
**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 2014**

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National Association of Hospital Broadcasting Organisations
Annual Report and Accounts for the year ended 31 August 2014

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
Geoff Fairbairn
Melanie Ive
Iain Lee (resigned 29/03/2014)
Jim Simpson
June Snowden

Company Secretary: Nigel Dallard

Registered Office: Avebury House
6 St Peter Street
Winchester
Hampshire
SO23 8BN

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	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
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Scottish Widows Bank Plc
PO Box 12757
67 Morrison Street
Edinburgh
EH3 8YJ

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

National Association of Hospital Broadcasting Organisations

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2014

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31st August 2014, under the Companies Act 2006 and the Charities Act 2011. 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 five 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 appointed from volunteers at 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;

National Association of Hospital Broadcasting Organisations

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2014

Objectives and Activities (continued)

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

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, 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.

During the year, the Trustees regretfully accepted the resignation of long-standing editor of our members' magazine "On Air". Due to the cost of producing the paper magazine, and the lack of advertising income, it has been decided to re-launch the magazine in electronic form. It is hoped that this will happen before the AGM in March 2015.

A monthly electronic newsletter has been launched during the year. Aimed primarily at those managing hospital radio stations, it includes news about developments in the charity sector, NHS and broadcasting world that may affect hospital broadcasters, funding and training opportunities, HBA events and activities, and members in the news.

A major investment has been made in the development of a new website. Alongside the newsletter and the re-launched magazine, this should provide a much better platform for communications to and from member stations, as well as providing a modern image to the general public and external stakeholders.

Emphasis continues to be given by the Association to the provision of training. The fifth national training event, was held in Birmingham, with training sessions on presentation and interview skills, and fundraising. The South Region held a training session as part of one of its regular events, covering how to build a good relationship with the local media and to get them to cover your stories.

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.

National Association of Hospital Broadcasting Organisations

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2014

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. This year, the awarding of grants has been changed from a rolling programme with no defined upper award limit, to three tranches of awards, and with a maximum individual grant of £500, in an effort to ensure that the available funds are spread more equitably.

Working at a national level

HBA is a member of the Charity Commission for England & Wales's partnership programme, and detailed discussions have taken place through the year regarding updating the long-standing model charitable object and developing a new model object relating to the promotion of public health. Discussions regarding model objects have also taken place with the Office of the Scottish Charity Regulator and the Charity Commission for Northern Ireland.

Discussions are ongoing with Football Dataco regarding the terms of the licence under which members are permitted to broadcast reports and commentary from football grounds.

A growing relationship is being built with numerous suppliers of syndicated programming who make their content available to members free-of-charge. At the time of writing, HBA is in the final stages of negotiation with the Wireless Theatre Company for access to their full back catalogue of radio drama.

Other organisations with whom HBA has engaged during the period of review include Ofcom, PPL, the Radio Academy, the Talking Newspaper Federation, and Independent Radio News.

HBA has a committee focusing effort on developing relationships with the Dept. for Health, the NHS, and the health departments in the devolved administrations. In addition, a number of individuals are tasked with "owning" HBA's relationship with specific organisations.

Strategic Review of the Association's Management and Services

Throughout the period under review, the Trustee Board discussed the restructuring of the HBA, to address its decisions it took in the previous year as to the role of the Association and services it should be providing to its members.

At the conference in March 2014, the Trustees shared their vision and aspirations to achieve a more streamlined and representative regional structure and, in the AGM, gained consent for the changes to the Bylaws necessary to implement this. This goal remains a work in progress, as HBA suffers, like many volunteer associations, from volunteer resourcing challenges. This situation, whilst challenging, does not detract from the HBA's desire to fulfil its commitment to change.

National Association of Hospital Broadcasting Organisations

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2014

Strategic Review of the Association's Management and Services (continued)

The next step is the redefinition of the roles of the Trustees, separating, in most cases, the formal governance and strategic oversight role from any day-to-day management role. With the exception of the Chairman, the Treasurer, and the Secretary, those elected or appointed as Trustees will not have a defined management portfolio as a result of that appointment or election (although there will be no barrier to them taking on such a role, if they have the time, skills and knowledge to do so). This is because it has become apparent that fewer individuals from within the hospital broadcasting community are willing and able to commit to taking on both a governance and management role with HBA. The Trustees feel that it is vital that the HBA is governed primarily by representatives of its member hospital broadcasting organisations, whilst it is less important that those undertaking its work are also volunteers at a local hospital broadcasting organisation.

Proposals will be brought before the AGM in March 2015 to increase the number of Appointed Trustees to allow individuals to be appointed as Treasurer and Secretary based on their skills and knowledge, and without being a bona fide member of a member hospital broadcasting organisation.

Other roles within the HBA will also be defined, and split into units that are as small as possible. The idea is to create more smaller roles that are more likely to be attractive to volunteers, and to match management responsibilities to the particular interests and skills of individual volunteers.

It is not the intention of the Trustee Board to recruit paid members of staff at this time. It is hoped that all the objectives for the coming period can be met with volunteer effort, although it is accepted that certain discrete jobs, may require professional assistance, which may require payment for services rendered. Rather, the intent is to make it as easy as possible to recruit more volunteers into roles within HBA, be that as a Trustee, a Regional Rep, or in another capacity. The Trustees will also look to recruit volunteers from outside the existing hospital broadcasting community.

Public Benefit

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 13 shows the Association with a very healthy level of funds at the end of the financial period, although it ran a deficit of £6,425 over the year.

The Trustee Board thanks Phonographic Performance Ltd for its continued support of HBA. This year, PPL increased its donation to the Association's general fund to £26,500, and continued to sponsor the National Hospital Radio Awards.

The National Conference & Awards committee provided another excellent conference and awards ceremony, this year in Bristol. The subsidy from the Association's general fund (£3,793 or 10%) has halved compared with that in 2013 of only (£8,530, or 20%). The cost of staging the National Hospital Radio Awards ceremony has been held at almost the same amount for the sixth successive year (2014: £13,457, 2013: £13,497, 2012: £13,410, 2011: £13,805, 2010: £13,622, 2009: £13,497).

National Association of Hospital Broadcasting Organisations

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

Financial Review (continued)

The amount of sponsorship income was also maintained again this year at £5,850 (2013: £5,350, 2012: £5,550, 2011: £7,080, 2010: £6,500).

Two conference bursaries (totalling £375) were awarded this year, to volunteers from Choice Radio and Radio Wexham. Reports from both recipients about the conference and what they learnt have been published to members via the website and newsletter.

The Training Network committee are thanked for staging the well-received national training day in Birmingham in October 2013. The event was attended by 49 delegates. The total cost of the event was £2,756 (Oct 2012: £3,407, Oct 2011: £3,932), with income of £735 (Oct 2012: £730, Oct 2011: £765). The event was therefore subsidised from HBA funds by £2,021 (73%, or around £41 per delegate).

During the year under review, three editions of "On Air" magazine were produced, at a cost (including production and postage) of £5,377 (2013: £7,463, 2012: £6,593 – both 4 editions), an average of £1,792 per issue (2013: £1,866, 2012: £1,648). Michelle Newstead resigned as editor in May, and is thanked for her work producing the Association's magazine over a period of many years.

Income from advertising in the magazine was, unfortunately, only £700, despite the best efforts of Paul Sysum. The continuing large disparity between income and expenditure was a large factor in the Trustees' decision to transfer the magazine to an electronic form.

The amount of money donated to hospital radio stations in the form of grants (£2,607) is in line with the budget of £3,000, the same as the previous year. Six stations benefited from a grant.

The Association has a number of restricted funds, as shown in Note 8 to the accounts, on page 19. 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 £2,234 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 balance of £983 in the conferences fund, transferred from general funds, relates to prepayments (see Note 5 to the accounts) made in relation to the conference to be held in March 2015. The National Hospital Radio Awards restricted fund consists of sponsorship income.

Overall, the Association is financially sound and has significant cash reserves. As can be seen in Note 6 to the accounts, 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.

National Association of Hospital Broadcasting Organisations

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2014

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 2011, 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 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.

Review of Previous Targets and Plans for Future Periods

The Trustees set a number of targets for the period up until August 2013. 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.
3. to stage a national training event in the Autumn, and regional training events in line with perceived demand;
A national training event was held in Birmingham in October 2013, with training sessions on presentation and interview skills, and fundraising..
The South region held a training session as part of one of its regular events in November 2013, covering how to build a good relationship with the local media and to get them to cover your stories.
4. where possible, to make training material from training events, conference seminars and workshops, more readily available to those unable to attend through the members area of the HBA website;
Training material from one of the sessions at the national training day, the South region training event and one of the seminars at the national conference are available for members to download from the HBA website.
5. to investigate the production of distance-learning packages;
No progress.
6. to develop model policy documents and best practice guidance for member stations;
Target not met, although guidance on how to provide a charitable radio service with the charitable object of public health promotion was in final stages of preparation at the end of the period under review, and work has started on updating guidance related to internet broadcasting and best practice in dealing with a breaking major story.

National Association of Hospital Broadcasting Organisations

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

Review of Previous Targets and Plans for Future Periods (continued)

7. to act as an advocate for hospital broadcasting with key bodies and potential partners;
HBA is a member of the Charity Commission for England & Wales's partnership programme, and detailed discussions have taken place through the year regarding updating the long-standing model charitable object and developing a new model object relating to the promotion of public health. Discussions regarding model objects have also taken place with the Office of the Scottish Charity Regulator and the Charity Commission for Northern Ireland.
8. to develop relationships with the Dept. of Health, the NHS and the health departments in the devolved administrations;
Very little progress made.
9. to implement a long-term strategy and vision for the Association, and to progress necessary changes to the Association's governance and management structure to deliver that strategy and vision;
The Trustee Board is still developing the medium-term strategy for the HBA and working towards a consensus as to how to implement it.
10. to continue, with the Editor, to re-design and re-launch "On Air" magazine;
Progress towards the original goal was halted by the resignation of the editor. Having reviewed the options, the Trustee Board decided that "On Air" should re-launch in electronic form. At the end of the period under review, the search for a replacement editor was underway.
11. to redevelop the website, further enhancing its capabilities and usability;
During the period under review, requirements for a new website were specified and a procurement process undertaken for the development of the site. It was hoped to have the new website live by the end of August, but timescales have slipped slightly. Launch is expected during the first quarter of 2015.
12. to continue to improve communications with both members and key external bodies;
Much effort has been spent improving communications with both the management and general volunteers at member stations. A regular monthly electronic newsletter has been launched, which any volunteer at a member station can subscribe to. Ad-hoc communications with members have also been improved. Delegates to the national training event and conference received increased amounts of information, and conference delegates received nightly reminders of what was happening the next day.
Communications with external bodies is the next focus. It has been agreed that a 4-page impact report will be produced after the 2015 National Hospital Radio Awards to highlight the work of the HBA and hospital radio in general.
13. to ensure that the operating deficit for the financial year does not exceed that budgeted; and
A significant capital investment has been made into the development of the new website. In line with standard accounting practice, this will be appear in the accounts spread over a number of years as depreciation of the asset. Discounting this investment, the management accounts show the operating deficit over £3,000 below that budgeted.
14. to actively recruit more volunteers.
During the period under review, three new volunteers joined as Regional Reps, one of which as also taken on additional responsibilities. In addition, a volunteer was recruited to help with editorial copy for "On Air" magazine.

National Association of Hospital Broadcasting Organisations

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

Review of Previous Targets and Plans for Future Periods (continued)

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 organise two training events;
4. to stage two events specifically aimed at increasing the engagement between the Trustee Board and member stations;
5. to publish best practice guidance for member stations on:
 - use of the newly-agreed health promotion model charitable object;
 - internet broadcasting;
 - use of IRN in the case of a breaking major story; and
 - the taking of sponsorship and advertising.
6. to communicate with the Health Ministers of all four home nations, informing them of the HBA's existence and its role;
7. to re-launch "On Air" magazine in electronic form;
8. to launch the new website;
9. to ensure that the operating deficit for the financial year does not exceed that budgeted;
10. to recruit a team of volunteers to stage the national Hospital Radio Awards 2016;
11. to ensure there is a successor Treasurer by the 2015 AGM; and
12. to define and implement a new structure for HBA.

National Association of Hospital Broadcasting Organisations

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

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 2011.

This report has been prepared in accordance with the small company regime (section 419 (2)) of the Companies Act 2006

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

17th January 2015

**Independent examiner's report to the Trustees of National Association of Hospital
Broadcasting Organisations for the year ended 31 August 2014**

I report on the accounts of the company for the year ended 31 August 2014, which are set out on pages 12 to 20

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

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

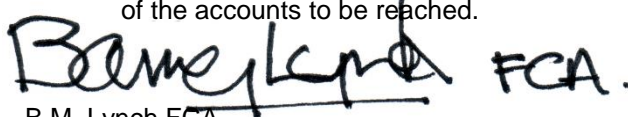
Basis of independent examiner's report

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.

 FCA.

B.M. Lynch FCA
ICAEW
Rothman Pantall LLP
Chartered Accountants
Avebury House
6 St Peter Street
Winchester
Hampshire
SO23 8BN

13th February 2015

National Association of Hospital Broadcasting Organisations

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 AUGUST 2014**

	Notes	Unrestricted Funds	Restricted Funds	31/08/2014 Total	31/08/2013 Total
		£	£	£	£
INCOMING RESOURCES					
Incoming Resources from generated funds					
Voluntary Income	2a	26,620	-	26,620	26,854
Activities for Generating Funds		-	-	-	40
Investment Income	2b	528	-	528	1,272
Incoming Resources from Charitable Activities	2c	9,575	38,567	48,142	49,194
TOTAL INCOMING RESOURCES		36,723	38,567	75,290	77,360
RESOURCES EXPENDED					
Costs of Generating Funds		-	-	-	-
Charitable Activities	3a	16,988	52,919	69,907	78,537
Governance Costs	3b	11,808	-	11,808	13,497
TOTAL RESOURCES EXPENDED		28,796	52,919	81,715	92,034
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		7,927	(14,352)	(6,425)	(14,674)
Transfers between funds	8	(14,404)	14,404	-	-
NET MOVEMENT IN FUNDS		(6,477)	52	(6,425)	(14,674)
Total Funds brought forward		199,153	4,165	203,318	217,992
Total Funds carried forward		192,676	4,217	196,893	203,318

The statement of financial activities includes all gains and losses recognised in the year.

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

The notes on pages 14 to 20 form part of these financial statements.

National Association of Hospital Broadcasting Organisations

(Company number: 2750147)

BALANCE SHEET

AS AT 31 AUGUST 2014

	Notes	Unrestricted Funds £	Restricted Funds £	31/08/2014 Total £	31/08/2013 Total
Fixed Assets					
Tangible assets	4	-	-	-	420
Current Assets					
Debtors	5	9,604	983	10,587	366
Cash at bank and in hand	6	185,952	3,234	189,186	205,352
Total Current Assets		195,556	4,217	199,773	205,718
Creditors:					
Amounts falling due within one year	7	2,880	-	2,880	2,820
NET CURRENT ASSETS		192,676	4,217	196,893	202,898
NET ASSETS		192,676	4,217	196,893	203,318
Funds of the Charity					
General Funds		192,676	-	192,676	199,153
Restricted Funds	8	-	4,217	4,217	4,165
Total Funds		192,676	4,217	196,893	203,318

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006, and
- 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 17th January 2015 and were signed on its behalf by:



Julie Cox
Treasurer



Nigel Dallard
Secretary

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

1. ACCOUNTING POLICIES

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 (SORP) 2005.

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 2014**

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, nor to the previous 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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Impairment reviews are carried out periodically when evidence comes to light that an asset's value falls below its net book value.

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

2. INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	31/08/2014 Total £	31/08/2013 Total £
a) Voluntary Income				
Donations:				
Phonographic Performance Ltd	26,500	-	26,500	26,500
Give As You Earn	120	-	120	120
Legacies	-	-	-	234
	<u>26,620</u>	<u>-</u>	<u>26,620</u>	<u>26,854</u>
b) Activities for Generating Funds				
"On Air" Income	-	-	-	40
	<u>-</u>	<u>-</u>	<u>-</u>	<u>40</u>
c) Investment Income				
Interest	528	-	528	1,272
	<u>528</u>	<u>-</u>	<u>528</u>	<u>1,272</u>
d) Incoming Resources from Charitable Activities				
"On Air" Income	700	-	700	-
Conferences:				
Spring 2013	-	-	-	32,537
Spring 2014	-	31,982	31,982	-
Subscriptions:				
Associates	375	-	375	360
Full Members	8,500	-	8,500	9,677
Sponsorship				
Awards 2013	-	-	-	5,350
Awards 2014	-	5,850	5,850	-
Training Events				
2013 Presentation & Interview Skills	-	555	555	-
2013 Fundraising	-	180	180	-
2012 Programme planning, Preparation, Content and Interviewing Skills – Scottish Region – Oct 12	-	-	-	260
2012 Presentation & Interview Skills	-	-	-	307
2012 Myriad Up-Skilling	-	-	-	423
Adobe Audition, Presenter Coaching & Studio Discipline – W&W Region – July 13	-	-	-	280
	<u>9,575</u>	<u>38,567</u>	<u>48,142</u>	<u>49,194</u>

Note: In 2013, "On Air" Income was classified as incoming resources from activities for generating funds. In 2014 it has been classified as incoming resources from charitable activities to better reflect the nature of the magazine, the primary purpose of which is to disseminate information to members.

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

3. RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	31/08/2014 Total £	31/08/2013 Total £
a) Charitable Activities				
National Hospital Radio Awards				
2013	-	-	-	13,497
2014	-	13,457	13,457	-
Conferences				
Spring 2013	-	-	-	39,582
Spring 2014	-	35,078	35,078	-
General	-	322	322	961
Bursaries	-	375	375	524
Depreciation	420	-	420	408
Grants to Members Stations	2,607	-	2,607	3,000
Insurance	592	-	592	610
“On Air” Magazine Costs	5,377	-	5,377	7,463
Regional Activities				
Travel and Subsistence	-	900	900	420
Postage, Printing & Stationery	-	31	31	39
IT Costs	220	-	220	258
Public relations	303	-	303	965
HBA Volunteers' Travel and Subsistence	7,467	-	7,467	5,870
Bank charges	2	-	2	2
Training Events				
Programme planning, Preparation, Content & Interviewing Skills – Scottish Region – Oct 12	-	-	-	991
2012 Presentation & Interview Skills	-	-	-	1,509
2012 Myriad Up-Skilling	-	-	-	1,898
Adobe Audition, Presenter Coaching & Studio Discipline – W&W region – July 13	-	-	-	416
Training Network - General	-	-	-	124
2013 Presentation & Interview Skills	-	1,895	1,895	-
2013 Fundraising	-	861	861	-
	16,988	52,919	69,907	78,537
b) Governance Costs				
Statutory Fees	48	-	48	49
Independent Examiner	2,880	-	2,880	2,820
General Meetings	400	-	400	400
Trustee Board:				
Meetings	6,174	-	6,174	6,901
Printing, Stationery & Postage	1,266	-	1,266	1,144
Telephone	40	-	40	40
Strategy Review	1,000	-	1,000	2,143
	11,808	-	11,808	13,497

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

4. TANGIBLE FIXED ASSETS

	Equipment £	Total £
Cost as at 1 September 2013	2,636	2,636
Additions	-	-
Disposals / Write offs	-	-
Cost as at 31 August 2014	<u>2,636</u>	<u>2,636</u>
Depreciation as at 1 September 2013	2,216	2,216
Charge for year	420	420
Elimination on disposal	-	-
Depreciation as at 31 August 2014	<u>2,636</u>	<u>2,636</u>
Net Book Value as at 31 August 2014	<u>-</u>	<u>-</u>
Net Book Value as at 31 August 2013	<u>420</u>	<u>420</u>

All tangible fixed assets relate to unrestricted funds.

There are no annual commitments under non-cancelling operating leases as at 31 August 2014 or 31 August 2013. As at 31 August 2014 the company had capital commitments of £6,175 (2013: £NIL) regarding the development of a new website.

5. DEBTORS AND PREPAYMENTS

	Unrestricted Funds £	Restricted Funds £	31/08/2014 Total £	31/08/2013 Total £
Prepayments	9,564	983	10,547	295
Accrued Income	40	-	40	71
	<u>9,604</u>	<u>983</u>	<u>10,587</u>	<u>366</u>

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

6. CASH AT BANK

	Unrestricted Funds £	Restricted Funds £	31/08/2014 Total £	31/08/2013 Total £
CAF Cash Current Account	50,077	3,234	53,311	104,117
CAF Cash Platinum Account	60,223	-	60,223	20,037
Scottish Widows	75,652	-	75,652	75,351
Barclays Current Account	-	-	-	905
Barclays Premium Account	-	-	-	392
Barclays Tracker Account	-	-	-	4,550
	<u>185,952</u>	<u>3,234</u>	<u>189,186</u>	<u>205,352</u>

7. CREDITORS AND ACCRUALS:

Amounts Falling Due within one year	Unrestricted Funds £	Restricted Funds £	31/08/2014 Total £	31/08/2013 Total £
Accruals	2,880	-	2,880	2,820
	<u>2,880</u>	<u>-</u>	<u>2,880</u>	<u>2,820</u>

8. RESTRICTED FUNDS

	Balance 01/09/2013 £	Income £	Expenditure £	Transfers £	Balance 31/08/2014 £
Conferences	-	31,982	(35,775)	4,776	983
National Hospital Radio Awards	-	5,850	(13,457)	7,607	-
Programme Distributions	1,000	-	-	-	1,000
Regional Support	3,165	-	(931)	-	2,234
Training Events	-	735	(2,756)	2,021	-
	<u>4,165</u>	<u>38,567</u>	<u>(52,919)</u>	<u>14,404</u>	<u>4,217</u>

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

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

9. STAFF COSTS AND NUMBERS

The Company employed no staff for the year under review, nor for the previous period.

10. DIRECTORS AND OTHER RELATED PARTIES

	31/08/14	31/08/13
Number of Directors who were paid expenses	<u>7</u>	<u>6</u>
Total amount paid	<u>£15,606</u>	<u>£15,048</u>

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

11. 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.