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**National Association  
of  
Hospital Broadcasting Organisations**  
trading as  
**Hospital Broadcasting Association**

Company No. 2750147 (England and Wales)  
Charity No. 1015501 (England and Wales)

**Annual Report and  
Unaudited Financial Statements  
For the year ended 31 August 2011**

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**Annual Report and Accounts for the year ended 31 August 2011**

**LEGAL AND ADMINISTRATIVE INFORMATION**

The National Association of Hospital Broadcasting Organisations is a company limited by guarantee, registered as a charity in England and Wales.

**Company Number:** 2750147 (England & Wales)

**Charity Number:** 1015501 (England & Wales)

**Working Name:** Hospital Broadcasting Association

**Directors / Trustees** Julie Cox  
Nigel Dallard  
Iain Lee  
David Lockyer  
Philip Moon  
June Snowden  
Geoff Fairbairn

**Company Secretary:** Nigel Dallard

**Registered Office:** Mariners House  
24 Nelsons Gardens  
Hedge End  
Southampton  
SO30 2NE

**Date of Incorporation:** 24 September 1992

**Governing Document:** Memorandum & Articles of Association adopted on 11 October 2008

**Bankers:** Barclays Bank plc  
Canvey Island Branch  
PO Box 14  
Rayleigh  
Essex SS9 7AJ

Principality Commercial  
PO Box 89  
Principality Buildings  
Queen Street  
Cardiff CF10 1AU

**Independent Examiner:** B M Lynch FCA  
Rothman Pantall LLP  
Avebury House  
6 St Peter Street  
Winchester  
Hampshire SO23 8BN

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**TRUSTEES' REPORT**

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31<sup>st</sup> August 2011, under the Companies Act 2006 and the Charities Act 1993. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting for Charities" issued in March 2005.

**Structure, Governance and Management**

The Association is governed by its Memorandum and Articles of Association, as detailed on the previous page, together with its Membership, Regional and Trustee Byelaws adopted by the Association at its AGM on 11 October 2008.

The Trustees, who are the Directors for the purposes of Company Law, are responsible for the overall governance of the Association. The Trustee Board consists of:

- up to seven Elected Trustees, elected by the Full Members for a three-year term of office;
- up to four Appointed Trustees, appointed by the other Trustees because of their particular knowledge and/or skills for a three-year term of office.

At this time of transition, there are six Elected Trustees and a single Appointed Trustee – Geoff Fairbairn.

The Trustee Board normally meets six times per year, in central London, with additional ad-hoc meetings if necessary. Formal decisions requiring the Trustees' approval at other times are made by written resolution.

The work of the Association is primarily undertaken by:

- the Trustees;
- a small number of appointed post-holders, appointed by the Trustees because of their particular skills; and
- Regional Representatives, normally elected by Full Members in their region of the UK.

All Trustees and Regional Representatives are also members of hospital broadcasting organisations across the UK and are therefore truly representative of hospital broadcasting in the UK.

The Association continues to operate with no paid staff; all those working for the charity are volunteers.

New Trustees, Regional Representatives and other post-holders receive an induction pack on appointment containing everything they need to know about the Association to enable them to effectively participate in the management of the Association.

**Objectives and Activities**

The Charity's object is to extend and improve the relief of sickness, infirmity and old age through Hospital Broadcasting and allied services, by:

- (i) encouraging the formation of Hospital Broadcasting Organisations;
- (ii) promoting and assisting in the formation of such organisations;
- (iii) providing the means for persons and organisations engaged in or interested in these services to freely exchange of ideas and information;
- (iv) providing the administrative machinery to facilitate liaison, co-operation and co-ordination of effort;

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- (v) providing guidelines and a code of conduct with which members will strive at all times to comply.
- (vi) promoting the highest technical and artistic standards;
- (vii) enabling groups of members to negotiate at National and Regional levels where appropriate;
- (viii) explaining, publicising and promoting the service to all sections of the community;
- (ix) establishing international co-operation; and

The Association has a clearly defined vision – to support, develop and represent hospital broadcasting in the UK. It aims to achieve this vision by:

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

### **Achievements and Performance**

#### ***Help, advice and training to members***

During this period, the Association has continued to provide information and advice to its members both on an individual basis, by publishing its magazine “On Air”, through the provision of a website, by staging a national conference, by organising a number of training days, and through regional meetings of hospital broadcasters across the UK.

An increased emphasis is being given by the Association to the provision of training. During the year under review the HBA Training Network has been formalised and a small team of volunteers formed to co-ordinate training activities. The team successfully organised the second national training event, consisting of two day-long parallel training sessions, which was held in the East Midlands. Regional training events were also organised by both the South and Wales & West regions. (A further national training event was held in Leeds in October 2011, after the period to which this report refers.)

The national conference and regional meetings have also provided the opportunity to offer training and guidance on various aspects of hospital broadcasting and the administrative and governance aspects of running a charity.

#### ***National Hospital Radio Awards***

The National Hospital Radio Awards are organised annually to encourage the highest artistic standards and to recognise the achievement of quality of services that members provide. The John Whitney Award recognises the achievement, over a number of years, of an individual volunteer, whilst the Volunteer of the Year recognises a volunteer, often working behind the scenes, who has gone beyond the call of duty.

#### ***Recognition of long service***

During the period, the Association has continued to recognise the long service to hospital broadcasting of both individual volunteers and member organisations by issuing, and where possible presenting, commemorative certificates.

#### ***Financial assistance to hospital broadcasters***

The HBA Bursary is awarded annually from the funds of the Association to enable volunteers involved in hospital broadcasting to attend one of the Association's conferences.

The HBA Grants programme enables member stations to purchase equipment or other materials required by them which they are unable to afford to purchase from their own funds.

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***Working at a national level***

During the period under review, representatives of HBA have liaised with a number of organisations at a national level, including Attend, Hospedia, IRN, PPL, PRS for Music and the Radio Academy.

***Strategic Review of the Association's Management and Services***

Throughout the period under review, discussions have continued within the Trustee Board on the re-structuring of the Association. Part way through the year, it became clear that the discussions about the future shape of the Association needed to be restarted with a fundamental review of what it was that the Association should be doing. It is almost three years since a similar exercise was carried out, and the environment in which the Association and its members operate has changed considerably during that time. The original re-structuring discussions have, therefore, been stopped, and a review of HBA activities is now under way, including a thorough consultation with members.

The Trustees have, during the last year, once again reviewed the Public Benefit provided by the Association taking into account the statutory guidance on this subject issued by the Charity Commission. The vast majority of activities undertaken by HBA were found to be easily and directly linked to the Association's charitable objective. No significant private benefit was identified outside of that obtained incidentally during the course of HBA's charitable activities.

**Financial Review**

The Balance Sheet on page 11 shows the Association with a very healthy level of funds at the end of the financial period – £2,105 more than at the start of the year.

The Trustee Board thanks Phonographic Performance Ltd for its continued support of HBA. Once again, PPL has donated £25,000 to the Association's general fund, and continued to sponsor the National Hospital Radio Awards.

The National Conference & Awards committee provided another excellent conference and awards ceremony, this year in Maidstone. As was the case last year, the conference was subsidised from the Association's general funds by around £6,700 (just under 20% of the overall cost). The cost of staging the National Hospital Radio Awards ceremony has been held at almost the same amount for the third successive year (2011: £13,812, 2010: £13,622, 2009: £13,497). The amount of sponsorship income has also been increased slightly compared with last year (£7,080 compared with £6,500), although this is still at a significantly lower level than in years prior to the worldwide financial crisis.

Two conference bursaries (totalling £449) were awarded this year, including one to Patrick Mizha, the very colourful and passionate representative of Hospinet, which is endeavouring to resurrect hospital broadcasting in Zimbabwe.

The second national training event, held in Leicester in October 2010, was attended by 67 delegates. The total cost of the event was £2,143, with income of £1,020. The event was therefore subsidised from HBA funds by £1,123 (52%, or around £16 per delegate). 16 delegates attended the South region training day in February, which cost £454 with income of £160 (subsidy: £294, 65% or around £18 per delegate). Unfortunately, the Wales & West event in August was very poorly supported, with only 6 delegates. Cost was £294 with an income of only £60 (subsidy: £234, 80% or £39 per delegate).

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With the reduction in the number of editions of "On Air" magazine (primarily due to a lack of copy, rather than budgetary restrictions), the cost of production and postage has reduced from £6,193 to £4,866). Income from advertising in the magazine (at £260), whilst 75% up on last year (£150), was still very low compared to previous years and covers only 5% of the costs.

The amount of money donated to hospital radio stations in the form of grants (£569) is greatly reduced compared with last year (£2,361). This is entirely due to a very low number of applications.

The Association has a number of restricted funds, as shown in Note 8 to the accounts, on page 17. Two of these relate to prior-year donations from PPL, in which specific amounts were allocated to specific projects:

- A fund of £1,000 is available to allow HBA to distribute syndicated/shared programmes to its member stations. An effective means to do this has yet to be developed.
- A fund, standing at £4,069 at the end of the period under review, was created to enable more activities to take place at a regional level.

More recently, PPL has agreed that its donation can be applied at the Trustees' discretion for the purposes of furthering the Association's charitable objectives.

The restricted funds relating to conferences and training events consist of delegates' fees. The National Hospital Radio Awards restricted fund consists of sponsorship income.

Overall, the Association is financially sound and has significant cash reserves. During the year under review, a proportion (£50,000) of the cash reserves has been moved into a building society bond account earning much more interest (helping to increase total investment income from £101 last year to £740 this year). A further investment in a similar bond is planned during the next financial year.

The Association has a Financial Management Policy which defines the controls to be implemented to ensure that the Association's assets are secure. This policy meets all the requirements of the Charities Act 1993, the Charity Commission guidelines "Internal Financial Controls for Charities" and the current Statement of Recommended Practice "Accounting and Reporting by 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" and the current Statement of Recommended Practice "Accounting and Reporting by Charities".

The Trustees have considered the future operation and performance of the charity and have not identified any major risks.

**Review of Previous Targets and Plans for Future Periods**

The Trustees set a number of targets for the period up until August 2011. These were:

1. to stage the National Hospital Radio Awards within a strictly-controlled budget  
*Target met.*
2. to stage a national conference in the spring, including the *National Hospital Radio Awards* ceremony  
*Target met.*

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3. to stage a national training event in the Autumn, and a number of regional training events across the country

*Target partially met.*

*A national training event was staged in Leicester in October 2010. (Another event also took place in Leeds in October 2011 since the end of the period to which this report refers.).*

*Regional training events were staged by the South region in Reading in February 2011 and the Wales & West region in Bristol in August 2011.*

*A committee has been formally created to co-ordinate training activities at both a national and regional basis.*

4. to make training material from seminars and workshops at conferences more readily available to those unable to attend

*Target missed.*

*The Conference committee has been asked to ensure that this target is met in 2012 and future years.*

5. to investigate the production of distance-learning packages

*Target missed.*

*The Training committee has been tasked with meeting this target in the next year.*

6. to develop best practice guidance for member stations

*Target missed.*

*The Policies & Guidelines committee was re-formed during the year; but work has yet to start, due to a lack of time by its members.*

7. to continue to act as an advocate for hospital broadcasting with key bodies and potential partners

*Target partially met.*

*Whilst it would always be possible to do better, HBA has liaised with Attend, Hospedia, IRN, PPL, PRS for Music and the Radio Academy during the period to which this report refers, and is monitoring developments in charity and copyright law.*

8. to encourage greater contributions to "On Air" magazine from the membership, and to review how the magazine can be best developed to meet members' needs

*Target partially met.*

*Advertising deals offered to companies attending the conference tradeshow were taken up. Contributions are being solicited on an individual basis whenever an appropriate story/topic is spotted. The review of the magazine format was stopped due to lack of input.*

9. to progress changes to the Association's governance and management structure

*Target missed.*

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*The review of the Association's governance and management structure was restarted from the beginning during the year and is on-going at the time of writing.*

The Trustees have set the following targets for the next reporting period:

1. to stage the National Hospital Radio Awards within a strictly-controlled budget;
2. to stage a national conference in the spring, including the National Hospital Radio Awards ceremony;
3. to stage a national training event in the Autumn, and regional training events in line with perceived demand;
4. to make training material from seminars and workshops at conferences more readily available to those unable to attend;
5. to investigate the production of distance-learning packages;
6. to develop best practice guidance for member stations;
7. to act as an advocate for hospital broadcasting with key bodies and potential partners;
8. to develop relationships with the Dept of Health, the NHS and the health departments in the devolved administrations;
9. to progress changes to the Association's governance and management structure;
10. to develop a long-term strategy and vision for the Association; and
11. to further develop the website and encourage greater use.

**Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing their annual report and the financial statements in accordance with UK charity and company law.

Company law requires the Trustees, as the company Directors, to prepare financial statements for each financial period which give a true and fair view of the state of the company as at the end of the year, and of the income and expenditure during the period. In preparing these financial statements, the Trustees are required to:

- ensure that the most suitable accounting policies are selected and applied consistently;
- make judgements and estimates which are reasonable and prudent; and
- disclose and explain any departure from Companies Act accounting principles.

The Trustees have overall responsibility for ensuring that the Association has appropriate systems and controls in place, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Companies Acts. They are also responsible for safeguarding the assets of the Association, and for their proper application as required by charity law, and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the exemption from audit applicable to small companies conferred by section 477 of the Companies Act 2006. The Trustees have opted instead for independent examination under the Charities Act 1993.

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So far as the Trustees are aware, all relevant information has been made available to the Association's advisers to assist in the preparation of the attached financial statements.

On behalf of the Trustees



**Nigel Dallard**  
Secretary  
21<sup>st</sup> January 2012

**National Association of Hospital Broadcasting Organisations**

**INDEPENDENT EXAMINERS REPORT  
FOR THE YEAR ENDED 31 AUGUST 2011**

I report on the accounts of the company for the year ended 31 August 2011 which are set out on pages 10 to 18.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

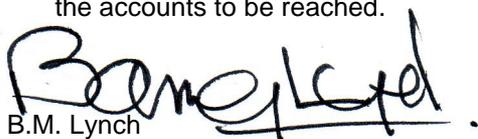
**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

- which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



B.M. Lynch  
Rothman Pantall LLP  
ICAEW

Avebury House  
6 St Peter Street  
Winchester Hampshire  
SO23 8BN

10<sup>th</sup> February 2012

**National Association of Hospital Broadcasting Organisations**

**STATEMENT OF FINANCIAL ACTIVITIES  
(Incorporating an Income and Expenditure Account)  
FOR THE YEAR ENDED 31 AUGUST 2011**

	Notes	Unrestricted Funds	Restricted Funds	31/8/11 Total	31/8/10 Total
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming Resources from Generated Funds</b>					
Voluntary Income	2a	25,120	-	25,120	25,125
Activities for Generating Funds	2b	260	-	260	150
Investment Income	2c	740	-	740	101
<b>Incoming Resources from Charitable Activities</b>	2d	9,500	34,564	44,064	43,368
<b>TOTAL INCOMING RESOURCES</b>		<u>35,620</u>	<u>34,564</u>	<u>70,184</u>	<u>68,744</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of Generating Funds</b>					
Charitable Activities	3a	6,600	50,540	57,140	62,544
Governance Costs	3b	10,939	-	10,939	10,692
<b>TOTAL RESOURCES EXPENDED</b>		<u>17,539</u>	<u>50,540</u>	<u>68,079</u>	<u>73,236</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		18,081	(15,976)	2,105	(4,492)
Total Funds brought forward		203,061	6,004	209,065	213,557
Transfers	8	(15,041)	15,041	-	-
<b>TOTAL FUNDS carried forward</b>		<u>206,101</u>	<u>5,069</u>	<u>211,170</u>	<u>209,065</u>

Movements on all reserves and all recognised gains and losses are shown above. All of the organisations operations are classed as continuing.

The notes on pages 11 to 18 form part of these financial statements.

**National Association of Hospital Broadcasting Organisations**

**BALANCE SHEET  
AS AT 31 AUGUST 2011**

	Notes	Unrestricted Funds £	Restricted Funds £	31/8/11 Total £	31/8/10 Total £
<b>Fixed Assets</b>					
Tangible assets	4	-	-	-	144
<b>Current Assets</b>					
Debtors	5	1,322	200	1,522	319
Cash at bank and in hand	6	<u>207,792</u>	<u>5,169</u>	<u>212,961</u>	<u>216,118</u>
<b>Total Current Assets</b>		<u>209,114</u>	<u>5,369</u>	<u>214,483</u>	<u>216,437</u>
<b>Creditors:</b>					
Amounts falling due within one year	7	3,013	300	3,313	7,516
<b>NET CURRENT ASSETS</b>		206,101	5,069	211,170	208,921
<b>NET ASSETS</b>		<u>206,101</u>	<u>5,069</u>	<u>211,170</u>	<u>209,065</u>
<b>Funds of the Charity</b>					
General Funds		206,101	-	206,101	203,061
Restricted Funds	8	-	5,069	5,069	6,004
<b>Total Funds</b>		<u>206,101</u>	<u>5,069</u>	<u>211,170</u>	<u>209,065</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2011.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2011 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for

- a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006, and
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 21<sup>st</sup> January 2012 and were signed on its behalf by:



**Julie Cox**  
Treasurer  
21<sup>st</sup> January 2012



**Nigel Dallard**  
Secretary  
21<sup>st</sup> January 2012

**National Association of Hospital Broadcasting Organisations**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2011**

**1) ACCOUNTING POLICIES**

**Incoming Resources**

***Recognition of Incoming Resources***

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the Directors are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

***Incoming Resources with related expenditure***

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

***Grants and Donations***

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

***Tax reclaims on Donations and Gifts***

Incoming resources from tax returns are included in the SOFA in the same financial period as the gift to which they relate.

***Contractual Income and Performance Related Grants***

This is only included in the SOFA once the related goods or services have been delivered.

***Gifts in Kind***

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

***Donated Services and Facilities***

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

***Volunteer Help***

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report.

***Investment Income***

This is included in the accounts when receivable.

**National Association of Hospital Broadcasting Organisations**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2011**

**1) ACCOUNTING POLICIES (Continued)**

**Expenditure and Liabilities**

***Liability recognition***

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

***Governance Costs***

Include costs of the preparation and examination of statutory accounts, the costs of the Directors' meetings and cost of any legal advice to Directors on governance or constitutional matters.

***Grants with performance conditions***

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

***Changes in Accounting policies and previous accounts***

There has been no change to the accounting policies (variation rules and methods of accounting) since last year, and no changes to the previous accounts other than the adjusted balances of the Assets and Liabilities to the previous year's accounts.

***Grants payable without performance conditions***

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

***Support Costs***

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and the other costs by their usage.

***Assets***

Tangible fixed assets for use by the charity:

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rates applied per annum are as follows:-

Plant, fixtures and equipment	33%
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***Basis of preparation***

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice Accounting and Reporting by Charities.

**National Association of Hospital Broadcasting Organisations**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2011 (Continued)**

**2. INCOMING RESOURCES**

		Unrestricted	Restricted	31/8/11	31/8/10
		Funds	Funds	Total	Total
	Note	£	£	£	£
<b>a) Voluntary Income</b>					
Donations:					
Phonographic Performance Ltd		25,000	-	25,000	25,000
Give As You Earn		120	-	120	125
		<u>25,120</u>	<u>-</u>	<u>25,120</u>	<u>25,125</u>
<b>b) Activities for Generating Funds</b>					
"On Air" Income		260	-	260	150
		<u>260</u>	<u>-</u>	<u>260</u>	<u>150</u>
<b>c) Investment Income</b>					
Interest		740	-	740	101
		<u>740</u>	<u>-</u>	<u>740</u>	<u>101</u>
<b>d) Incoming Resources from Charitable Activities</b>					
Conferences:					
Spring 2010	8	-	-	-	27,326
Spring 2011	8	-	26,234	26,234	-
Subscriptions					
Associates		1,140	-	1,140	330
Corporate		-	-	-	-
Full Members		8,360	-	8,360	7,782
Sponsorship	8				
Awards 2009		-	-	-	500
Awards 2010		-	-	-	6,500
Awards 2011		-	7,080	7,080	-
Training Events					
Oct 2009 Charity Law training	8	-	-	-	210
Oct 2009 Radio presentation training	8	-	10	10	720
2010 Interview and presentation	8	-	600	600	-
2010 Fundraising and public relations	8	-	420	420	-
Recruit, motivate and retain Feb 2011 South region	8	-	160	160	-
Aug 2011 Wales & West region	8	-	60	60	-
		<u>9,500</u>	<u>34,564</u>	<u>44,064</u>	<u>43,368</u>

**National Association of Hospital Broadcasting Organisations**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2011 (Continued)**

<b>3. RESOURCES EXPENDED</b>		Unrestricted	Restricted	31/8/11	31/8/10
		Funds	Funds	Total	Total
		£	£	£	£
<b>a) Charitable Activities</b>	Note				
National Hospital Radio Awards	8				
2010		-	7	7	13,622
2009		-	13,805	13,805	-
Bank Charges		-	-	-	4
Conference Bursaries		-	449	449	423
Conference Costs:	8				
Spring 2010		-	-	-	32,653
Spring 2011		-	31,787	31,787	-
General		-	666	666	985
Depreciation		144	-	144	462
Grants to Member Stations	8	569	-	569	2,361
Professional Fees		120	-	120	387
Insurance		620	-	620	711
“On Air” Magazine Costs		4,866	-	4,866	6,193
Regional Costs:	8				
Travel and Subsistence		-	911	911	520
Postage, Printing & Stationery		-	24	24	3
IT Costs		230	-	230	40
Training Events					
Oct 2009 Charity Law training	8	-	-	-	1,549
Oct 2009 Radio presentation training	8	-	-	-	2,091
2010 Interview and presentation	8	-	1,246	1,246	-
2010 Fundraising and public relations	8	-	897	897	-
Recruit, motivate and retain					
Feb 2011 South region	8	-	454	454	-
Aug 2011 Wales & West region	8	-	294	294	-
Bad debts		-	-	-	540
Equipment		51	-	51	-
		<u>6,600</u>	<u>50,540</u>	<u>57,140</u>	<u>62,544</u>
<b>b) Governance Costs</b>					
Statutory Fees		50	-	50	50
Independent Examiner		3,000	-	3,000	2,938
Independent Examiner over provision 2010		(272)	-	(272)	-
General meetings		200	-	200	-
Trustee Board Costs:					
Meetings		4,482	-	4,482	4,251
Printing, Stationery & Postage		1,014	-	1,014	935
Telephone		40	-	40	7
Travel and Subsistence		1,958	-	1,958	2,511
Strategy Review		467	-	467	-
		<u>10,939</u>	<u>-</u>	<u>10,939</u>	<u>10,692</u>

**National Association of Hospital Broadcasting Organisations**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2011**

<b>4. TANGIBLE FIXED ASSETS</b>	Unrestricted £	Restricted £	Total £
<b>Equipment</b>			
Cost as at 1 September 2010	1,400	-	1,400
Additions	-	-	-
Disposals/Write offs	-	-	-
Cost as at 31 August 2011	<u>1,400</u>	<u>-</u>	<u>1,400</u>
Depreciation as at 1 September 2010	1,256	-	1,256
Charge	144	-	144
Depreciation as at 31 August 2011	<u>1,400</u>	<u>-</u>	<u>1,400</u>
Net Book Value as at 31 August 2011	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value as at 1 September 2010	<u>144</u>	<u>-</u>	<u>144</u>

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31 August 2011	None
1 September 2010	None

<b>5. DEBTORS AND PREPAYMENTS</b>	Unrestricted Funds £	Restricted Funds £	31/8/11 Total £	31/8/10 Total £
Trade debtors	-	200	200	-
Prepayments	650	-	650	319
Accrued income	672	-	672	-
	<u>1,322</u>	<u>200</u>	<u>1,522</u>	<u>319</u>

<b>6. CASH AT BANK</b>	Unrestricted Funds £	Restricted Funds £	31/8/11 Total £	31/8/10 Total £
Barclays Current Account	(389)	-	(389)	461
Barclays Premium Account	73,803	5,169	78,972	81,332
Barclays Tracker Account	84,378	-	84,378	134,325
Principality Bond	50,000	-	50,000	-
	<u>207,792</u>	<u>5,169</u>	<u>212,961</u>	<u>216,118</u>

**National Association of Hospital Broadcasting Organisations**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2011 (Continued)**

<b>7. CREDITORS AND ACCRUALS:</b>	Unrestricted	Restricted	31/8/11	31/8/10
<b>Amounts falling due within one year</b>	Fund	Fund	Total	Total
	£	£	£	£
Accruals	13	-	13	261
Deferred Income	-	300	300	1,380
Independent Examination	3,000	-	3,000	5,875
	<u>3,013</u>	<u>300</u>	<u>3,313</u>	<u>7,516</u>

<b>8. RESTRICTED FUNDS</b>	Balance				Balance
	1/9/10	Income	Expenditure	Transfers	31/8/11
	£	£	£	£	£
Conferences	-	26,234	32,902	6,668	-
National Hospital Radio Awards	-	7,080	13,812	6,732	-
Programme Distributions	1,000	-	-	-	1,000
Regional Support	5,004	-	935	-	4,069
Training Events	-	1,250	2,891	1,641	-
	<u>6,004</u>	<u>34,564</u>	<u>50,540</u>	<u>15,041</u>	<u>5,069</u>

The restricted funds are explained in the Trustees Annual Report.  
The restricted funds are wholly represented by cash reserves of the charity.

**9. STAFF COSTS AND NUMBERS**

The Company employed no staff for the year under review or the previous period.

<b>10. DIRECTORS AND OTHER RELATED PARTIES</b>	31/8/11	31/8/10
Number of Directors who were paid expenses	<u>7</u>	<u>7</u>
Total amount paid	£ <u>6,409</u>	£ <u>5,051</u>

Payments to Directors were reimbursements for 'out of pocket' expenses.

**National Association of Hospital Broadcasting Organisations**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2011 (Continued)**

**11. RISK ASSESSMENT**

The Directors actively review the major risks which the company faces on a regular basis and believe that maintaining the fee reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

**12. RESERVES POLICY**

The Directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Directors will endeavour not to set aside funds unnecessarily.