
**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 2017**

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National Association of Hospital Broadcasting Organisations
Annual Report and Accounts for the year ended 31 August 2017

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 Nigel Dallard
Grant McNaughton
Graham Medhurst
Ian Pinnell (appointed 16/09/2016)
Mike Sarre
Darran Huish (appointed 25/03/2017)
Iain Lee (resigned 31/05/2017)

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

Aldermore
1st Floor, Block B
Western House
Lynch Wood
PETERBOROUGH
PE2 6FZ

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

National Association of Hospital Broadcasting Organisations
Annual Report and Accounts for the year ended 31 August 2017

Independent Examiner: Jonathan Poulter ACA, CTA
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 2017

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31st August 2017, under the Companies Act 2006 and the Charities Act 2011. The Trustees have adopted the provisions of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS 102.

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 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 Articles of Association allow for the Trustee Board to consist of:

- up to seven Elected Trustees, elected by the Full Members for a three-year term of office; and
- 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;

with the actual number being set by members at general meetings. Currently, there are six open Elected Trustee positions (one vacant) and three Appointed Trustee positions (two vacant).

The Trustee Board normally meets four 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 Association continues to operate with no paid staff; all those working for the charity are volunteers. The work of the Association is primarily undertaken by:

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

Currently, five of the Trustees are also Executive Leads, actively involved in the day-to-day running of the Association. It is an ambition to entirely split the Executive Lead and Trustee roles over time.

All Trustees and the vast majority of other HBA volunteers are also members of hospital broadcasting organisations across the UK and are therefore truly representative of hospital broadcasting in the UK.

New Trustees and other volunteers receive an induction 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) 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 aspiration – 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 and by staging a national conference. The network of specialist advisers for hospital broadcasters was in place for the duration of the reporting interval and has taken direct questions during the year. Questions fielded were predominantly concerning management and charity governance.

The monthly newsletter has continued to be produced throughout 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. During the year the newsletter switched to a responsive design enabling it to be read on multiple devices from most smart phones and tablets, in addition to conventional desktop PCs. Colour and images were added to make the newsletter more aesthetically and visually appealing to readers.

Despite the resignation of the webmaster during the year the *pro tem* cover has developed more utility on both the public-facing and member-only side of the website including the release of an interactive national search map and the capacity for members to book and pay for HBA events via an online bookings platform.

The national conference continues to provide the opportunity to offer training and guidance on various aspects of hospital broadcasting and the administrative and governance aspects of running a charity. Highlights at this year's event included keynote guest speeches from David Lloyd on, 'What's the Point' (of hospital radio) and Chris Stevens seminar, 'When Stuff Goes Wrong!' More serious content was delivered too, 'Developing Digital Communications' and 'Recruitment and Retention'. A number of networking sessions were held on subjects such as 'Increasing Hospital Radio's Impact' whilst a less formal session was set by delegates. Professionals Stephanie Hirst and Alan Dediccoat recounted their experiences, advice and forthright views on the state of radio.

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2017**

Roadshows

The format of the HBA *roadshow* events was defined with several objectives to meet: it was to offer training to members; for the HBA to use as a means to promote what it is doing; and to be a facility for members to network with other stations. Despite the initial roadshow being delayed in the period of this report it was eventually held during October 2017 at the education facilities at Hillingdon Hospital. Content included producing a radio show; media law; how Trusts, technology firms and hospital radio stations might work together; and there was a guest presenter from Hospedia offering an update. As a first event feedback was generally positive and there were a number of takeaways listed in the event review to consider for 2018 events. By comparing similar events in the third sector and radio broadcasting arenas, a conservative estimate of the commercial value of the training provided is £350, whereas delegates were charged £22.50.

“On Air” magazine

The Association's “On Air” magazine, produced quarterly and freely available for download from the website, continues to promote the best in hospital broadcasting to an external audience, as well as to inspire grass-roots hospital broadcasters. It has undergone a major revamp and revitalisation process, and that, along with the set-up of a dedicated Twitter feed, has helped increase the subscriber figures via email. Recipients of On Air have increased over the period by around 100 subscribers. Over the coming year, further integration with the news section of the website is planned, with the aim of providing a constantly-updated set of news articles on the website showcasing the best in hospital radio, with the best-of-the-best being pulled-together into the quarterly magazine.

Content to the magazine is being submitted via traditional email methods, however also via the HBA website via a dedicated submission form, which makes it easier for members to submit articles and photographs for inclusion in the magazine from their browser.

National Association of Hospital Broadcasting Organisations

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2017

Promotion of Hospital Broadcasting via Social Media

The Association has seen an increase in social media usage across the board in terms of interaction with its member stations and their volunteers, and has also streamlined its social media offering. The HBA can currently be found on two social media channels - Facebook & Twitter.

In 2017, the Association completed an engagement programme with member stations on its Facebook Page. Through the HBA's own page, under the *Pages Liked by This Page* section, links can be found to the home page of every HBA Member Station that has one. This enables the HBA to share their stories across its page and for visitors to find their hospital radio station easily.

Over on Twitter, the Association reduced the number of accounts it held. The @hbaukonair magazine account was removed, whilst the main @thehbauk account has been used to share news stories, HBA events and member station news. With the introduction of 280 characters per tweet in late 2017 by Twitter, HBA will be able to be a bit more creative with its posts. The @hbaukawards feed still proves useful, although most tweets now come through the main account.

The Association used its social media channels more extensively in 2017 to share good news stories from stations and spread the word about HBA events. Interest was coaxed with announcements about the reintroduced roadshow in particular, followed shortly thereafter with the date and location of the 2018 Annual Conference, one of the most anticipated announcements the HBA makes throughout the year.

From year to year (*1st Jan '17 to 1st Jan '18*) the Association's posts reached 13,060 people/newsfeeds throughout the year on Facebook. This number is expected to rise in 2018 as social media is utilised further.

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. In advance on the National Hospital Radio Awards 2018, an evaluation of the criteria for several awards was undertaken. This complements the feedback and recommendations of the independent Conference and Awards review and promotes the best of hospital broadcasting. The stepped criteria changes will be published for the 2018 awards and a subsequent modification in 2019.

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. Our President was unable to complete as many visits to stations in person or carry out ambassadorial duties due to health issues during the year, but despite this still the organisation managed to issue 251 individual certificates recognising 5,620 years of hospital broadcasting service, and eight station certificates recognising 330 years of hospital radio broadcasting.

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. Details in the financial review on page 8.

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The HBA Grants programme, with financial support from PPL, enables member stations to purchase equipment or other materials required by them which they are unable to afford to purchase from their own funds. Grants are made three times per year, with a maximum individual grant of £500. The Trustees acknowledge the surprisingly few applications for assistance from this grants scheme, with only 50 per cent of the budget donated to member stations, and are looking to enhance take up of the facility amongst the membership going forward. A revised application form, improved guidance for applicants, and further publicity are planned. Details are contained in the financial review on page 8.

Working at a national level

The HBA has engaged with a large number of national organisations, on behalf of its members, during the period under review. Key stakeholders include the Charity Commission for England and Wales, Hospedia, PPL, PRS, the Radio Academy, and Independent Radio News.

The relationship is being maintained with numerous suppliers of syndicated programming who make their content available to members free-of-charge.

HBA has continued a relationship with the Volunteer Development Team within the Patients and Information Directorate of NHS England. Despite high levels of engagement, the NHS England volunteering guidance (released after the year-end) was limited to those volunteering directly, not indirectly like the majority of HBA members. We continue to offer ourselves as a potential partner to develop a model Partnership Agreement between NHS Trusts and hospital radio stations.

The HBA have an agreement in principle to engage with a team at Public Programmes who are a not for profit organisation which is part of Central Manchester NHS Foundation Trust (CMFT). Over the coming five years they are looking to deliver a programme which engages and involves patients and the public with health-related research. Their aim is to stimulate thinking and conversation about the research that's going on, and listen to what 'real' people say and feed that in to shape the research process. The HBA is one of a number of partners the project is looking to cooperate with. At this juncture we are about to agree and annotate how our partnership might work, timelines and deliverables.

Recruitment

Pleasingly the Association can report that it has secured individuals for a number of key roles including Training Manager, and work has taken place through this year considering a training strategy and what HBA can deliver on a face-to-face and remote learning basis. The incumbent has surveyed the membership, has contributed to the content of the roadshow and will be influencing the 2018 conference subject matter. In addition we have a new volunteer making significant progress in interactions with Hospedia, the primary provider of patient entertainment equipment throughout the NHS estate. We have appointed both a new Conference and Awards Manager, and Roadshows Manager to progress member events. Regrettably the webmaster stood down during the year and a search continues to engage a long term replacement.

During this reporting period, Iain Lee resigned his Trustee position and post of Member Events Executive lead. However, Iain remains actively involved as a volunteer.

At the date of this report the Trustees have still not achieved their aim of filling all roles identified to take the Association forward under the restructure implementation plan. A consequence of this is that a number of the Trustees are fulfilling supplementary roles as Executive Leads or other volunteer

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posts. Discussions took place towards the end of the year as to how the Trustees might find new resource to fill these posts, as a team we have struggled to motivate candidates to apply for roles.

Strategic Review of the Association's Management and Services

The restructure of the Association continued throughout this reporting period as part of a three year plan initiated in 2016. Like many charities the lack of appropriately-skilled volunteers impacted on aspect of subsequent deliverable, during the interval.

That said, as a result of this programme of work, at the end of the period under review, there were following achievements to date:

- Filled Trustee positions: Steve Allen initially in post, but resigned because of personal commitments; Darran Huish and Ian Pinnell appointed at the last AGM;
- Determined other Executive Leads: The Association is not currently in a position to divorce itself from a combined Trustee and Executive positions;
- Specialist Advisor positions: All vacancies currently filled, to review periodically as necessary;
- Appointed Training Manager; developed training strategy and programme: Started and in development of upscaling and learning for roadshows. Focussed on delivering similar for Conference 2018;
- Prepared and adopted terms of reference for combined Grants and Bursaries Committee;
- Commissioned independent review of national Conference & Awards, and started process of implementing recommendations;
- "On Air" Editor appointed;
- Online diary of events – published in Members' Newsletter;
- Online forum – established some time ago. Disappointingly isn't being used to full potential;
- Alongside the Trustee Board meetings, two full-day meetings were arranged in central England to which all HBA volunteers were invited to attend.

There are areas where the Association failed to deliver significant progress:

- Actively promote the restructure and engage with member stations.
- PR & Comms strategy, including benefits of HBA Membership and promoting self-successes – increased focus during the year however remains a work in progress.

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, including from outside the existing hospital broadcasting community. The Trustees are mindful of the changes in society that require an open mind and looking beyond the ranks of hospital broadcasters for opportunities with recruitment and retention.

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.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2017

A detailed independent review of the public benefit of the National Conference and National Hospital Radio Awards ceremony was undertaken in the period to which this report relates; the Trustees have received the outcomes of that review. Broadly, the findings were positive however there were a series of recommendations, concerning the variety of activities and training offered, and value for money. The next event in March 2018 will certainly be influenced by the proposals that can most immediately be acted on. The conference team and executives of the HBA will be looking to appraise a full action plan and timeline in early 2018 to enhance the benefits to membership given the outlay to the organisation.

Financial Review

The Balance Sheet on page 16 shows the Association with a healthy level of funds at the end of the financial period with an increase of £6,568 over the year due mainly to reducing our governance costs and increasing our Investment Income and 'On Air' sponsorship.

The Trustee Board thanks Phonographic Performance Ltd for its continued support of HBA. This year, PPL by its donation to the Association's general fund of £27,500, and continues to be a sponsor of the National Hospital Radio Awards.

The National Conference & Awards committee provided another excellent conference and awards ceremony, this year in Bolton. The subsidy from the Association's general fund of £9,648 which not only includes the direct expenses but those incurred throughout the year on organising the event (£3,018), amounts to 18% of the total expenditure. For comparison, the previous years' figures are: 2016 (£6,007 or 12%), 2015 (£1,895 or 5%), 2014 (£3,793 or 10%) and 2013 (£8,530, or 20%).

The cost of staging the National Hospital Radio Awards ceremony has been held at almost the same amount for the ninth successive year £13,592 and congratulations to the Awards team for achieving this which is equivalent to a 20% reduction taking into account inflation (CPI) (2016: £13,537, 2015: £13,242, 2014: £13,457, 2013: £13,497).

The amount of sponsorship income saw a slight increase at £8,650 with a £600 reduction in Awards sponsorship and a £1,050 increase in 'On Air' sponsorship. (2016 £8,200, 2015 £6,350 2014: £5,850, 2013: £5,350, 2012: £5,550, 2011: £7,080, 2010: £6,500). Unfortunately we have had to write off £400 for an unpaid sponsorship from last year. Two conference bursaries (totalling £562) were awarded this year, to volunteers from Radio Brockley and Hospital Radio Lynn.

The amount of money budgeted to be donated to hospital radio stations in the form of grants from HBA has a budget of up to £6,000. The amount actually donated (£3,000). Two stations benefitted, Sunshine Hospital Radio was awarded £1,000 for studio wall panels, and Winchester Radio £2,000 for a computer system.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2017

The Association has a number of designated and restricted funds, as shown in Note 8 to the accounts, on page 23.

The Trustees have a policy that all delegate fees and sponsorship income from conference should be spent on the conference, and all sponsorship monies raised in the name of the National Hospital Radio Awards should be spent on the awards, rather than simply being added to the Association's unrestricted funds. They have thus created two designated funds into which this income is placed. In reality, the cost of staging both the conference and the awards is greater than the income; hence the transfer in to these designated funds, which represents the subsidy of these activities from the Association's general funds.

A number of years ago, PPL donated funds for certain specific purposes, with two residual funds remaining: a fund of £1,000 to allow HBA to distribute syndicated/shared programmes to its member stations, and £200 to enable more activities to take place at a regional level. With modern digital technologies, it is not necessary for HBA to spend money distributing shared programming; instead, HBA actively promotes shared programming that is made freely available to members over the internet. During the reporting year, PPL agreed that this remaining £1,200 funds should be made available to further HBA's activities more generally, and thus it has been transferred to HBA's unrestricted funds and the restricted funds closed.

Overall, the Association is financially sound and has significant cash reserves. As can be seen in Note 11 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.

The Association has a set Financial Management Policies 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 Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free 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 Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

Looking to next year's accounts the Trustees have changed the way we manage our budgets for the coming financial year 2017/18, with the Trustees agreeing the budget and overseeing service delivery within budget, whilst day-to-day responsibility for income and expenditure within an agreed budget has been delegated to the relevant Executive Lead, thus making the Executive Leads more accountable for service delivery within budget.

Targets for the period 1st September 2016 to 31st August 2017

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FOR THE YEAR ENDED 31 AUGUST 2017**

1. to stage the National Hospital Radio Awards within a strictly-controlled budget;

Target met: Subtle changes to delivery implemented following feedback from previous years. New sponsorship offerings introduced. More streamlined administration and delivery of Awards competition. Management accounts show that the Awards required subsidy from HBA general funds of £5,392 against a budgeted deficit of £8,000.

2. to stage a national conference in the spring, including the National Hospital Radio Awards ceremony;

Target met: Again, subtle changes to content and format implemented following feedback from previous years and direction of HBA structure. New exhibitors at tradeshow and sponsorship packages introduced. More streamlined administration and delivery across elements of planning and execution. New Conference Team Member recruited. Management accounts show that conference required a subsidy of £3,334 from HBA general funds, against a budgeted deficit of £5,000.

3. to organise an initial Roadshow event;

Target not met before year end: However a first HBA Roadshow took place using Hillingdon Hospital facilities in October 2017. Cross-portfolio collaboration worked well and feedback from the fledgling event was positive.

4. to continue to publish a members' newsletter monthly in electronic form, including news about developments in the wider world that may affect hospital broadcasters, funding and training opportunities, HBA events and activities, and members in the news;

Target met: In October 2016, the HBA Newsletter was redesigned to a more responsive format to cater for the variety of devices and mail clients our audience are increasingly accessing emails from.

Although perhaps not as great as anticipated by the editorial team over the period of this report, the newsletter has been delivered monthly to almost 350 subscribers. This is equivalent to an increase of around 10 per cent in reach.

5. to continue to publish "On Air" magazine quarterly in electronic form, showcasing the best of hospital radio to inspire grass-root hospital broadcasters and to inform external stakeholders;

Target met: with steady increase in subscribers.

6. to update best practice guidance for member stations on:

- internet broadcasting; and
- converting to a CIO.

Target not met: due to lack of available time on the part of our Management & Charity Governance Specialist Advisor. Individual advice and guidance was, however, provided to five member stations that were contemplating converting to a Charitable Incorporated organisation.

7. to keep within the agreed, balanced, budget;

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Target met: management accounts show income of 106% of budget and expenditure of 87% of budget, resulting in a surplus of £10,669 against a budgeted deficit of £4,695.

8. to continue the implementation of a new structure for HBA; and

Target partially met: At launch, the trustees set out an implementation plan with 12 identified workstreams which were devised to deliver a number of stepped changes through until 2018. Continuing to progress the developments across the HBA structure has proved fruitful in certain portfolios such as the provision of the events delivered. We have significantly re-engaged with Hospedia, the primary provider of patient entertainment system equipment. Unrealistic objectives have been acknowledged (e.g. delivery of a Roadshow in 2016/17) and as the structure and new office bearers bed in then collaboration will continue and develop. Where progress has been lacking or limited this has been caused by lack of resource to be able to advance activities.

9. to develop a strategy for engaging with parliamentarians and government departments.

Target not met, the primary cause for not achieving this was due to being unable to recruit an Executive Lead to administer the duties of this function of the HBA team. By way of a stop gap one of the trustees elected at the 2017 AGM has pro tem taken the post until a more appropriately skilled individual can be recruited. Despite this constraint, on an ad hoc basis the HBA has submitted representations to the NHS and government on behalf of members.

The following targets have been set for the period up until August 2018:

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 further Roadshow events;
4. to keep within the agreed, balanced budget;
5. Promotion of the Specialist Advisors and ensuring that Member Stations are au-fait with the services and support available to them, through greater promotion and publicity;
6. Invest and engage HBA volunteers and offer training.
7. Streamline internal management processes and systems;
8. to continue the implementation of a new structure for HBA; and
9. to develop a strategy for engaging with parliamentarians and government departments, and critical partners such as entertainment systems and medium providers.
10. to actively promote volunteer opportunities across the association throughout 2018/19 to members and external parties using appropriate communication tools.

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.

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2017**

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:

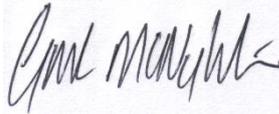
- ensure that the most suitable accounting policies are selected and applied consistently;
- make judgements and estimates which are reasonable and prudent; and
- disclose and explain any departure from Companies Act accounting principles.

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.

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



Grant McNaughton
Chairman
15th February 2018

**Independent examiner's report to the Trustees of National Association of Hospital
Broadcasting Organisations for the year ended 31 August 2017**

I report to the trustees on my examination of the accounts of National Association of Hospital Broadcasting Organisation for the year ended 31 August 2017, which are set out on pages 3 to 24.

Respective responsibilities of trustees and examiner

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').

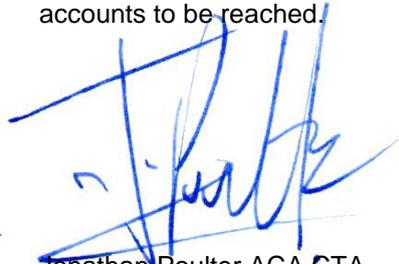
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Jonathan Poulter ACA CTA
ICAEW
Rothman Pantall LLP
Chartered Accountants
Avebury House
6 St Peter Street
Winchester
Hampshire, SO23 8BN
22nd February 2018

National Association of Hospital Broadcasting Organisations

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 AUGUST 2017**

	Notes	Unrestricted Funds	Restricted Funds	31/08/2017 Total	31/08/2016 Total
		£	£	£	£
Income and Endowments from					
Donations and legacies	2a	28,816	-	28,816	27,660
Charitable Activities: Conferences	2b	35,097	-	35,097	34,651
Charitable Activities: Subscriptions	2b	9,265	-	9,265	9,460
Charitable Activities: Sponsorship	2b	7,600	-	7,600	8,200
Charitable Activities: On Air Income	2b	1,050	-	1,050	-
Investment income	2c	2,041	-	2,041	649
Total		83,869	-	83,869	80,620
Expenditure on					
Charitable Activities	3a	69,343	-	69,343	61,125
Other expenditure	3b	7,958	-	7,958	29,647
		77,301	-	77,301	90,772
Net Income (Expenditure)		6,568	-	6,568	(10,152)
Reconciliation of Funds					
Total Funds brought forward		196,925	-	196,925	207,077
Total Funds carried forward		203,493	-	203,493	196,925

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 17 to 24 form part of these financial statements.

National Association of Hospital Broadcasting Organisations

(Company number: 2750147)

BALANCE SHEET

AS AT 31 AUGUST 2017

	Notes	Unrestricted Funds £	Restricted Funds £	31/08/2017 Total £	31/08/2016 Total
Fixed Assets					
Tangible assets	4	6,428	-	6,428	9,641
Current Assets					
Debtors	5	348	-	348	1,197
Cash at bank and in hand	6	199,597	-	199,597	188,967
Total Current Assets		199,945	-	199,945	190,164
Liabilities					
Amounts falling due within one year	7	(2,880)	-	(2,880)	(2,880)
Net Current Assets		197,065	-	197,065	187,284
Total assets less current liabilities		203,493	-	203,493	196,925
The funds of the Charity					
Unrestricted income funds		203,493	-	203,493	195,725
Restricted income funds	8	-	-	-	1,200
Total charity funds		203,493	-	203,493	196,925

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2017.

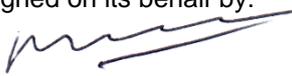
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2017 in accordance with Section 476 of the Companies Act 2006.

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 102.

The financial statements were approved by the Board of Trustees on 15th February 2018 and were signed on its behalf by:


Mike Sarre
Treasurer


Grant McNaughton
Chairman

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017**

1. ACCOUNTING POLICIES

Company information

The National Association of Hospital Broadcasting Organisations is a company that is limited by guarantee; it was incorporated in England and Wales. **The registered office and principal place of business is:**

Avebury House
6 St Peter Street
Winchester
Hampshire
SO23 8BN

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standards applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Income from donations and grants

Most income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in the Statement of Financial Activities over the period for which they are receivable. Where appropriate they are recorded as deferred income.

Income with related expenditure

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

Investment Income

Incoming resources from investments is included when receivable.

Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the Charity without further purpose and are available as general funds.

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017**

Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria, is charged to the fund, together with a fair allocation of management and support costs.

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.

Resources expended

Resources expended are recognised on an accruals basis. Resources expended include attributable VAT which cannot be recovered.

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.

Tangible Fixed 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 over their expected useful lives. The rates applied per annum are as follows:-

Plant, fixtures and equipment	33%
Website	20%

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 2017**

Taxation

As a charity, the National Association of Hospital Broadcasting Organisations is exempt from taxation on income and gains falling within section 505 of the Taxes Act 1988.

Financial Instruments

Short term debtors and creditors are recorded at transactions price. Any losses arising from impairment are recognised in the statement of financial activities.

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017**

2. INCOME

	Unrestricted Funds £	Restricted Funds £	31/08/2017 Total £	31/08/2016 Total £
a) Voluntary Income				
Donations and grants:				
Phonographic Performance Ltd	27,500	-	27,500	27,500
Miscellaneous Donations	1,316	-	1,316	160
	<u>28,816</u>	<u>-</u>	<u>28,816</u>	<u>27,660</u>
b) Incoming Resources from Charitable Activities				
"On Air" Income	1,050	-	1,050	-
Conferences:				
Spring 2016	-	-	-	34,651
Spring 2017	35,097	-	35,097	-
Subscriptions:				
Associates	160	-	160	240
Full Members	9,105	-	9,105	9,220
Sponsorship				
Awards 2016	-	-	-	8,200
Awards 2017	7,600	-	7,600	-
	<u>53,012</u>	<u>-</u>	<u>53,012</u>	<u>52,311</u>
c) Investment Income				
Interest	2,041	-	2,041	649
	<u>2,041</u>	<u>-</u>	<u>2,041</u>	<u>649</u>

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017**

3. EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	31/08/2017 Total £	31/08/2016 Total £
a) Charitable Activities				
National Hospital Radio Awards				
2016	-	-	-	13,537
2017	13,592	-	13,592	-
Conferences				
Spring 2016	-	-	-	34,061
Spring 2017	35,335	-	35,335	-
General	2,456	-	2,456	833
Bursaries	562	-	562	427
Depreciation	3,213	-	3,213	3,213
Grants to Members Stations	3,000	-	3,000	3,516
Insurance	535	-	535	597
Regional Activities				
Travel and Subsistence	1,954	-	1,954	1,291
Postage, Printing & Stationery	356	-	356	-
IT Costs	1,918	-	1,918	1,744
Public relations	1,301	-	1,301	268
Travel and Subsistence	1,391	-	1,391	1,451
All Volunteer Meeting	2,971	-	2,971	-
Membership Training	41	-	41	-
Bad debt	400	-	400	
Card Payment Charges		-		
Conference	211	-	211	125
Subscriptions	23	-	23	30
Bank charges	84	-	84	32
	69,343	-	69,343	61,125
b) Governance Costs				
Statutory Fees	48	-	48	48
Independent Examiner	2,880	-	2,880	2,880
General Meetings	400	-	400	400
Trustee Board:				
Meetings	1,140	-	1,140	6,418
Printing, Stationery & Postage	112	-	112	698
Training	-	-	-	223
Telephone	50	-	50	505
Strategic Research	3,328	-	3,328	17,917
Strategy Implementation	-	-	-	558
	7,958	-	7,958	29,647

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017**

4. TANGIBLE FIXED ASSETS

	Equipment £	Website £	Total £
Cost as at 1 September 2016	2,636	16,067	18,703
Additions	-	-	-
Disposals	-	-	-
Cost as at 31 August 2017	<u>2,636</u>	<u>16,067</u>	<u>18,703</u>
Depreciation as at 1 September 2016	2,636	6,426	9,062
Charge for year	-	3,213	3,213
Elimination on disposal	-	-	-
Depreciation as at 31 August 2017	<u>2,636</u>	<u>9,639</u>	<u>12,275</u>
Net Book Value as at 31 August 2017	<u>-</u>	<u>6,428</u>	<u>6,428</u>
Net Book Value as at 31 August 2016	<u>-</u>	<u>9,641</u>	<u>9,641</u>

All tangible fixed assets relate to unrestricted funds.

There are no annual commitments under non-cancelling operating leases as at 31 August 2017 or 31 August 2016. As at 31 August 2017 the company had no capital commitments (2016: £nil).

5. DEBTORS AND PREPAYMENTS

	Unrestricted Funds £	Restricted Funds £	31/08/2017 Total £	31/08/2016 Total £
Prepayments	348	-	348	397
Accrued Income	-	-	-	-
Other debtors	-	-	-	800
	<u>348</u>	<u>-</u>	<u>348</u>	<u>1,197</u>

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017**

6. CASH AT BANK

	Unrestricted Funds £	Restricted Funds £	31/08/2017 Total £	31/08/2016 Total £
CAF Cash Current Account	56,223	-	56,223	56,523
Close Brother	80,326	-	80,326	-
Aldermore Easy Access	62,998	-	62,998	62,444
Hampshire Trust Bank	-	-	-	70,000
Petty Cash	50	-	50	-
	<u>199,597</u>	<u>-</u>	<u>199,597</u>	<u>188,967</u>

7. CREDITORS AND ACCRUALS:

Amounts Falling Due within one year	Unrestricted Funds £	Restricted Funds £	31/08/2017 Total £	31/08/2016 Total £
Accruals	2,880	-	2,880	2,880
	<u>2,880</u>	<u>-</u>	<u>2,880</u>	<u>2,880</u>

8. MOVEMENT IN FUNDS

	Balance 01/09/2016 £	Income £	Expenditure £	Transfers £	Balance 31/08/2017 £
Designated Funds					
Conferences	(670)	35,097	(38,353)	3,926	-
National Hospital Radio Awards	(5,337)	7,200	(13,592)	11,729	-
	<u>(6,007)</u>	<u>42,297</u>	<u>(51,945)</u>	<u>15,655</u>	<u>-</u>
Restricted Funds					
Programme Distributions	1,000	-	-	(1,000)	-
Regional Support	200	-	-	(200)	-
	<u>1,200</u>	<u>-</u>	<u>-</u>	<u>(1,200)</u>	<u>-</u>

The designated and restricted funds are explained in the Trustees Annual Report.

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017**

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

	31/08/17	31/08/16
Number of Directors who were paid expenses	<u>7</u>	<u>7</u>
Total amount paid	<u>£5,722</u>	<u>£9,337</u>

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

11. RESERVES POLICY

Hospital Broadcasting Association should aim to hold unrestricted reserves of approximately £50,000.

The reserves should be held in a high interest deposit account.