
**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 2018**

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National Association of Hospital Broadcasting Organisations
Annual Report and Accounts for the year ended 31 August 2018

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
Mike Sarre
Darran Huish

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
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Kings Hill
West Malling
Kent ME19 4JQ

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National Association of Hospital Broadcasting Organisations
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Independent Examiner: Jonathan Poulter ACA, CTA
Rothman Pantall LLP
Avebury House
6 St Peter Street
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National Association of Hospital Broadcasting Organisations

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

TRUSTEES' REPORT 2017/2018

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31st August 2018, 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 the Association's members at general meetings. Currently, there are six open Elected Trustee positions (one vacant) and three Appointed Trustee positions (two vacant).

During the reporting year the Trustee Board met on four occasions, in central London, and in addition held two Trustee lead all volunteer meetings in Derby.

Additional ad-hoc meetings are called if necessary and any 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 but growing number of other volunteers, appointed by the appropriate Executive Lead because of their particular skills.

Five of the Trustees also held Executive Lead roles and were therefore actively involved in the day-to-day running of the Association. It remains an ambition for the Association to entirely split the Executive Lead and Trustee roles over time.

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

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;

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

- (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;
- (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, by staging a national conference and delivering regional roadshow events. The network of specialist advisers for hospital broadcasters was in place for the duration of the reporting period and has taken direct questions throughout the year. Questions fielded were again predominantly concerning management and charity governance although advice and assistance was provided on programming, patient entertainment providers and technical distribution.

The Association introduced a short survey / feedback option following any help, advice or guidance offered by the network of specialist advisers. The following comments received support the worth of the advisory network;

“It was useful being able to contact online as I am hard of hearing.”

“Knowledge of the subject, and the advice and guidance provided has been invaluable and has saved us an enormous amount of effort. Many thanks.”

“Hugely knowledgeable and professional individual. A credit to the HBA. Thank you.”

“Very helpful & reassuring response- great to know that we were not on our own in this situation. Fortunately is currently all resolved as the Trust covered the bill & the Council subsequently reassessed our liability.”

“The answer I got was what I expected but I wanted to check to make sure we were doing the right thing.”

The Association's monthly members newsletter has continued to be produced during the course of the year and has picked up pace. 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

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broadcasters, funding and training opportunities, HBA events and activities, and members and/or their stations in the news.

In January 2018 we had 426 recipients on the mailing list and in September this crept up to 503. Plans are in place to run a survey relating to content in the newsletter during 2018/19, to determine if the content is still relevant to subscribers and to see if there are other elements that could be added to the monthly mailing.

Despite the resignation of the Association's webmaster during the previous reporting year, the pro tem cover, Mike Sarre and Wayne Fysh, have developed more utility on both the public-facing and member-only side of the website. Immediately after the reporting period Wayne Fysh was appointed as Webmaster and has already started to work closely with the Communications Executive to ensure website developments continue to ensure that the HBA website becomes more user friendly and an efficient tool for HBA and its members.

Annual Conference

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 "An Audience with..." former hospital broadcaster Mark Goodier, "Law for presenters and programmers", "A presenters masterclass". HBA's Nigel Dallard hosted a seminar "Are you ready for GDPR? – "General Data Protection Regulations" and we welcomed Hospedia's Clare Dalziel and Jason Cooper who lead a session on "Hospedia – Working together". A drop in session "Managing your charity" provided an excellent opportunity for members to question, challenge and share experiences.

The Association actively sought feedback from delegates following the conference so to build in and address areas for improvement. The feedback received covers many subjects, from the quality of the food, comfort of the accommodation and facilities and views on the seminar sessions offered. 97% of delegates would recommend attending the HBA Annual Conference and National Hospital Radio Awards. Comments received include;

"An excellent conference. Thanks to everyone involved in organising the event".

"Congratulations to the organising team - you do an amazing job so it's hard to criticise".

"A great variety of seminars, covering all aspects of hospital radio".

"...looking forward to next year, something for everyone".

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. Prior to the National Hospital Radio Awards 2018, an evaluation of the criteria for several awards was undertaken. This complemented the feedback and recommendations of the independent Conference and Awards review and continues to promote the best of hospital broadcasting. The stepped criteria changes were well received and the National Hospital Radio Awards continue to showcase the talent and commitment across member stations.

Unfortunately, Grant McNaughton reluctantly had to stand down as Member Events Executive Lead and Conference Manager during this reporting period. Julie Cox stepped up to the Conference Manager

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

role to lead arrangements for our Annual Conference and National Hospital Radio Awards 2019. Graham Medhurst, Trustee, covered the Member Events Executive Lead role pro tem.

The Association's National Hospital Radio Awards is recognised by not only the media industry but more so now by the National Health Service and Healthcare professionals. The HBA Communications Team created a "toolbox" for category winners consisting of draft press releases, graphics, statistics and quotations – all for member stations to utilise locally.

Many member stations have used the products offered and created a local impact, raising awareness of hospital broadcasting and volunteering. The Association's Chairman was requested to discuss the benefits of hospital broadcasting on local radio as a result of member station's activity.

Roadshows

HBA delivered two HBA roadshow events during this period. The intention of each Roadshow was defined with several objectives; 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.

Whilst this concept is innovative to HBA, feedback from these events confirms that they are well received by members. Collaborating with local member stations who have hosted the Roadshows, this has added a collective delivery and extended the networking opportunities. 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 per delegate, whereas delegates were charged £25 or less.

The Association offers delegates the opportunity to provide feedback to enable issues and concerns to be addressed for subsequent roadshow events. This also provides confirmation that these events are targeted correctly and meeting expectations. Feedback received following the 2017/18 events confirms that, of delegates that completed the feedback forms, 100% would recommend attending a future HBA Roadshow. Some specific feedback received;

"Those in charge of the event and the Speakers all showed a high level of competency which resulted in a slick and professionally run event. Very pleased to have attended."

"I enjoyed the day and felt that the number of attendees was just right to feel fully engaged. I took away some great tips and learned a fair bit, encouraging me to learn more."

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 continued health issues during the year, but despite this still managed to issue 226 individual certificates recognising 5180 years of hospital broadcasting service, and 4 station certificates recognising 120 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 9. During this reporting year, HBA modernised the criteria for Bursaries as the Trustees felt that previous guidelines were too prescriptive. This change allowed more members and member stations to engage with HBA and therefore benefit from the Bursary offering.

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

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own funds. Grants are made three times per year, the Trustees again acknowledged the surprisingly few applications for assistance from this grants scheme over previous years, 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 in the financial review on page 9.

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, NHS Digital, Department for Digital, Culture, Media and Sport 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 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.

Over the last 18 months the Association has been engaging with NHS England. This resulted in establishing an agreement in principle to participate 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 were looking to deliver a programme which engages and involves patients and the public with health-related research. Their aim was 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 were one of a number of partners the project was looking to cooperate with through its member stations located within the geographic area. Unfortunately, it appears that the good work undertaken by HBA to secure inclusion in this project is not attractive or a priority to member stations situated in the North West. This is clearly disappointing for the Association and following the resources involved to establish engagement does bring the potential for reputational risk to hospital broadcasting in the UK.

Communications

Communication from HBA has improved over the course of the year. We have seen an increase in subscriptions to our Members Newsletter and On-Air magazine, as well as an increase in reach on our social media channels, Twitter and Facebook.

Our Facebook page engagements were up 87% on previous year (through likes, comments, messages), whilst page views were up 86%. Our Facebook page reaches around 2500. The page currently has 559 likes (People who physically click the "Like" button on the page) and 564 followers (Those who just want to see occasional posts in our newsfeed).

On Twitter, our tweets earned 8.7k impressions (The number of times a user saw a tweet on Twitter). Our top tweets included a post regarding Chairman, Grant McNaughton, visiting Borders Hospital Radio, details of the National Hospital Radio Awards, the conference dates and Ofcom's plans to invite applications for analogue FM community radio licences. We currently have 702 followers on the platform.

Our quarterly On-Air magazine has gone through a strategic revamp, with its own unique style and identity. Four magazines have been released this year, including a special edition for the 2018 Annual Conference and Hospital Radio awards. Between December 2017 and August 2018, subscriptions to On-Air increased 27% during that period, achieving just shy of 1000 subscribers.

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Going forward, HBA are developing a new brand style for the organisation which can be used in print, online, digital and social media. This rollout begins in September 2018.

Recruitment

At the date of this report the Trustees continue their aim of filling all roles identified to take the Association forward following the restructure implementation plan. A consequence of this is that a number of the Trustees are also fulfilling supplementary roles as Executive Leads or other volunteer posts. Discussions took place towards the end of the year and agreement was reached to seek a Volunteer Manager for the association. It is expected that this role will recruit new volunteers and develop engagement and retention across our volunteer network.

Strategic Review of the Association's Development

The restructure of the Association continued throughout this reporting period as part of a three year plan initiated in 2016. The vast majority of the restructuring implementation plan has been met or addressed. One issue remained a consistent concern throughout the reporting year, volunteer recruitment. This volunteer resource shortfall impacted specifically on the Association's drive and delivery of key stakeholders' issues.

Like many charities, the lack of appropriately-skilled volunteers impacts on aspect of subsequent deliverables. It would be appropriate to state that the Association's engagement and direction with some public bodies has not been as focussed or driven as per the restructuring programme, however this has focussed the Trustees to consider options for the imminent future but requires membership commitment. All that said, as a result of this implementation programme, at the end of the period under review, there were considerable achievements made.

The Association has delivered two Roadshow events, London and Glasgow, providing content identified from the Training Survey. The collated data from this survey created the Association's Training Survey and Programme delivery. This shapes the content of upskilling at conference and roadshows.

A communication strategy has been produced which covers all aspects of the Association's communication, aims, objectives and implementation. The output from this strategy commenced during this reporting year across all the Association's communication platforms.

A re-evaluation of the Relationship Manager roles has allowed a more structured approach within this portfolio. It should be noted that HBA has represented hospital broadcasting through several national consultation programmes throughout this reporting period and this work continues.

Like many volunteer organisations, recruitment and retention remains a challenge. During 2017/18 our volunteers reduced slightly with the loss of a specialist advisor and long serving HBA volunteer, Dave Nicholson MBE stood down. Pleasingly the Association can report that it has secured individuals for a number of key roles during this period with trial periods of volunteering to ensure that volunteering for HBA is in the interests of the individual and the Association.

Once again, 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.

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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 16 shows the Association with a healthy level of funds at the end of the financial period with an increase of £12,538 over the year due mainly to keeping our governance costs down, increased revenue for the conference tradeshow and media advertising.

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 Windsor. The subsidy from the Association's general fund of £7,884 which not only includes the direct expenses but those incurred throughout the year on organising the event, also does not include the conference bursary.

The amount of sponsorship income saw a slight increase again this year, there has been a slight change in budget categories this year so have included Media Advertising (On Air and the newsletter) increased by £575 to £1,625, Awards sponsorship was down slightly by £297 to £7,303, tradeshow and conference sponsorship to £3,223.

The budget for conference bursaries this year was £2,000, and there were 4 conference bursaries (totalling £1,607). awarded to station volunteers this year. 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 was £800 as some grants came too late to be recorded in this years accounts. Only one station benefitted, Southern Sound was awarded £800 and was for a computer.

The Association has a number of restricted funds, as shown in Note 8 to the accounts, on page 24.

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. This means the restricted fund has been closed but needs to be shown for two years before removal from the actual accounts.

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.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

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.

In this year's accounts the Trustees have changed the way we manage our budgets for 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 2017 to 31st August 2018

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

Target met. Management accounts currently show expenditure of £13,890 vs budget of £15,000. Sponsorship income is currently showing as £3,550 vs budget of £9,000, but £5,000 awaited from PPL, so income is £450 short of budget, but overall subsidy is less than budgeted.

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

Target met.

3. to organise further Roadshow events;

Target met. Roadshow held in October 2017 in Hillingdon. Roadshow to take place 28th July 2018 in Glasgow.

4. to keep within the agreed, balanced budget;

Target expected to be met. Current expenditure is only 78% of budget, and income, once £32,500 from PPL is included, is currently 104% of 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;

Target partially met. HBA's services to members have been promoted to members and their volunteers via social media, by "postcards" at conference, via the members' newsletter, and by word of mouth. Effectiveness of this promotion is still in doubt as, with the exception of requests for advice and guidance

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

on managing hospital radio stations and charity governance, HBA's Specialist Advisors are not heavily called-upon, and HBA continues to struggle to allocate all the funds it assigns to its grants scheme.

6. Invest and engage HBA volunteers and offer training.

Target partially met. HBA's meeting schedule has been adjusted to facilitate two meetings per year to which all HBA volunteers are invited. During these meetings, the Trustees and Executive Leads brief the volunteers on developments, discuss the strategic direction of the Association, and engage with the volunteers about what is going well and areas of concern. Training was also provided – in the past year, this has included GDPR, the Google G-Suite, and HBA's website & CiviCRM membership database. Unfortunately the aim of gathering all HBA volunteers together to advance engagement at the all-volunteer meetings was deemed unsuccessful due to various reasons. The Trustees have agreed that, from March 2019, volunteers from across the Executive portfolios will be invited to attend a scheduled Trustee Board meeting where time will be allocated to that specific area.

7. Streamline internal management processes and systems;

Target met. The roles of Trustee and Executive Lead have been separated, with Trustee Board meetings becoming focused on matters reserved to the Trustee Board, with reports from Executive Leads being primarily "for information". Executive Leads are empowered to make decisions within their part of the Association and within agreed budgets, as long as the decision does not impinge on a matter reserved to the Trustee Board.

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

Target partially met. The structure is in place, however, there are a number of vacancies, and most of the Trustees are also still holding an Executive Lead role, whereas the plan is that only a minority of the Trustees should also hold Executive Lead roles (although it is expected that all Trustees will have some other roles within the Association).

9. to develop a strategy for engaging with parliamentarians and government departments, and critical partners such as entertainment systems and medium providers.

Target not met, primarily due to lack of volunteers. However, relationships with some key stakeholders have been strengthened and/or created, and a number of consultations from government departments and agencies have been responded to, and evidence submitted to a number of parliamentary committees.

10. to actively promote volunteer opportunities across the association throughout 2017/18 to members and external parties using appropriate communication tools.

Target partially met. HBA's volunteer vacancies have been advertised both within the hospital broadcasting community and to the general public, via the members' newsletter, "On Air", social media, at conference and roadshows, and via the do-It.org website. Unfortunately, the recruitment campaign has not been a huge success, and a number of long-standing volunteers have stood down from their positions within the Association. A new Executive Lead position of Volunteer Manager has been created in the hope that if this new vacancy can be filled, the volunteer can help with the recruitment of new volunteers and retention of existing volunteers.

National Association of Hospital Broadcasting Organisations

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

Targets for the period 1st September 2018 to 31st August 2019

1. to continue to provide a wide range of events and services to HBA's members, including the national conference, awards, roadshows, monthly newsletter, "On Air", and a range of advice and guidance;
2. to provide the services and events within agreed budgets, and to operate within an overall, agreed, balanced budget;
3. to increase the awareness and uptake of HBAs services to members;
4. to evaluate the effectiveness and ease of use of the website and the underlying membership database;
5. to recruit a Volunteer Manager to provide a focal point for the recruitment, development and retention of HBA's volunteers;
6. to develop a strategy for engaging with parliamentarians and government departments, and critical partners such as entertainment system and Wi-Fi network providers; and
7. to work towards complying with the best practice set out in the Charity Governance Code for Smaller Charities.

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.

National Association of Hospital Broadcasting Organisations

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2018**

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
1st March 2019

**Independent examiner's report to the Trustees of National Association of Hospital
Broadcasting Organisations for the year ended 31 August 2018**

I report to the trustees on my examination of the accounts of National Association of Hospital Broadcasting Organisation for the year ended 31 August 2018, 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').

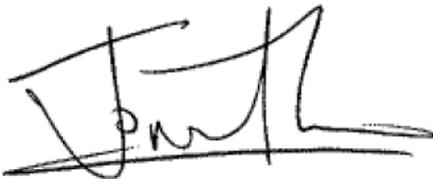
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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
1st March 2019

National Association of Hospital Broadcasting Organisations

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 AUGUST 2018**

	Notes	Unrestricted Funds	Restricted Funds	31/08/2018 Total	31/08/2017 Total
		£	£	£	£
Income and Endowments from					
Corporate Services	2a	38,817	-	38,817	39,131
Member Events	2b	47,389	-	47,389	42,697
Investment income	2c	1,827	-	1,827	2,041
Total Income		88,033	-	88,033	83,869
Expenditure on					
Member Event Expenses	3a	58,072	-	58,072	51,945
Governance Costs	3b	6,632	-	6,632	9,834
Corporate Services Expenses	3c	8,780	-	8,780	8,552
Member Services	3d	842	-	842	3,041
President	3e	493	-	493	2,310
Stakeholder Expenses	3f	142	-	142	1,301
Communications	3g	192	-	192	-
Bank Charges	3h	342	-	342	318
Total Expenditure		75,495	-	75,495	77,301
Net Income (Expenditure)		12,538	-	12,538	6,568
Reconciliation of Funds					
Total Funds brought forward		203,493	-	203,493	196,925
Total Funds carried forward		216,031	-	216,031	203,493

In the current year, the trustees have changed the way in which budgets are managed, resulting in the income & expenditure categories being updated.

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 25 form part of these financial statements.

National Association of Hospital Broadcasting Organisations

(Company number: 2750147)

BALANCE SHEET

AS AT 31 AUGUST 2018

	Notes	Unrestricted Funds £	Restricted Funds £	31/08/2018 Total £	31/08/2017 Total
Fixed Assets					
Tangible assets	4	3,215	-	3,215	6,428
Current Assets					
Debtors	5	381	-	381	348
Cash at bank and in hand	6	215,365	-	215,365	199,597
Total Current Assets		215,746	-	215,746	199,945
Liabilities					
Amounts falling due within one year	7	(2,930)	-	(2,930)	(2,880)
Net Current Assets		212,816	-	212,816	197,065
Total assets less current liabilities		216,031	-	216,031	203,493
The funds of the Charity					
Unrestricted income funds		216,031	-	216,031	203,493
Restricted income funds	8	-	-	-	-
Total charity funds		216,031	-	216,031	203,493

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2018.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2018 in accordance with Section 476 of the Companies Act 2006.

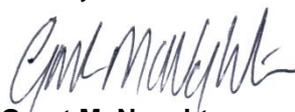
The trustees acknowledge their responsibility for

- 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 1st March 2019 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 2018**

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 2018**

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 2018**

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 2018**

2. INCOME

	Unrestricted Funds £	Restricted Funds £	31/08/2018 Total £	31/08/2017 Total £
a) Corporate Services				
Corporate Support	27,500	-	27,500	27,500
Donation	132	-	132	1,316
Media Advertising	1,625	-	1,625	1,050
Subscriptions Associate Member	160	-	160	160
Subscriptions Full Member	9,400	-	9,400	9,105
	<u>38,817</u>	<u>-</u>	<u>38,817</u>	<u>39,131</u>
b) Member Events				
Awards Sponsorship	7,303	-	7,303	7,600
Conference Delegate Fees	35,893	-	35,893	35,097
Conference Sponsorship & Tradeshow	3,223	-	3,223	-
Roadshows	970	-	970	-
	<u>47,389</u>	<u>-</u>	<u>47,389</u>	<u>42,697</u>
c) Investment Income				
Interest	1,827	-	1,827	2,041
	<u>1,827</u>	<u>-</u>	<u>1,827</u>	<u>2,041</u>

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018**

3. EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	31/08/2018 Total £	31/08/2017 Total £
a) Member Event Expenses				
National Hospital Radio Awards				
2017	-	-	-	13,592
2018	13,890	-	13,890	-
Conferences				
Spring 2017	-	-	-	35,335
Spring 2018	39,725	-	39,725	-
General	688	-	688	2,456
Bursaries	1,607	-	1,607	562
Roadshows	2,162	-	2,162	-
	58,072	-	58,072	51,945
b) Governance Costs				
Statutory Fees	48	-	48	48
Independent Examiner	2,880	-	2,880	2,880
General Meetings	476	-	476	400
Insurance	774	-	774	535
Trustee Board:				
Meetings	2,454	-	2,454	1,140
Printing, Stationery & Postage	-	-	-	112
Strategic Research	-	-	-	3,328
Travel & Subsistence	-	-	-	1,391
	6,632	-	6,632	9,834
c) Corporate Services Expenses				
IT Costs	2,213	-	2,213	1,918
Postage	121	-	121	-
Printing & Stationery	203	-	203	-
Telephone	40	-	40	50
Travel & Subsistence	786	-	786	-
Volunteers Meetings	2,204	-	2,204	2,971
Depreciation	3,213	-	3,213	3,213
Bad debt	-	-	-	400
	8,780	-	8,780	8,552
d) Member Services				
Station Grants	800	-	800	3,000
Travel & Subsistence	42	-	42	-
Membership training	-	-	-	41
	842	-	842	3,041

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018**

e) President				
Printing, Stationary & Postage	120	-	120	1,954
Station Visits	373	-	373	356
	<u>493</u>	<u>-</u>	<u>493</u>	<u>2,310</u>
f) Stakeholder Relations				
Travel & Subsistence	142	-	142	-
Public relations	-	-	-	1,301
	<u>142</u>	<u>-</u>	<u>142</u>	<u>1,301</u>
g) Communications				
Marketing	192	-	192	-
	<u>192</u>	<u>-</u>	<u>192</u>	<u>-</u>
h) Bank Charges				
Account Fee	60	-	60	84
Cheques In	20	-	20	-
PayPal Conference	200	-	200	211
PayPal Corporate	6	-	6	-
PayPal Membership	16	-	16	23
PayPal Roadshow	10	-	10	-
Stripe Conference	10	-	10	-
Stripe Roadshow	20	-	20	-
	<u>342</u>	<u>-</u>	<u>342</u>	<u>318</u>

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018**

4. TANGIBLE FIXED ASSETS

	Equipment £	Website £	Total £
Cost as at 1 September 2017	2,636	16,067	18,703
Additions	-	-	-
Disposals	-	-	-
Cost as at 31 August 2018	<u>2,636</u>	<u>16,067</u>	<u>18,703</u>
Depreciation as at 1 September 2017	2,636	9,639	12,275
Charge for year	-	3,213	3,213
Elimination on disposal	-	-	-
Depreciation as at 31 August 2018	<u>2,636</u>	<u>12,852</u>	<u>15,488</u>
Net Book Value as at 31 August 2018	<u>-</u>	<u>3,215</u>	<u>3,215</u>
Net Book Value as at 31 August 2017	<u>-</u>	<u>6,428</u>	<u>6,428</u>

All tangible fixed assets relate to unrestricted funds.

There are no annual commitments under non-cancelling operating leases as at 31 August 2018 or 31 August 2017. As at 31 August 2018 the company had no capital commitments (2017: £nil)

5. DEBTORS AND PREPAYMENTS

	Unrestricted Funds £	Restricted Funds £	31/08/2018 Total £	31/08/2017 Total £
Prepayments	381	-	381	348
	<u>381</u>	<u>-</u>	<u>381</u>	<u>348</u>

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018**

6. CASH AT BANK

	Unrestricted Funds £	Restricted Funds £	31/08/2018 Total £	31/08/2017 Total £
CAF Cash Current Account	69,990	-	69,990	56,223
Close Brother	81,617	-	81,617	80,326
Aldermore Easy Access	63,534	-	63,534	62,998
Paypal	174	-	174	-
Petty Cash	50	-	50	50
	<u>215,365</u>	<u>-</u>	<u>215,365</u>	<u>199,597</u>

7. CREDITORS AND ACCRUALS:

Amounts Falling Due within one year	Unrestricted Funds £	Restricted Funds £	31/08/2018 Total £	31/08/2017 Total £
Accruals	2,930	-	2,930	2,880
	<u>2,930</u>	<u>-</u>	<u>2,930</u>	<u>2,880</u>

8. MOVEMENT IN FUNDS

	Balance 01/09/2017 £	Income £	Expenditure £	Transfers £	Balance 31/08/2018 £
Designated Funds					
Conferences	-	39,116	(42,020)	2,904	-
National Hospital Radio Awards	-	7,303	(13,890)	6,587	-
Roadshow	-	970	(2,162)	1,192	-
	<u>-</u>	<u>47,389</u>	<u>(58,072)</u>	<u>10,683</u>	

The trustees have decided to combine the 'Conference' and 'Conference sponsorship & tradeshows' under the heading 'Conferences' during the current financial year.

The designated fund is explained in the Trustees annual review.

National Association of Hospital Broadcasting Organisations

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018**

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

	31/08/18	31/08/17
Number of Directors who were paid expenses	<u>7</u>	<u>7</u>
Total amount paid	<u>£5,606</u>	<u>£5,722</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.