



# Trustees' Annual Report and Accounts



Year Ending 31 August 2024



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# Introduction

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 2024.

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 & Wales)

**Official Name:** National Association of Hospitals Broadcasting Organisations

**Working Name:** Hospital Broadcasting Association (HBA)

**Date of Incorporation:** 24 September 1992. Converted to a Charitable Incorporated Organisation on 19 September 2019

**Principal Office:** 5 Brayford Square, London, E1 0SG

### Trustees (Present)

Sam Smette - Chair since 13/04/2024

Ian Pinnell - Vice Chair since 13/04/2024

Robert Craw - Co-Treasurer since 13/04/2024

Lee Thomas - Co-Secretary since 13/04/2024

Roy Dickel - Co-Secretary since 13/04/2024

### Trustees (Former)

Nigel Dallard until 13/04/2024

Luke Davies until 13/04/2024

Grant McNaughton until 13/04/2024

John O'Donnell until 09/08/2024

Michael Sarre until 31/08/2024

### Bankers:

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

Aldermore, 1<sup>st</sup> Floor, Block 18, Western House, Lynch Wood, Peterborough, PE2 6FZ

Close Brothers Treasury, 4<sup>th</sup> Floor, 10 Crown House, London, EC24 4FT

### Independent Examiner:

JMW Accounting, 35 Hyperion Lane, Brackley, Northamptonshire, NN13 6FU



# Welcome from the Chair

On behalf of the Trustees of the Hospital Broadcasting Association, I warmly welcome you to our Annual Report and Accounts for the year ended 31st August 2024.

Hospital, health, and wellbeing broadcasting continues to play a vital role in reaching patients in hospitals and the wider community. Many of our members not only provide a service to hospital patients, but in recent years, stations have been revolutionising their broadcast platforms by moving to online streaming, community broadcasting, and Small Scale DAB or broadcasting to care homes. This has allowed them to reach new audiences and benefit the NHS and the wider healthcare ecosystem through content that promotes and educates listeners about the advantages of living a healthy lifestyle and the importance of maintaining good mental and physical health.

Stations are increasingly discovering that they support NHS staff just as much as they do patients and the public. Staff wellbeing is a significant focus within the NHS today, and our stations continue to make a meaningful contribution to the support of staff working in hospitals and healthcare settings through their unique blend of programming.

Following the election of our new Trustee board in April 2024, we have been focussed on re-evaluating HBA and its strategic direction, making sure we can continue to support, inform, represent and develop hospital, health and wellbeing broadcasting on a national level. We are focussing on five strategic areas across a five-year period and have revised our vision and mission statement to truly reflect our direction. Our Annual Report highlights some of our most recent achievements as the national umbrella body.

The Trustee board has committed to revitalising and updating our Impact Report, which was well received in 2016. This new report will take into account how our member organisations have evolved since then, particularly after experiencing the coronavirus pandemic and adapting or expanding their operations.

First and foremost, we are committed to serving our member organisations, and you may have noticed that our recent communications reflect a greater openness and transparency. If your organisation needs assistance, has feedback, or would like to share suggestions for improvement, please do not hesitate to get in touch with us.

Much work has been done to re-establish connections with our key stakeholders, and we are particularly grateful to PPL and PRS for Music for their continued support and recognising the value of HBA and its members. We look forward to developing these relationships further, as well as establishing new connections and stakeholders.

I would also like to pay tribute to our incredible team of volunteers, who oversee a number of roles within the Association and work tirelessly behind the scenes. The fruits of their efforts are often not immediately visible, but their talent, dedication, and enthusiasm really makes a difference. From assisting with the organisation of our conference and the national hospital radio awards to ensuring our email newsletters reach your inboxes each month, answering charity governance and management queries from our members, or engaging with stakeholders, developing our new website, to managing our podcast platform, we simply could not do it without them.

In closing, I want to extend my heartfelt gratitude to everyone involved in our work and to those in our member organisations for their dedication. Together, we are making a meaningful impact in hospital, health, and wellbeing broadcasting. I look forward to our achievements ahead and to celebrating with you all in Hinckley in 2025 at our Annual Conference & National Hospital Radio Awards. Thank you for your continued support.



**Sam Smette**  
Chair of Trustees

# Structure, Governance and Management

HBA is a Charitable Incorporated Organisation governed by its constitution.

## Recruitment & Appointment of Trustees

The Trustees are responsible for overseeing strategy, direction and ensuring the charity's finances are spent in accordance with its charitable objects.. The Constitution allows for the Trustee Board to consist of:

- up to six Elected Trustees, elected by members for a three-year term of office, usually at the AGM; 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 were four Elected Trustee vacancies and two Appointed Trustee vacancies, which the Elected Trustees can fill as they see fit.

## Induction & training of trustees

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

## Risk Management

The Trustees are responsible for identifying and reviewing the charity's risks and ensuring controls are in place to minimise fraud and error. They conduct an annual review of financial, operational, and business risks and follow established policies and procedures to manage these risks.

## Organisation Structure

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



# 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.

## Vision Statement

To support and represent hospital, community and other broadcasters to aid patient recovery and promote health and wellbeing to all listeners.

## Mission Statement

To support, inform, represent and develop hospital, community and other broadcaster sectors.

- **Support:** To actively support, encourage and increase the effectiveness level and quality of hospital, community and other broadcasters.
- **Inform:** To identify the challenges facing hospital, community and other broadcasters, and to help them adapt to the changing environment.
- **Represent:** Through collaboration with external stakeholders, liaise with and represent the hospital, community and other broadcaster sectors on relevant projects and policies.
- **Develop:** To provide innovation and initiatives for all hospital, community and other broadcasters.

## Public Benefit

The Trustees regularly review the Association's public benefit in line with Charity Commission guidance and have identified no significant private benefit beyond incidental occurrences during charitable activities.

# Charitable Activities



## Support, advice and guidance

Our Specialist Advisors provided advice and guidance to members. **We received 30 requests for advice and guidance.** Topics supported included: insurance; VAT registration; (S)CIO conversion; copyright; evolution; web/streaming technology; internal governance issues; trademarks; banking; accounting; advertising and sponsorship; Ofcom compliance training; Memorandum of Understanding (MoU's) with NHS Trusts.

HBA maintains an extensive “Shared Programming” list of syndicated programmes and features, the majority of which are available free-of-charge to member organisations.

The HBA commissioned a new, more user-friendly website, which is nearing completion. The trustees anticipate its launch in the final quarter of 2024.

## Zoom Socials

A monthly Zoom networking session continues to be available to all volunteers of member stations, covering a number of topics. During the reporting period, topics included: making hospital radio accessible, advertising and sponsorship, engaging with listeners, bedside entertainment systems and grants/fundraising allowing participants to ask questions, discuss challenges and solve problems in a facilitated environment. Sessions are recorded and published to YouTube and our website to further the reach to members who may have been unable to join live, or for those wishing to refer back at a later date.





## Annual Conference & National Hospital Radio Awards

Our Annual Conference was held in Winchester as a single-day event with keynote speakers including local MP and Chair of Health and Social Care Select Committee, Steve Brine and Julie Dawes, Chief Nurse, Hampshire Hospitals NHS Foundation Trust. Our conference events enable delegates to up-skill their knowledge, whilst offering a platform for networking opportunities and sharing experiences.

Unlike previous conferences, the Winchester event was primarily driven by representatives from HBA member organisations and the hospital, health, and wellbeing broadcasting community. The focus was on life beyond bedside entertainment systems, creating engaging content, and adapting to a changing NHS landscape. This approach allowed station representatives to share experiences and best practices with other HBA members.

The event culminated with the National Hospital Radio Awards, recognising and celebrating the talent from across the hospital, health and wellbeing broadcasting community, with twenty-nine participants receiving awards across eleven categories.

## Station Visits

Trustees and volunteers made visits to member-organisations across the country to attend Annual General Meetings, anniversary celebrations or other functions to represent HBA and present Long Service and Recognition Certificates.

## Grants Programme

Our Grants programme empowers member organisations to acquire necessary equipment or materials that they are unable to afford through their own funds.

Recognising the importance of raising awareness about grants and highlighting their benefits, the Association is committed to enhancing communication with its members. **Grants were awarded to the value of £1,848.00 in the reporting year.**

## Long Service & Recognition

During the reporting year, we issued 362 individual Long Service certificates, **recognising 7575 years of service**, 2 individual recognition certificates, 18 station Long Service certificates, **recognising 895 years of broadcasting.**

## Communications

While volunteer availability limited our newsletter distribution this reporting year, we successfully kept station administrators and subscribers informed about important updates from the Association as needed. In the latter part of the reporting period, we began revitalising the newsletter, with valuable contributions from our new PR and Communications Officer.



## Stakeholder Engagement

Stakeholder engagement remains a priority for the trustee board. Following the UK General Election in July 2024, HBA wrote to new Government representatives at the Department of Health & Social Care in Westminster and in the devolved nations, to increase awareness of hospital, health and wellbeing broadcasting and the benefits it can bring to patients and communities. A letter template was also drafted for HBA member-organisations to write to their newly elected MP.

Engagement also took place with PPL and PRS for Music, who oversee broadcast licensing, with meetings scheduled with both for the final quarter of 2024. Additional discussions were held with Radio Academy, Spark TSL, and Ofcom on shared issues and member-representation.

We were approached by the British Medical Journal (BMJ) with a view to working on a joint feature focussing on hospital, health and wellbeing broadcasting.



# Strategy

In July 2024, the new board of Trustees developed a strategic plan that will guide the HBA over the next five years and is focussing on five key areas, with work already in progress.

## Communication

The trustees aspire to improve both internal and external communication and engagement with HBA volunteers, member-organisations and stakeholders.

## Governance

Enhance trustees' understanding of governance with trustees identifying and enrolling in individual training courses. The board will also conduct an annual skills audit to identify gaps, and organise an internal governance training session focused on the distinction between the constitution and procedures/policies.

## Stakeholder engagement

Establish and strengthen relationships with key stakeholders, including PRS, PPL, WiFi Spark, the NHS, Ofcom, and Government, through meetings and communications, while updating the Impact Report. Developing engagement with additional groups such as National Care Homes and the UK Community Radio Network, all as part of a long-term strategic plan.

## New technology for member stations

HBA will explore and promote the use of new technologies including AI, alongside the introduction of a new volunteer role titled "Emerging Technology" to assist members in adopting these advancements.

## Growth

Aim for a 10% growth over the next 12 months by expanding membership, enhancing communication reach, building relationships with stakeholders and associates, and increasing financial investment through corporate sponsorships.

**These strategic areas will forge our targets for the next five years with progress being reviewed annually.**

# Targets

For the period of 1<sup>st</sup> September 2023 - 31<sup>st</sup> August 2024

To reinvigorate the trustee board, ensuring all the trustees receive appropriate training so they can lead the organisation and begin the groundwork to develop and create a strategic plan for the future of hospital, health and wellbeing broadcasting and the Association's role.

This objective was met with the appointment of four new trustees at our 2024 AGM. Trustees on the board have discussed training opportunities to help develop themselves in their roles and have been tasked with sourcing relevant training where necessary. This remains ongoing.

To continue to review volunteer roles/profiles, in light of the strategic direction of the Association.

A review of volunteer roles and profiles has taken place and a revised organisation structure implemented. The only notable changes in line of the strategic direction of the association include having a Trustee named as support lead for a particular set of volunteers - with the named trustee being the main point of contact for those volunteers under that work stream.

To develop a plan to engage stakeholders.

We continue to engage with stakeholders as previously identified in this report. We continue to have regular dialogue with PPL and PRS for Music and will continue to develop conversations and engagement with other stakeholders, including NHS, government bodies, Ofcom and others who can help support hospital, health and wellbeing broadcasting.

To increase uptake of HBA's core services and interactions by 5%.

The target was not met due to internal complications stemming from the absence of key volunteers, which resulted in less frequent communication and awareness-raising of our core services and interactions falling short of our initial expectations.

# Targets

For the period of 1<sup>st</sup> September 2023 - 31<sup>st</sup> August 2024

To deliver the new HBA website, including an enhanced user experience.

Not met. The website is nearing completion and the trustees anticipate launch in the final quarter of 2024.

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.

We continue to provide our Annual Conference and National Hospital Radio Awards as face-to-face events, with our Zoom Socials providing an easily accessible online event every month.

To provide services and events within agreed budgets, and to operate within these agreed parameters.

All of the services we provide and events have operated within the agreed budgets and parameters.

During 2024/25, our aim is to focus on our strategic direction as outlined under Strategy on page 13.



# Accounts and financial statements

Year Ending 31 August 2024

# Financial Review

The Statement of Assets and Liabilities on page 16 shows the Association at the end of the financial period with a deficit of £6,565. Much reduced from last year helped with a donation from PPL of £25,000 and increased interest payments of £6794 taking advantage of higher interest rates.

The conference venue was just a 1 day event this year with some associated costs being reduced with The HBA contributing almost £6000, thanks to all sponsors for keeping the costs down as well as a reduced set for the staging.

It is disappointing that stations have not taken advantage of our grants & bursaries only gave out £1848 this year.

Robert Crow is taking over as treasurer after just over 9 years. I wish him luck.

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



**Sam Smette**  
Chair of Trustees



**Mike Sarre**  
Treasurer (2015 - 2024)

# Independent examiners report to the Trustees



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

National Association of Hospital Broadcasting Organisations

On accounts for the year  
ended

31st August 2024

Charity no  
(if any)

1015501

Set out on pages

19 to 23

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2024

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

*JMWarren*

Date:

08/01/2025

Name:

Joanne Warren

Relevant professional  
qualification(s) or body  
(if any):

MAAT - Member of the Association of Accounting Technicians

Address:

JMW Accounting

35 Hyperion Lane, Brackley

Northamptonshire, NN13 6FU

# Receipts and payments accounts

**For the Year Ended 31st August 2024**

		<b>2023/24</b>			<b>2022/23</b>
	<b>NOTE</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>					
Corporate Support		-	25,000	25,000	-
Donations		21	-	21	189
Membership Subscriptions	Note 1	8,725	-	8,725	6,900
Member Events	Notes 2, 11	16,760	-	16,760	27,690
Interest		6,794	-	6,794	4,283
		<b>32,300</b>	<b>25,000</b>	<b>57,300</b>	<b>39,062</b>
<b>EXPENDITURE</b>					
<b>Charitable Expenditure</b>					
Member Events	Note 3	17,744	5,000	22,744	24,145
Member Services	Note 4	85	3,166	3,251	1,265
Projects	Note 5	-	26,390	26,390	-
Stakeholder Relations	Note 6	-	-	-	90
Communications	Note 7	-	351	351	446
Salaries Pensions & National Insurance	Note 10	-	-	-	18,025
Corporate Services	Note 8	54	3,556	3,610	9,122
		<b>17,883</b>	<b>38,463</b>	<b>56,346</b>	<b>53,093</b>
<b>Governance</b>					
Governance Expenses	Note 9	139	7,379	7,519	7,716
		<b>18,023</b>	<b>45,842</b>	<b>63,865</b>	<b>60,809</b>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>					
		<b>14,277</b>	<b>(20,842)</b>	<b>(6,565)</b>	<b>(21,747)</b>
Transfers between funds	Note 11	-	-	-	-
Total funds brought forward		131,680	36,279	167,958	189,705
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>145,957</b>	<b>15,437</b>	<b>161,393</b>	<b>167,958</b>

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

# Statement of assets & liabilities

## As at 31 August 2024

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<b><u>Opening Balances on 1st September 2023</u></b>			
CAF Cash current account	21,825	-	21,825
Close Brothers	32,520	36,279	68,799
Aldermore Easy Access	77,081	-	77,081
Petty cash	50	-	50
PayPal	204	-	204
	<u>131,679</u>	<u>36,279</u>	<u>167,958</u>
<b><u>Add:</u></b>			
Financial results for this year	14,277	(20,842)	(6,565)
Transfers between funds	-	-	-
<b>Cash Funds at year end</b>	<u>145,956</u>	<u>15,437</u>	<u>161,393</u>
<b><u>Closing balances on 31st August 2024</u></b>			
CAF Cash current account	8,264	-	8,264
Close Brothers	50,534	22,225	72,759
Aldermore Easy Access	19,111	-	19,111
Aldermore 1 yr Fixed	60,671	-	60,671
PayPal	588	-	588
Petty cash has been written off	<u>139,168</u>	<u>22,225</u>	<u>161,393</u>

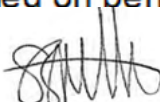
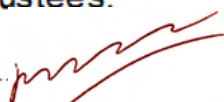
The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

For further information regarding the restricted funds, see Note 11. 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.

.....  .....  .....

**Sam Smette**  
Chairman

**Mike Sarre**  
Treasurer for 23/24

Date 21/09/2024

Date 21/09/2024

# Notes to the accounts

**For the Year Ended 31st August 2024**

	<b>2023/24</b>			<b>2022/23</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>1. MEMBERSHIP INCOME</b>				
Subscriptions - Full Members	8,685	-	8,685	6,900
Subscriptions - Associate Members	40	-	40	-
	<b>8,725</b>	<b>-</b>	<b>8,725</b>	<b>6,900</b>
<b>2. MEMBER EVENTS INCOME</b>				
Awards Sponsorship	5,000	-	5,000	750
Conference Delegate Fees	11,590	-	11,590	26,940
Conference Sponsorship/Tradeshaw	170	-	170	-
	<b>16,760</b>	<b>-</b>	<b>16,760</b>	<b>27,690</b>
<b>3. MEMBER EVENTS EXPENSES</b>				
National Hospital Radio Awards	9,409	5,000	14,409	8,014
Conference	8,151	-	8,151	13,983
Conference General (Volunteer Expenses)	-	-	-	128
Conference Bursaries	-	-	-	1,757
Transaction Fees - Conference	185	-	185	263
	<b>17,744</b>	<b>5,000</b>	<b>22,744</b>	<b>24,145</b>
<b>4. MEMBER SERVICES EXPENSES</b>				
Station Grants	-	1,848	1,848	-
Long Service Certificates	-	66	66	231
Services	-	783	783	783
Travel & Subsistence	-	468	468	195
Transaction Fees - Membership Subscriptions	85	-	85	56
	<b>85</b>	<b>3,166</b>	<b>3,251</b>	<b>1,265</b>
<b>5. PROJECTS</b>				
New Website (Moved from Corporate Expenses)	-	18,513	18,513	6,314
New Website (Moved from Corporate Expenses)	-	7,877	7,877	-
	<b>-</b>	<b>26,390</b>	<b>26,390</b>	<b>6,314</b>
<b>6. STAKEHOLDER RELATIONS EXPENSES</b>				
Events & Ambassadorial Meetings	-	-	-	90
Printing, Postage & Stationary	-	-	-	-
Travel & Subsistence	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>90</b>
<b>7. COMMUNICATIONS EXPENSES</b>				
Adobe software licences	-	-	-	425
Marketing	-	351	351	21
	<b>-</b>	<b>351</b>	<b>351</b>	<b>446</b>
<b>8. CORPORATE EXPENSES</b>				
IT Costs	-	2,116	2,116	2,301
Bank Charges	-	65	65	63
Printing, Postage, Stationary & Telephone	54	369	423	122
Training - Development	-	924	924	60
Travel & Subsistence	-	81	81	-
Employee Expenses	-	-	-	262
	<b>54</b>	<b>3,556</b>	<b>3,610</b>	<b>2,808</b>

# Notes to the accounts

## 9. GOVERNANCE EXPENSES

Accountants' Fees	-	1,080	1,080	1,080
Insurance	-	627	627	789
Membership & Registration Fees	-	152	152	327
Trustee Board Meetings	-	5,298	5,298	3,953
AGM Meeting	-	222	222	421
Trustee Training	-	-	-	-
Travel & Subsistence	139	1	140	1,146
	<b>139</b>	<b>7,379</b>	<b>7,519</b>	<b>7,716</b>

## 10. Payroll

Salary	-	-	-	17,500
Employer NI & Pension	-	-	-	525
	-	-	-	-
	-	-	-	18,025

## 11. MOVEMENTS IN RESTRICTED FUNDS

	<u>Bal B/fwd</u>	<u>Receipts</u>	<u>Payments</u>	<u>Transfer</u>	<u>Bal C/fwd</u>
	£	£	£	£	£
Hospital Radio Grants	12,500	5,000	1,848	-	15,652
Volunteer Development	12,043	5,000	10,470	-	6,573
HBA Core Funding	18,524	10,000	28,524	-	-
National Hospital Radio Awards	-	5,000	5,000	-	-
	<b>43,067</b>	<b>25,000</b>	<b>45,842</b>	<b>-</b>	<b>22,225</b>

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
- grants for hospital radio stations facing financial hardship and conference bursaries for volunteers unable to afford the cost of attending;
- development and training of HBA & hospital radio volunteers including travel and subsistence expenses for HBA volunteers;
- 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.

Ian Pinnell	296
Lee Thomas	394
Mike Sarre	198
Nigel Dallard	739
Robert Craw	1,406
Sam Smette	1,342
	-
	-
	<b>4,375</b>

# Notes to the accounts

## **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.



# Trustees' Annual Report and Accounts

Year Ending 31 August 2024

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