

REGISTERED COMPANY NUMBER: 02750147 (England and Wales)
REGISTERED CHARITY NUMBER: 1015501

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 August 2019
for**

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

Argents Chartered Accountants
15 Palace Street
NORWICH
Norfolk
NR3 1RT

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

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for the year ended 31 August 2019**

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

**Report of the Trustees
for the year ended 31 August 2019**

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31st August 2019, 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.

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Company number:
02750147 (England and Wales)

Registered Charity number:
1015501 (England and Wales)

Working Name: Hospital Broadcasting Association

Date of Incorporation: 24 September 1992

Principal Office:
19 Rowan Court
NORWICH
Norfolk
NR5 0RT

Directors/Trustees:
N. S. Dallard
D. J. Huish
G. McNaughton
G. Medhurst
I. W. Pinnell
M. R. Sarre
S. A. Smette (appointed 30.3.2019)

Company Secretary:
N. S. Dallard

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

Aldermore
1st Floor, Block 18
Western House
Lynch Wood
Peterborough
PE2 6FZ

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

Independent examiner
Argents Chartered Accountants
15 Palace Street
NORWICH
Norfolk
NR3 1RT

**National Association of Hospital
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**Report of the Trustees
for the year ended 31 August 2019**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Until 24 July 2019, the Association was governed by its Memorandum and Articles of Association incorporated 24 September 1992, together with its Membership and Trustee Byelaws, all adopted by the Association at its AGM on 11 October 2008. Pursuant to resolutions at the AGM in March, the Association's charitable objects were amended on 24 July 2019 and, shortly after the end of the reporting year, Companies House and the Charity Commission confirmed the conversion of HBA from a Company Limited by Guarantee to a Charitable Incorporated Organisation (see "Objectives and Activities" below for further details).

Recruitment and appointment of trustees

The Trustees, who during the reporting period were the Directors for the purposes of Company Law, are responsible for the overall governance of the Association. The Articles of Association allowed for the Trustee Board to consist of:

- up to seven Elected Trustees, elected by the Full Members for a three-year term of office, usually at the Annual General Meeting in March; 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. During the reporting period there were six open Elected Trustee positions and three Appointed Trustee positions. On conversion to a CIO the constitution was amended to reflect the current situation, reducing the number of Elected Trustee positions to six and the number of Appointed Trustee positions to three.

Induction and training of new trustees

New Trustees and other volunteers receive an induction on an appointment containing everything they need to know about the Association to enable them to effectively participate in the management of the Association.

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. This also means that they are very familiar with many of the issues that the Association and its members face, and the environment in which they operate.

Governance and organisational structure

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; and
- a small number of other volunteers, appointed by the appropriate Executive Lead because of their particular skills.

Four 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.

During the reporting year the Trustee Board met on five occasions, in central London, with one Trustees and lead volunteers meeting in November 2018 in Derby. As well as the trustees, the Honorary President and Executive Leads are invited to Trustee Board meetings to provide reports and to facilitate informed decision-making and a rapid dissemination of decisions.

Executive Leads separately organised a number of coordination meetings, and meetings and video/teleconferences with their team members.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed, and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees undertake a review of financial, operational, and business risks at least annually, and have a number of policies and procedures in place to minimise risk. These include:

- specific role descriptions for each of the Executive Leads and committees, setting out the limits of their delegated authority, together with a set of "Matters Reserved to the Trustee Board", which cannot be delegated;
- financial management and reserves policies;
- expenses policies and claim procedures; and
- dual authority banking, requiring two Trustees to authorise every payment.

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**Report of the Trustees
for the year ended 31 August 2019**

OBJECTIVES AND AIMS

Charitable Objects

Until 24th July 2019, the Charity's object was 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;
- (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.

On 24th July, pursuant of a resolution at the AGM in preparation for converting to a CIO, Companies House registered amendments to the Memorandum of Association including a change of charitable object to promotion of the effectiveness and efficiency, for the public benefit, of organisations which:

- (1) relieve sickness, poor health and old age by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; or
- (2) advance health and the prevention or relief of sickness through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages.

This new object aligns with the Association's model objects agreed with the Charity Commission for hospital radio stations, and formally widens its remit to include the providing of support and representation to those organisations that are promoting health and wellbeing, and public health messages to the local community, as well as those who continue to entertain those receiving treatment for health conditions. This aligns with NHS and local and national government policy to promote health, active living and recognition that prevention is better than cure.

Mission Statement

The Association has a clearly defined mission – to support, develop and represent hospital, health and wellbeing broadcasting in the UK. It aims to deliver this mission 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.

Public benefit

The Trustees have a timetable for regularly reviewing the public benefit provided by each aspect of the Association's work, taking into account the statutory guidance on this subject issued by the Charity Commission. This year, the focus was on the events that the Association stages for its members and, following an external review in an earlier reporting period, the vast majority of activities undertaken by the Association were found to be easily and directly linked to the Association's charitable objective; minor changes made since the external review have strengthened those links. No significant private benefit was identified outside of that obtained incidentally during the course of Association's charitable activities.

CHARITABLE ACTIVITIES

Help, advice and training to members

During the reporting period, the Association has continued to provide information and advice to its members on an individual basis, via our website and newsletter, by staging a national conference, and visiting stations. 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 issues, although advice and assistance was provided on programming, patient entertainment providers and technical distribution.

Along with ambassadorial duties from the President, other HBA trustees and volunteers were out and about visiting stations as far afield as Northern Ireland, Inverness in northern Scotland, Lymington on the south coast, Plymouth in the south west, and across to Southend in the south east. A royal visit to Radio Tyneside in Newcastle upon Tyne gave the HBA Chairman an opportunity to discuss hospital broadcasting with Prince Edward, Earl of Warwick.

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**Report of the Trustees
for the year ended 31 August 2019**

Our members' newsletters are sent to the main station contacts, and other volunteers of member stations who choose to sign up via our website. The newsletter is the Association's "internal" communication for our member stations and includes news from national and devolved government administrations and agencies, national infrastructure charities, and other organisations, relevant to hospital, health & wellbeing broadcasting, together with extracts of media coverage of member stations and news from the Association itself.

Our website, hbauk.com, continues to provide useful news, resources and information to our member stations, stakeholders and the general public. Work is ongoing to make it more user-friendly, so that visitors are able to get the information and support they need more quickly. The goal is for members to use the website to update their own details, and those of their station, quickly and easily, and find more in-depth information and support without having to resort to the telephone or email.

Further details about the performance of our newsletter and website can be found under "Communications" below.

Annual Conference

Our 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, together with opportunities for delegates to network with fellow volunteers from other stations, exchanging ideas and best practice. Highlights at this year's event included "An Audience with... David Lloyd", broadcaster and media commentator, "Hospital Radio – the first 100 years", and "Beyond the Bucket – a better approach to fundraising". Hospital radio volunteer Matt Wade hosted a valuable and thought-provoking session "Hospital Radio 2.0 – Why only being a radio station for ill people is not a long-term plan", and we welcomed Wi-Fi Spark's Steve Killick who led a session on "Wi-Fi – A new world of patient entertainment".

The Association continues to actively seek feedback from delegates following the conference, with 96% of delegates saying they would recommend attending the HBA Annual Conference and National Hospital Radio Awards to others in their station.

National Hospital Radio Awards

The National Hospital Radio Awards are organised annually to encourage the highest artistic standards, and to provide a spotlight on the high quality of the services that members provide. The National Hospital Radio Awards are recognised by the media industry, National Health Service and other healthcare professionals as showcasing the voluntary achievements of hospital broadcasters, which can easily match the quality of professional radio programmes and stations. 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, and the feedback received was positive so the National Hospital Radio Awards continue to showcase the talent and commitment in hospital broadcasting with only minor tweaks to the categories and criteria.

Once again, HBA's communications team produced a "toolbox" for category winners to use locally when promoting their achievements - consisting of draft press releases, graphics, statistics and quotations. Feedback suggests they have found the toolbox contents useful in providing a local impact, raising awareness of hospital broadcasting and volunteering.

Recognition of long service

During this reporting 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 ambassadorial duties personally this year, and other HBA trustees and volunteers stepped-in when required. In total, 233 individual certificates were presented recognising 5,520 years of voluntary service to hospital broadcasting, including five individuals receiving certificates for 50 years' voluntary service. In addition, one member station was presented with a certificate for 30 years of broadcasting, and 5 stations received certificates marking their 40th year of voluntary service.

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Financial assistance to hospital broadcasters

Our bursary is awarded annually from the funds of the Association to enable volunteers involved in hospital broadcasting to attend the Association's national conference. Details are provided in the financial review on page 8. During the last reporting year, HBA modernised the criteria for bursaries, as the Trustees felt that previous guidelines were too prescriptive, and increased the budget by three quarters from the previous year. This should have allowed more volunteers from member stations to engage with HBA and benefit from the conference at no, or significantly-reduced, cost. Disappointingly, during this reporting period there were very few applications for bursaries, and promoting our bursaries was made a priority leading up to the 2020 conference, with a resulting positive outcome.

Our Grants programme enables member stations to purchase equipment or other materials required by them which they are unable to afford to purchase from their own funds. Grants are made three times per year; the Trustees acknowledged few applications for assistance received from this grants scheme during this reporting year, with no grants being awarded. Halfway through the reporting period Mark Bonallo was appointed as Grants and Bursaries Coordinator with the task to increase awareness to members, create a revised application form, improve guidance for applicants, whilst further publicity was introduced. This resulted in a grant being awarded just outside of this reporting period, with further awards being made subsequently.

Working at a national level

The HBA has continued to engage 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, the Department for Digital, Culture, Media and Sport, Ofcom, and Independent Radio News.

The Association has engaged a strategy to work with national and devolved governments and administrations, and NHS stakeholders to inform them of the value of hospital broadcasting and our recent changes to the model objects of health promotion. Outside of this reporting period HBA has committed to deliver an awareness campaign at the NHS Confederation Conference in Manchester, as well as events at Westminster and the devolved governments and assemblies with a new Stakeholder Relationship Executive appointed to progress this.

During the reporting period, we have responded to a number of consultations, including ones relating to improving charity accounts in Northern Ireland, strengthening charity law in Scotland, and Ofcom's future licensing of Small-Scale DAB. In addition, we continue to monitor developments at and announcements from all Patient Entertainment System providers, and endeavour to engage with them.

We have maintained contact with NHS Digital with respect to the rollout of NHS WiFi in England, although with limited success, due to NHS Digital's initiative to have a common landing page for NHS WiFi being largely ignored by the NHS providers when commissioning public WiFi provision in their premises. The Health and Social Care Act 2012 in England makes it more of a challenge for HBA to successfully deliver positive outcomes with such engagements, as it is the local NHS Trusts that make many of the final decisions, not NHS England, NHS Digital, or the Department of Health & Social Care.

We have also made representations to the Scottish Government and the Health Boards in Scotland regarding the provision of NHS WiFi.

Outside of this reporting period we have written to the Welsh Government in response to the publication of its report "Radio in Wales".

Communications

We have seen an increase in subscriptions to our Members' Newsletter and "On-Air" magazine, as well as a continued increase in reach on our social media channels, Twitter and Facebook.

As explained earlier, our Members' Newsletter is aimed at those running hospital, health & wellbeing radio stations. Over the reporting period, we have issued 10 newsletters, with subscriber numbers increasing from 502 in September 2018 to 565 in August 2019.

"On-Air" is our quarterly magazine that highlights the amazing work our member stations do within their communities around the UK. During the reporting period, we released 4 digital versions of the magazine, which is publicly available on our website, and via a public mailing list, which anyone can subscribe to in order to receive a copy of the magazine directly to their inbox on release. We produced a special hardcopy printed edition for our annual conference in 2019, the cost of which was entirely covered by sponsorship. The December 2018 edition had 780 recipients on the mailing list, whilst the edition released in August 2019 was received by 846 recipients.

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Our Twitter and Facebook pages are primarily used for general HBA announcements and the sharing of news from our member stations to the wider world. Posts are usually aimed at our member stations, enthusiasts of broadcasting and the general public.

One of the biggest improvements of communication we've seen on our social media during the reporting period was the launch of our "HBA Community" private Facebook group. Launched as a successor for the HBA Forums on the website, which have become rather moribund, and to rival the third-party Facebook groups of a similar nature, the group currently comprises 312 members. Unlike other community groups on Facebook that slant towards members posting promotions relating to their programmes "Listen live to me..." etc, our group is based around networking, HBA announcements and members offering help and support to each other, with the ability for HBA representatives to chip in if required.

Our LinkedIn profile is in its early development, to hopefully be a useful tool in communicating with our stakeholders during campaigns.

During the reporting year our website attracted 17,509 unique users across 29,919 sessions. Those figures are down 5% and 7% respectively year-on-year, something which we hope to reverse when the overhaul of our website is complete.

Recruitment

Lack of volunteer resources has hindered the endeavours of the Trustees and the Association's ability to fully meet its objectives. During the course of the year, third-party volunteer recruitment sites and social media were used to try to attract interest from outside the hospital broadcasting community but, unfortunately, little interest was received.

During the course of the year, the Training Manager, Bedside Entertainment Systems Relationship Manager, and Membership Manager volunteers stood down. Countering this, new volunteers were appointed into the roles of Webmaster and Grants and Bursaries Coordinator.

Volunteer resource is a priority for the Trustees with options regularly reviewed, and training needs considered for current and new volunteers.

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. However, it is clear that, as in previous years, available volunteer resource falls short of that needed.

HBA is not alone in the charity sector in struggling to recruit volunteers. As in many charities, the lack of appropriately-skilled volunteers has impacted HBA's ability to deliver in key areas. For example, our engagement with some public bodies has not been as focussed or driven as the Trustees would have liked, however this has caused the Trustees to consider options to address our immediate issues and for the long term.

A re-evaluation of the Relationship Manager roles has allowed a more structured approach within this portfolio, with the HBA representing hospital broadcasting through several national consultation programmes throughout this reporting period and beyond.

During the reporting period it was not the immediate intention of the Trustee Board to recruit paid members of staff, as it was hoped that all the objectives could be met primarily with volunteer effort, with a small amount of professional assistance where needed.

The Trustees are mindful of the changes in society and volunteering that require an open mind as to how best to deliver its charitable objects and mission in future. Options under active consideration at the time of writing include more use of professional assistance, and the recruitment of paid members of staff to undertake some of the day-to-day operation of the Association.

**Report of the Trustees
for the year ended 31 August 2019**

PERFORMANCE TARGETS

For the period 1st September 2018 to 31st August 2019

- **To continue to provide a wide range of events and services to HBA's members, including the national conference, hospital radio awards, roadshows, monthly newsletter, "On Air", and a range of advice and guidance;**

Unfortunately we were unable to deliver our planned roadshow timetable during the reporting year due to the Training Officer standing down shortly after the 2019 conference and, despite an appeal within the hospital broadcasting community, we have not managed to secure a replacement.

- **To provide the services and events within agreed budgets, and to operate within an overall, agreed, balanced budget;**

We are pleased to say that we managed to keep within the agreed budgets.

- **To increase the awareness and uptake of HBAs services to members;**

We didn't quite achieve as much as we'd liked, as mentioned in this report, work is underway to improve this.

- **To evaluate the effectiveness and ease of use of the website and the underlying membership database;**

Whilst a preliminary internal evaluation was undertaken during this reporting period, the new incumbent responsible for HBA's website requires additional time to evaluate and consider options available to address initial findings.

- **To recruit a Volunteer Manager to provide a focal point for the recruitment, development and retention of HBA's volunteers;**

Using online recruitment tools this post was advertised and a few enquiries were received which were followed up. Despite the initial impetus the Trustee responsible was unable to complete the assignment as individuals could no longer be contacted.

- **To develop a strategy for engaging with parliamentarians and government departments, and critical partners such as entertainment system and Wi-Fi network providers.**

We continued to respond to consultations from the UK and devolved governments, parliaments and assemblies, NHS, Ofcom and Charity Regulators. By doing so we will continue to get the HBA recognised as a credible body to be invited to pre-consultation stakeholder events.

- **To work towards complying with the best practice set out in the Charity Governance Code for Smaller Charities.**

Whilst the Trustees consider HBA to be largely compliant with the best practices laid out within the Charity Governance Code for Smaller Charities, a full review and evaluation of all HBA governance practices has yet to commence.

Targets for the period 1st September 2019 to 31st August 2020

1. to continue to provide a wide range of events and services to HBA's members, including the national conference, awards, 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 evaluate and consider the impact of the Strategic Review of the Association's three-year plan and the future opportunities for hospital and health representation;
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.

**National Association of Hospital
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**Report of the Trustees
for the year ended 31 August 2019**

FINANCIAL REVIEW

The Balance Sheet on page 11 shows the Association at the end of the financial period with a deficit of £10,614. This was due to the annual donation of £32,500 from Phonographic Performance Limited being received outside of this reporting period and, therefore, not being included in these accounts.

The Trustee Board thanks Phonographic Performance Ltd for its continued support of the Association.

The National Conference & Awards Team volunteers provided yet another superb conference and awards ceremony, this year in Stoke on Trent. The amount of sponsorship income for the conference and awards amounted to just over £4,200 helping to keep delegate fees down. The total subsidy for the combined Conference and Awards event from the Association's general fund was £8,501.

Only one conference bursary (totalling £200) was awarded this year, to a volunteer from Radio Grapevine with the remaining available bursaries not taken up. As reported earlier, following the disappointing response during this reporting period, more effort has been applied to get increased bursary applications for the 2020 conference, with the result that 6 bursaries have been awarded.

The cost of staging the National Hospital Radio Awards ceremony has been held at almost the same amount for the tenth successive year. Thanks to Warwick Corporate Events for their continued support.

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 are greater than the income; hence the transfer into these designated funds, which represents the subsidy of these activities from the Association's general funds.

The Association budgeted £6,000 to be donated to hospital radio stations in the form of grants. The amount actually donated this year was nil, due entirely to a lack of eligible applications that could be processed in time for the year-end. The budget has been carried over for the 2019/2020 financial year and, shortly after the end of the reporting period, £1,750 was donated to Durham Hospitals Radio.

Overall, the Association is financially sound and has significant cash reserves. As can be seen in Note 12 on page 15, 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 of Financial Management Policies which define the controls to be implemented to ensure that the Association's assets are secure. These policies meet all the requirements of the Charities Act 2011, 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".

As at 31 August 2019, unrestricted reserves amounted to £205,417 (2018: £216,031), lower than last year which is, as explained earlier in this report, due to the donation from Phonographic Performance Limited arriving after this financial period. It is still well in excess of the minimum set by the Financial Reserves Policy. The Trustees are, therefore, satisfied that the Association has sufficient financial resources to survive as a going concern in the event of adverse conditions.

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.

Approved by order of the Trustee Board on 28 February 2020 and signed on its behalf by



Grant McNaughton
Chairman

**Independent Examiner's Report to the Trustees of
National Association of Hospital
Broadcasting Organisations
Trading as Hospital Broadcasting Association**

I report on the accounts of the company for the year ended 31 August 2019, which are set out on pages eleven to eighteen.

Responsibilities and basis of report

As the charity's trustees (and also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 386 of the Companies Act 2006; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.



Mark Johnstone
ICAEW
Argents Chartered Accountants
15 Palace Street
NORWICH
Norfolk
NR3 1RT

Date: 28/02/2020

**National Association of Hospital
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**Statement of Financial Activities
for the year ended 31 August 2019**

	Notes	2019 Unrestricted funds £	2018 Total funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Investment income	2	1,942	1,827
Incoming resources from charitable activities			
Corporate Services	3	12,222	38,817
Member Events		<u>38,193</u>	<u>47,389</u>
Total incoming resources		52,357	88,033
RESOURCES EXPENDED			
Charitable activities			
Corporate Services	4	8,004	8,780
Member Events		46,694	58,072
Members services		109	842
President		677	493
Stakeholder relations		658	142
Communications		804	192
Governance costs	5	5,482	6,632
Other resources expended	6	<u>543</u>	<u>342</u>
Total resources expended		62,971	75,495
		<hr/>	<hr/>
NET INCOMING RESOURCES		(10,614)	12,538
RECONCILIATION OF FUNDS			
Total funds brought forward		216,031	203,493
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		<u>205,417</u>	<u>216,031</u>

The notes form part of these financial statements

**National Association of Hospital
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**Balance Sheet
At 31 August 2019**

	Notes	2019 Unrestricted funds £	2018 Total funds £
FIXED ASSETS			
Tangible assets	10	1,504	3,215
CURRENT ASSETS			
Debtors	11	467	381
Cash at bank and in hand	12	<u>205,246</u>	<u>215,365</u>
		205,713	215,746
CREDITORS			
Amounts falling due within one year	13	<u>(1,800)</u>	<u>(2,930)</u>
NET CURRENT ASSETS		<u>203,913</u>	<u>212,816</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>205,417</u>	<u>216,031</u>
NET ASSETS		<u>205,417</u>	<u>216,031</u>
FUNDS	14		
Unrestricted funds		<u>205,417</u>	<u>216,031</u>
TOTAL FUNDS		<u>205,417</u>	<u>216,031</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as 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 charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 28 February 2020 and were signed on its behalf by:



Mike Sarre
Treasurer



Grant McNaughton
Chairman

The notes form part of these financial statements

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**Notes to the Financial Statements
for the year ended 31 August 2019**

1. ACCOUNTING POLICIES

Accounting convention

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

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment	- 33% on cost
Website	- 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Volunteer help

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

2. INVESTMENT INCOME

	2019	2018
	Unrestricted funds	Total funds
	£	£
Interest	<u>1,942</u>	<u>1,827</u>

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

**Notes to the Financial Statements - continued
for the year ended 31 August 2019**

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2019 £	2018 £
Corporate Services		
Corporate Support	-	27,500
Donations	932	132
Media Advertising	2,100	1,625
Subscriptions Associate Member	140	160
Subscription Full Member	9,050	9,400
	<u>12,222</u>	<u>38,817</u>
Member Events		
Award Sponsorship	3,200	7,303
Conference Delegate Fees	33,955	35,893
Conference Sponsorship & Tradeshows	1,038	3,223
Roadshows	-	970
	<u>38,193</u>	<u>47,389</u>

4. CHARITABLE ACTIVITIES COSTS

	2019 £	2018 £
Corporate Services		
IT costs	2,720	2,213
Telephone	80	40
Postage, printing and stationery	173	324
Travel and subsistence	-	786
Volunteers meetings	1,518	2,204
Depreciation	3,513	3,213
	<u>8,004</u>	<u>8,780</u>
Member Events		
National Hospital Radio Awards	12,915	13,890
Conference	33,105	39,725
General	474	688
Bursaries	200	1,607
Roadshows	-	2,162
	<u>46,694</u>	<u>58,072</u>
Members services		
Station grants	-	800
Travel and subsistence	109	42
	<u>109</u>	<u>842</u>
President		
Printing, post and stationery	-	120
Station visits	677	373
	<u>677</u>	<u>493</u>
Stakeholder relations		
Conference guests	465	-
Travel and subsistence	193	142
	<u>658</u>	<u>142</u>
Communications		
Marketing	757	192
Other	47	-
	<u>804</u>	<u>192</u>
Total Charitable Activities Cost	<u><u>56,946</u></u>	<u><u>68,521</u></u>

**National Association of Hospital
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**Notes to the Financial Statements - continued
for the year ended 31 August 2019**

5. GOVERNANCE COSTS

	2019	2018
	Unrestricted	Total
	funds	funds
	£	£
Statutory fees	48	48
Accountancy	1,836	2,880
General meetings	546	476
Insurance	646	774
Trustee Board meetings	<u>2,406</u>	<u>2,454</u>
	<u>5,482</u>	<u>6,632</u>

6. OTHER RESOURCES EXPENDED

	2019	2018
	Unrestricted	Total
	funds	funds
	£	£
Account fee	60	60
Cheques in	25	20
PayPal conference	445	200
PayPal corporate	3	6
PayPal membership	10	16
PayPal Roadshow	-	10
Stripe conference	-	10
Stripe Roadshow	<u>-</u>	<u>20</u>
	<u>543</u>	<u>342</u>

7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2019	2018
	£	£
Depreciation - owned assets	<u>3,513</u>	<u>3,213</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2019 nor for the year ended 31 August 2018.

Trustees' expenses

Trustees were reimbursed 'out of pocket' expenses in the year.

	2019	2018
Number of Trustees paid expenses	<u>6</u>	<u>7</u>
Total amount paid	<u>£3,960</u>	<u>£5,606</u>

**National Association of Hospital
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**Notes to the Financial Statements - continued
for the year ended 31 August 2019**

9. STAFF COSTS

There were no staff costs for the year ended 31 August 2019 nor for the year ended 31 August 2018.

No employees received emoluments in excess of £60,000.

10. TANGIBLE FIXED ASSETS

	Equipment £	Website £	Totals £
COST			
At 1 September 2018	2,636	16,067	18,703
Additions	<u>1,802</u>	<u>-</u>	<u>1,802</u>
At 31 August 2019	<u>4,438</u>	<u>16,067</u>	<u>20,505</u>
DEPRECIATION			
At 1 September 2018	2,636	12,852	15,488
Charge for year	<u>298</u>	<u>3,215</u>	<u>3,513</u>
At 31 August 2019	<u>2,934</u>	<u>16,067</u>	<u>19,001</u>
NET BOOK VALUE			
At 31 August 2019	<u>1,504</u>	<u>-</u>	<u>1,504</u>
At 31 August 2018	<u>-</u>	<u>3,215</u>	<u>3,215</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade debtors	250	-
Prepayments	<u>217</u>	<u>381</u>
	<u>467</u>	<u>381</u>

12. CASH AT BANK AND IN HAND

	General fund £	2019 Total funds £	2018 Total funds £
Petty cash	50	50	50
CAF Cash Current Account	58,103	58,103	69,990
Close Brother	82,928	82,928	81,617
Aldermore Easy Access	64,165	64,165	63,534
PayPal	<u>-</u>	<u>-</u>	<u>174</u>
Total	<u>205,246</u>	<u>205,246</u>	<u>215,365</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Accruals and deferred income	<u>1,800</u>	<u>2,930</u>

National Association of Hospital
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Notes to the Financial Statements - continued
for the year ended 31 August 2019

14. MOVEMENT IN FUNDS

	At 1.9.18 £	Net movement in funds £	Transfers between funds £	At 31.8.19 £
Unrestricted funds				
General fund	216,031	(2,113)	(8,501)	205,417
Conference	-	1,214	(1,214)	-
National Hospital Radio Awards	-	(9,715)	9,715	-
	<u>216,031</u>	<u>(10,614)</u>	<u>-</u>	<u>205,417</u>
TOTAL FUNDS	<u>216,031</u>	<u>(10,614)</u>	<u>-</u>	<u>205,417</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	14,164	(16,277)	(2,113)
Conference	34,993	(33,779)	1,214
National Hospital Radio Awards	3,200	(12,915)	(9,715)
	<u>52,357</u>	<u>(62,971)</u>	<u>(10,614)</u>
TOTAL FUNDS	<u>52,357</u>	<u>(62,971)</u>	<u>(10,614)</u>

Comparatives for movement in funds

	At 1.9.17 £	Net movement in funds £	Transfers between funds £	At 31.8.18 £
Unrestricted Funds				
General fund	203,493	23,221	(10,683)	216,031
Conference	-	(2,904)	2,904	-
National Hospital Radio Awards	-	(6,587)	6,587	-
Roadshow	-	(1,192)	1,192	-
	<u>203,493</u>	<u>12,538</u>	<u>-</u>	<u>216,031</u>
TOTAL FUNDS	<u>203,493</u>	<u>12,538</u>	<u>-</u>	<u>216,031</u>

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**Notes to the Financial Statements - continued
for the year ended 31 August 2019**

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	40,644	(17,423)	23,221
Conference	39,116	(42,020)	(2,904)
National Hospital Radio Awards	7,303	(13,890)	(6,587)
Roadshow	970	(2,162)	(1,192)
	<u>88,033</u>	<u>(75,495)</u>	<u>12,538</u>
TOTAL FUNDS	<u><u>88,033</u></u>	<u><u>(75,495)</u></u>	<u><u>12,538</u></u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.17 £	Net movement in funds £	Transfers between funds £	At 31.8.19 £
Unrestricted funds				
General fund	203,493	21,108	(19,184)	205,417
Conference	-	(1,690)	1,690	-
National Hospital Radio Awards	-	(16,302)	16,302	-
Roadshow	-	(1,192)	1,192	-
	<u>203,493</u>	<u>1,924</u>	<u>-</u>	<u>205,417</u>
TOTAL FUNDS	<u><u>203,493</u></u>	<u><u>1,924</u></u>	<u><u>-</u></u>	<u><u>205,417</u></u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	54,808	(33,700)	21,108
Conference	74,109	(75,799)	(1,690)
National Hospital Radio Awards	10,503	(26,805)	(16,302)
Roadshow	970	(2,162)	(1,192)
	<u>140,390</u>	<u>(138,466)</u>	<u>1,924</u>
TOTAL FUNDS	<u><u>140,390</u></u>	<u><u>(138,466)</u></u>	<u><u>1,924</u></u>