REPORT OF THE TRUSTEES

For the year ended 31 August 2022

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 2022.

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 (From 19/03/2022)
M. R. Sarre
S. A. Smette
C. Hughes (from 19/03/2022)

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 is governed by a board of trustees, who are responsible for overseeing strategy, direction and ensuring the charity's finances are spent in accordance with its charitable objects.

The operational functions of the organisation are overseen by the Executive Director, with the support of a team of Executive Leads and volunteers who bring a variety of skills and experience to help the Association further its work.

During the reporting year the Trustees and Executive Director held hybrid meetings on a bi-monthly basis in person, with shorter, video-conference meetings held every other month. In addition, the President and Executive Leads are invited to Trustee Board meetings to provide reports, and to facilitate informed discussions and decision-making.

The Executive Director is responsible for the management of their team of Executive Leads and volunteers and provides a report to board meetings detailing the operational activities and progression of actions during the period.

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 the Executive Director, 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

HBA is a Charitable Incorporated Organisation whose charitable objects are 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 uncertainties caused by the coronavirus pandemic, the Association did not host an annual conference in 2022, instead hosting a range of member events online throughout the year. 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 team of specialist advisors, via our website and newsletter. Questions fielded were predominantly concerning management and charity governance issues, although advice and assistance was provided on programming, patient entertainment providers, Ofcom licensing, music copyright licensing, and technical distribution. Our team dealt with several enquiries relating to these areas.

Our website continues to be a source for news, resources and information for our member organisations, stakeholders and the general public. Following our Post-Implementation review of our 2016 Strategic Review, work is ongoing to overhaul the website to make it more user-friendly, improving navigation, so that users are able to find the information and support they need more effectively.

Our 'learning hub' is also in development with fifteen modules on small charity, Diversity Equity and Inclusion, and public health/hospital matters created and set up on our own Moodle platform.

Member Events

A new offering to our stations has been monthly Zoom social video conference calls, where station volunteers can provide peer support, engage with HBA, put questions directly to our Executive Director, and enjoy presentations from a range of guest speakers on both technical and charitable matters. These have included Small Scale -DAB, volunteering strategy, campaigning, the future of patient entertainment and a behind the scenes at the awards.

This has dramatically increased member engagement and user input into the charity. One session saw the birth of a new member benefit when it was suggested that we look into providing a nationwide Alexa 'skill', which is now in development. On visiting Leeds Hospital Radio, their chair thanked us for the provision of this stating "it's just so valuable to benefit from everyone's shared experience".

National Hospital Radio Awards

In lieu of a conference this year the awards ceremony was held online on 29th August with shortlisting announcements from HBA Patron Alan Dedicoat. The awards have been an important part of supporting our member charities by improving morale in what remains a challenging time due to COVID within many services. 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.

The ceremony was produced in-house as a joint project between our communications team and the awards coordinator, culminating in a forty minute ceremony, revealing the winners.

The National Hospital Radio Awards are recognised by the media industry, NHS 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.

A publicity "toolbox" was made available 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 across the media.

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 Certificates

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 commemorative certificates. This year we have had a refresh and redesign on the certificates themselves and the service process has been reviewed. We have also introduced a new certificate for recognition of volunteers, irrespective of their length of service.

While we only have data for March to August this period outstripped the previous year with a total of 47 individual certificates issued, recognising 1185 years of voluntary service to hospital, health and wellbeing broadcasting. Two station certificates were issued for stations celebrating their 70th anniversaries and one new recognition certificate was issued for the creation of two new programmes.

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. One successful application was received this year, which can be seen in the financial section of the report. The Association acknowledges the need to raise awareness of grants to its members, and showcasing the benefits.

We extended COVID emergency grants, however despite being low on running costs many stations perceived themselves to have too much in reserves (often set aside for large upgrade projects) to be eligible. We will be working to make our position on assigned reserves clearer in our new grant application process.

Our grants' team leader and executive director have taken this time to review and simplify the process and are now looking to review how to help stations explain their reserves into restricted, unrestricted and designated to demonstrate their availability.

Working at a national level

We have represented our members through engagement with national stakeholders including WiFi Spark (including Hospedia), Phonographic Performance Society Ltd (PPL), The Performing Rights Society (PRS), The Radio Academy, Ofcom, the Student Radio Association, Independent Radio News and Radio News Hub.

HBA has shared our impact report and our COVID update with Heads of Communications and Patient Experience directly in every NHS authority hosting a hospital radio station. We also represented hospital radio at the Audio and Radio Industry Awards (ARIAs) in London.

We continue to monitor developments and announcements from all Patient Entertainment System providers, and have facilitated station engagement with WiFiSpark who are intending to make entertainment free at the point of use with developing promotional materials (for Hospedia) featuring hospital radio and instigating a pilot of their new system in Exeter.

Bauer Media Group returned to collaborate with audio for Absolute Radio Pirates, which was taken up by many stations.

We have engaged with Amazon to support stations using online broadcasting through the development of an Alexa skill to be launched next year.

Strategic Review

Following a restructuring programme that started in 2016, the Trustees commissioned a post-implementation review with an external 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. Since then HBA has undertaken extensive branding research with members and stakeholders, and hired

a consultant to provide suggestions for a new name. Our new name is now decided and will be unveiled at our 2023 conference.

The report highlighted cause for concern surrounding the organisation's culture. The trustees have begun to address this, through a 'reset' meeting, facilitated by an external counsellor, Julian Lomas. The board has introduced a Code of Conduct for the organisation, and the Trustees, Executive Director and volunteers have committed to ensuring the high standards are upheld throughout office.

As part of the 'Reset' meeting, a discussion was held around Equality, Diversity and Inclusion. The Trustees agreed that the Association needed to do more going forward to represent the breadth of equality and diversity of volunteers from across the hospital, health and wellbeing broadcasting community.

There is now a need for strategy work to address the clarity of who we serve going forward and how to best support them.

The Trustees have continued to review the Governance of the Association, by adopting the Charity Governance Code for Small Charities, setting aside regular board meeting time to review compliance. A Trustee Skills audit was also undertaken by the Executive Director, in order to identify gaps in the skills and learning of the current trustee board. This will help the Association to recruit new trustees by advertising for vacancies with specific skill sets.

PERFORMANCE TARGETS

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.**

Target met.

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

Due to the reorganisation and development of the HBA and with now having an employed Executive director along the loss of the main conference we would have ended up with a deficit but as PPL paid two years of catchup corporate support this was avoided going forward next year is expected to be in deficit and coming back into balance in 2023/24

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

Stations have benefited from discussion opportunities in Zoom Social meetings and an increased responsiveness on the Facebook group signposting to services. This is slowly increasing awareness and uptake of services. The Comms Executive have done an excellent job of advertising the new Zoom socials.

- 4. To redevelop the website to enhance the functionality and user experience.**

A website redevelopment team has agreed on web design and CRM system developers to take the project forward. After extensive initial proposal interrogation, paid hours to develop a full, detailed specification and quote have been approved by trustees. A focus group and other user

experience/feedback has been collected to enhance the executive directors alignment of the site and CRM with operational reviews.

Our online learning and training platform is due to be launched in the next year, and our podcast network is already running with one initial podcaster performing at a commercially viable level to be converted into an income stream.

5. To finalise and implement a strategy to increase the impact of the Association.

6. With the evolution of hospital, health and wellbeing broadcasting and some of our members demonstrating the advancement and diversification of their own organisation's, the HBA trustees recognise the need to be representative and encourage change, in line with public health guidelines around health prevention.

Whilst a strategy is not yet in place, the trustees have begun discussing and reviewing possible areas for expansion of the Association's membership and considering how it can best support its current membership to increase its impact and raise awareness of hospital, health and wellbeing broadcasting.

7. To set aside board time to comply with the best practice set out in "The Charity Governance Code".

The Trustees have regularly set aside board time to review our compliance and to ensure that best practice is followed. This will continue to be reviewed on an annual basis.

For the period 1st September 2022 - 31st August 2023

1. To continue to provide a wide range of events and services to HBA's members with the return of face-to-face events, as well as online/hybrid events, including a national conference and awards ceremony plus a range of news, information, advice and guidance.
2. To provide services and events within agreed budgets, and to operate within these agreed parameters.
3. To further develop engagement and uptake of HBA's services to its members.
4. To raise awareness of HBA to external stakeholders who may help benefit the association and its members.
5. To relaunch the HBA website to include an enhanced user experience with accessibility and functionality in mind, and to include an additional Learning Hub area for all members.
6. To modernise and future-proof the association through rebranding and the production of a defined and realistic strategy to increase the association's impact.
7. Invest time and resources in up-skilling those who volunteer across the association to increase the capability, morale and engagement in all areas.

FINANCIAL REVIEW

The Statement of Assets and Liabilities on page 11 shows the Association at the end of the financial period with a surplus of £12,536. Due to receiving a corporate donation from PPL for two years to make up for missing the previous year As mentioned in last years report we have taken on a paid Executive Director which has increased our expenditure greatly and would eventually be unsustainable but going forward it is envisaged that a number of new income streams will be created to fill the gap.

As mentioned in last year's report, the late cancellation of the conference in 2020, the hotel has generously transferred the booking and retained discount to our 2023 conference.

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We budgeted £6,000 to be awarded to member organisations on application. The amount awarded this year was £1,500. The grant recipient was:

- Arrowsound Myriad Upgrade

Overall, the Association is still financially sound and has significant cash reserves. The closing balances can be seen on page 11, a significant proportion of the reserves are held in deposit accounts, arranged to maximise the income 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 and signed on its behalf by



05/12/22
Grant McNaughton
Chairman



05/12/2022
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
ICAEW
Argents Chartered Accountants
15 Palace Street
NORWICH
Norfolk
NR3 1RT

20 December 2022

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RECEIPTS AND PAYMENTS ACCOUNT

For the Year Ended 31st August 2022

		2021/22			2020/21
	NOTE	Unrestricted	Restricted	Total	Total
		£	£	£	£
INCOME					
Corporate Support	Note 11	-	46,000	46,000	-
Donations		-	-	-	-
Membership Subscriptions	Note 1	8,655	-	8,655	7,950
Member Events	Notes 2, 11	500	19,000	19,500	(5,200)
Interest		1,272	-	1,272	1,392
		10,427	65,000	75,427	4,142
EXPENDITURE					
Charitable Expenditure					
Member Events	Note 3	-	-	-	5,584
Member Services	Note 4	42	2,159	2,201	5,876
President	Note 5	-	195	195	-
Stakeholder Relations	Note 6	48	142	190	10
Communications	Note 7	11,199	-	11,199	2,530
Salaries Pensions & National Insurance	Note 10	24,335	9,702	34,037	-
Corporate Services	Note 8	226	2,951	3,177	2,386
		35,850	15,149	50,999	16,386
Governance					
Governance Expenses	Note 9	2,469	9,351	11,820	9,940
		38,319	24,500	62,819	26,326
SURPLUS OF INCOME OVER EXPENDITURE					
		(27,892)	40,500	12,608	(22,184)
Transfers between funds	Note 10	-	-	-	-
Total funds brought forward		172,298	4,800	177,098	199,282
TOTAL FUNDS CARRIED FORWARD		144,406	45,300	189,706	177,098

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 2022

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<u>Opening Balances on 1st September 2021</u>			
CAF Cash current account	46,513	-	46,513
Close Brothers	60,485	4,800	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>
 <u>Add:</u>			
Financial results for this year	(27,892)	40,500	12,608
Transfers between funds	-	-	-
Cash Funds at year end	<u>144,406</u>	<u>45,300</u>	<u>189,706</u>
 <u>Closing balances on 31st August 2022</u>			
CAF Cash current account	47,923	-	47,923
Close Brothers	20,819	45,300	66,119
Aldermore Easy Access	75,540	-	75,540
Petty cash	50	-	50
PayPal	74	-	74
	<u>144,406</u>	<u>45,300</u>	<u>189,706</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.


 Chairperson

 Mike Sarre
 Treasurer

Date 05/12/22

Date 05/12/22

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NOTES TO THE ACCOUNTS

For the Year Ended 31st August 2022

	2021/22		2020/21
	Unrestricted	Restricted	Total
	£	£	£
1. MEMBERSHIP INCOME			
Subscriptions - Full Members	8,825	-	8,825
Subscriptions - Associate Members	30	-	30
	8,655	-	8,655
2. MEMBER EVENTS INCOME			
Awards Sponsorship	500	10,000	10,500
Conference Delegate Fees	-	-	(5,200)
Conference Sponsorship/Tradeshaw	-	9,000	9,000
	500	19,000	19,500
3. MEMBER EVENTS EXPENSES			
National Hospital Radio Awards	-	-	5,539
Conference	-	-	-
Conference General (Volunteer Expenses)	-	-	-
Transaction Fees - Conference	-	-	45
	-	-	5,584
4. MEMBER SERVICES EXPENSES			
Station Grants	-	1,500	1,500
Services	-	859	859
Travel & Subsistence	-	-	-
Transaction Fees - Membership Subscriptions	42	-	42
	42	2,159	2,201
5. PRESIDENT'S EXPENSES			
Ambassadorial Meetings (Volunteer Expenses)	-	-	-
Station Visits (Volunteers Expenses)	-	195	195
	-	195	195
6. STAKEHOLDER RELATIONS EXPENSES			
Events	48	-	48
Printing, Postage & Stationary	-	-	-
Travel & Subsistence	-	142	142
	48	142	190
7. COMMUNICATIONS EXPENSES			
Long Service certificates	29	-	29
Adobe software licences	850	-	850
Consultancy fees - Rebranding	10,320	-	10,320
	11,199	-	11,199
8. CORPORATE EXPENSES			
IT Costs	-	2,754	2,754
Bank Charges	-	93	93
Printing, Postage & Stationary	-	44	44
Telephone	-	60	60
Employee Expenses	226	-	226
	226	2,951	3,177
			2,388

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Notes to accounts continued...

9. GOVERNANCE EXPENSES					
Accountants' Fees	-	1,140	1,140		1,800
Insurance	-	784	784		660
Membership & Registration Fees	-	147	147		35
Consultancy Fees - Strategic review	-	2,009	2,009		7,445
Trustee Board Meetings	-	608	608		-
Trustee Training	-	1,000	1,000		-
Travel & Subsistence	2,469	3,663	6,132		-
	2,469	9,351	11,820		9,940
10. Payroll					
Salary	23,547	9,702	33,249		-
Employer NI & Pension	788	-	788		-
	-	-	-		-
	24,335	9,702	34,037		-
11. MOVEMENTS IN RESTRICTED FUNDS					
	Bal B/fwd	Receipts	Payments	Transfer	Bal C/fwd
	£	£	£	£	£
HBA Conference Support	-	9,000	-	-	9,000
Conference Bursaries	2,000	2,500	-	-	4,500
Hospital Radio Station Grants	-	14,000	1,500	-	12,500
Development/Training	2,800	7,500	1,000	-	9,300
HBA Administration Support	-	18,000	18,000	-	-
Volunteer expenses	-	4,000	4,000	-	-
National Hospital Radio Awards	-	10,000	-	-	10,000
	4,800	65,000	24,500	-	45,300

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.

12. 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	72
Graham Medhurst	-
Grant McNaughton	1,643
Mike Sarre	1,229
Nigel Dallard	621
Sam Smette	199
	-
	3,764

13. 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.

14. 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.