

Trustees' Annual Report and Accounts
for the Year Ended 31 August 2020
for
National Association of Hospital Broadcasting Organisations
(a Charitable Incorporated Organisation registered in England & Wales, no. 1015501)
operating as
Hospital Broadcasting Association (HBA)

**National Association of Hospital Broadcasting Organisations
operating as Hospital Broadcasting Association
Trustees' Annual Report & Accounts for the year ended 31 August 2020**

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REPORT OF THE TRUSTEES

For the year ended 31 August 2020

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 2020.

This Report and the attached Accounts have been produced in accordance with the guidance provided by the Charity Commission in its "Receipts and Payments Accounts Pack (CC16)".

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity number

1015501 (England and Wales)

Working Name: Hospital Broadcasting Association

Date of Incorporation: 24 September 1992 converted to a Charitable Incorporated Organisation on 19 September 2019. See 'Governing Document' section below for more details.

Principal Office:

19 Rowan Court
Norwich
Norfolk
NR5 0RT

Trustees:

N. S. Dallard
D. J. Huish
G. McNaughton
G. Medhurst
I. W. Pinnell (until 28 March 2020)
M. R. Sarre (re-appointed 1 June 2020)
S. A. Smette

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

STRUCTURE, GOVERNANCE, AND MANAGEMENT

Governing document

On 19 September 2019 Companies House and the Charity Commission confirmed the conversion of HBA from a Company Limited by Guarantee to a Charitable Incorporated Organisation governed by its Constitution.

Before 19 September 2019 the Association, incorporated 24 September 1992, was governed by its Memorandum and Articles of Association, together with its Membership and Trustee Byelaws, all adopted by the Association at its AGM on 11 October 2008.

Recruitment and appointment of Trustees

The Trustees are responsible for the overall governance of the Association. The Constitution allows for the Trustee Board to consist of:

- up to six 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 three Appointed Trustees, appointed by the other Trustees because of their particular knowledge and/or skills for a term of office determined by the trustees up to three years;

with the actual number being set by the Association's members at general meetings. During the reporting period there was one Elected Trustee vacancy and two Appointed Trustee vacancies, which the Elected Trustees can fill as they see fit.

Induction and training of new trustees

New Trustees and other volunteers receive an induction on appointment, 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.

Two of the Trustees also held Executive Lead roles, with one of the two currently holding two 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 four occasions in central London, and via video conference calls six times. 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 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.

OBJECTIVES AND AIMS

Charitable Objects

On 19 September 2019 the Charity Commission registered the Association’s conversion to an Charitable Incorporated Organisation with the charitable object to promote 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.

Mission Statement

The Association has a clearly defined mission – to support, inform, 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. No significant private benefit was identified outside of that obtained incidentally during the course of Association’s charitable activities.

CHARITABLE ACTIVITIES

Support, advice and training to members

Halfway through the reporting period, due to the coronavirus pandemic and resulting national lockdown restrictions, the Association was forced to cancel its annual conference in March. The Association has continued to provide support and guidance, and has increased this with five group video conference calls with representatives of member stations, and including companies offering their time freely to support hospital radio through a difficult period. It is planned to continue to hold these quarterly.

HBA maintains a “Shared Programming” list of syndicated programmes and features that are available free-of-charge to member stations. Additionally, in response to the coronavirus pandemic, Warner Music offered our members a one hour programme hosted by James Blunt, whilst Penguin Random House also offered some of their audio books for broadcast, and Bauer Media offered stations the opportunity to simulcast its “Absolute 40s” output on VE Day.

We continued to provide information and advice to members on an individual basis, via email and phone, through our network of specialist advisors and more generally through our website and newsletter. The network of specialist advisers 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.

Our members' newsletter is 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 and 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 and members are able to get the information and support they need more quickly. The aim 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".

Annual Conference

Volunteers worked extremely hard to deliver a conference and awards ceremony in Bolton over the weekend 27-29 March 2020 but, like many other events, this had to be cancelled due to the rapidly developing coronavirus pandemic and subsequent UK lockdown.

Plans are well underway for the conference to return in 2021 as a virtual event, which will continue to provide delegates with support and guidance on running hospital, health and wellbeing radio stations, and charity governance.

National Hospital Radio Awards

The National Hospital Radio Awards are organised annually to encourage the highest artistic standards, and to highlight the high quality of the services that members provide. This year, due to the cancellation of the annual conference, the winners were announced at a virtual ceremony on 13 April, during the Easter Holiday weekend.

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. 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 and 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, health and wellbeing 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 the subsequent UK coronavirus lockdown and restrictions meant that other HBA trustees and volunteers couldn't step-in. The President offered to present these via video conference with member stations and volunteers on request which was well received. A total of 130 individual certificates were issued to 38 member stations recognising 2,645 years of voluntary service to hospital, health and wellbeing broadcasting. During the restrictions, many member stations decided to defer anniversary celebrations, but prior to the national coronavirus lockdown a total of two station certificates were issued for 40 and 50 years of broadcasting.

Financial assistance to hospital, health and wellbeing broadcasters

Our bursary is awarded annually from the funds of the Association to enable volunteers involved in hospital, health and wellbeing broadcasting to attend the Association's national conference. Details are provided in the financial review on page 8. This year, following increased publicity, six bursaries were awarded but, unfortunately, due to the coronavirus pandemic, the conference had to be cancelled.

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 normally made three times per year, with £6,000 being budgeted for distribution. Grants were made to Durham Hospitals Radio, Hospital Broadcasting Service (Glasgow) and Radio Wishing Well. Because of the coronavirus lockdown, given the challenges faced by our members around fundraising and cashflow, we doubled the budget and started to distribute hardship grants on application. Two hardship grants were awarded to Radio Grapevine and Life Care Radio shortly after the end of this reporting period.

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, included Hospedia, WiFi Spark, PPL, PRS, the Radio Academy, Ofcom, and Independent Radio News. In respect of coronavirus information, HBA has liaised with Public Health England, the health departments of the Scottish and Welsh Governments, and the Northern Ireland Office of the UK Government.

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. The HBA was due to deliver an awareness campaign at the NHS Confederation Conference in Manchester; this has now been rolled-over to 2021, and planned events at Westminster and Holyrood have also been pushed back, due to the coronavirus pandemic. The Association encouraged its members to write to their new Westminster MP shortly after the December 2019 General Election to show them the work of hospital, health and wellbeing radio, which resulted in questions in the UK Parliament and by MPs to Government Ministers.

We continue to monitor developments and announcements from all Patient Entertainment System providers, and endeavour to engage with them. In November 2019 we wrote to the Welsh Government in response to the publication of its report "Radio in Wales".

Communications

Communication during the last year has been more important than ever due to the Coronavirus pandemic. We have communicated through our various communication channels including our website, via email and across social media, to ensure our news and information reaches all of our member station volunteers in a timely manner.

Newsletter

Our monthly members' newsletter continues to provide HBA news to our member stations, as well as news from industry, news from members and important health dates throughout the forthcoming month.

Our newsletter currently reaches over 600 recipients and continues to be our main regular communication tool with member stations and their volunteers throughout the year.

On-Air magazine

The last On-Air magazine was published in December 2019 and we have not published a magazine since this date, with the Trustees' agreeing to move the magazine from a PDF publication to an email newsletter style communication, to accompany our already successful members newsletter. The design of this email is still being finalised with the aim to send the first newly-revitalised On-Air email out to subscribers and stakeholders in the second quarter of 2021.

Social media

We communicate through our main social media channels: Twitter and Facebook. Our Facebook community group is where members are able to ask questions, and share advice and information amongst peers; it's membership has increased by 41%. Our followers on Twitter and Facebook are also increasing. We are currently working on revitalising our LinkedIn page to better engage with our stakeholders.

Strategic Review of the Association's Development

The Association is reviewing its performance as part of its restructuring programme that started in 2016. As in previous years, available volunteer resources fell short of that needed. The HBA has reactivated its available opportunities on the Do-It website, which has had a limited response.

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, during the reporting period, it was under active discussion for the need to recruit paid members of staff and the Trustees agreed to commission a post-implementation review with an outside facilitator with the aim to present an action plan at the 2021 conference.

PERFORMANCE TARGETS

For the period 1 September 2019 to 31 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.**

We continued to provide members with the monthly newsletter and specialist advisors were always available for members to contact. Most of the advice sought continues to relate to charity governance and station management. As reported earlier, our national conference that was due to be held from March 27-29 had to be cancelled due to the national coronavirus restrictions. The National Hospital Radio Awards ceremony was held online over the Easter weekend. On-Air magazine was last published in December 2019 and a new editor was appointed, copy for the next scheduled magazine in March was insufficient and very little copy was available for the June edition and in July the Trustees agreed to move this to our website, which can be updated more regularly, with a new publication being planned to focus primarily on HBA corporate stakeholders including the local management team at our member stations' hospitals.

We initially held fortnightly video conferences to members lasting for up to one and a half hours every fortnight during the height of the first UK lockdown, providing a peer-support opportunity for our members, and an option for companies to showcase their products that could assist our members. It was agreed that we initially keep these going each quarter in the way of training for our members.

2. to provide the services and events within agreed budgets, and to operate within an overall, agreed, balanced budget.

Due to the cancellation of our conference in March we had a higher deficit than originally budgeted, as explained further in the financial review section of this report.

3. to increase the awareness and uptake of HBAs services to members.

Our grants criteria were reviewed and made less prescriptive so that more member stations would apply. We also increased the budget and introduced a hardship fund for stations struggling to fundraise during the Covid-19 restrictions. This was publicised with a couple of grants being awarded just outside of this reporting period.

4. to evaluate the effectiveness and ease of use of the website and the underlying membership database.

We are currently undertaking a review and looking at options for the website.

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.

We have initiated an external post-implementation review and aim to produce a strategy for future opportunities for hospital health and representation.

6. to develop a strategy for engaging with parliamentarians and government departments, and critical partners such as entertainment systems and Wi-Fi network providers.

A number of receptions were planned at Westminster and Edinburgh and a stand was booked at the NHS Confederation Expo in May to be held in Manchester. Due to the coronavirus restrictions and the UK lockdown our booking for this event has now been rolled over to 2021 while the Westminster and Edinburgh receptions will be rearranged at a later date.

7. to work towards complying with the best practice set out in the Charity Governance Code for Smaller Charities.

Since setting this target an updated Code "The Charity Governance Code for Micro-Charities" has been made available by NCVO, which is more suitable for charities the size of HBA. We will start to work towards complying with the best practice set out in this updated version of the Code.

Targets for the period 1 September 2020 to 31 August 2021

1. To continue to provide a wide range of events and services to HBA's members, including a national conference and awards ceremony, and a range of news, information, advice and guidance though may be in a virtual environment.
2. To provide the services and events within agreed budgets, and to operate within an overall, agreed, balanced budget.
3. To further develop awareness, and increase the uptake, of HBAs services to members.
4. To update the website to enhance the functionality and user experience.
5. To implement the agreed actions from the agreed post-implementation review.
6. To finalise and implement a strategy to engage with external stakeholders
7. To set aside board time to comply with the best practice set out in "The Charity Governance Code for Micro-Charities".

FINANCIAL REVIEW

The Statement of Assets and Liabilities on page 12 shows the Association at the end of the financial period with a deficit of £5,964, caused primarily by the forced cancellation of our annual conference, just weeks before it was due to take place.

The late cancellation of the conference meant that we were held to our contract by the hotel, at a cost of £31,250, although the hotel offered us a credit of 50% off our 2021 conference in Bolton. Because of the continuing pandemic, we were unable to book this conference in 2021, but the hotel, generously transferred the discount to 2022, albeit with a 5% uplift in the price and with a few exceptions.

We have refunded nearly all of the money delegates had paid, totalling £27,996 and we paid a further £130 in reverse transactions fees to PayPal for delegates who paid by card. £7,549 was finally refunded outside of this reporting period, as there was some difficulty contacting delegates. These refunds will be reflected in next year's accounts.

The cost of staging the National Hospital Radio Awards ceremony, £12,000 had been paid to Warwick Corporate Events prior to the decision to cancel the conference and, although no written confirmation of a credit has been received by HBA, we are assured by Warwick that something mutually beneficial can be agreed for a future event.

We once again thank Phonographic Performance Limited for their continuing support, with a donation of £32,500 being received during the reporting period. This consists of a number of restricted funds as explained in note 10 to the accounts on page 14.

With the above events taken into consideration, it was expected that our deficit would be much higher than we have been able to report. This is due to a combination of factors which include: holding the National Hospital Radio Awards ceremony online; releasing money which had sponsored the event; reduced IT maintenance costs (£1,810); and reduced governance costs as the Trustees and Executive Leads have not been travelling for physical meetings, instead conducting board meetings through video conferencing (£1,674).

The Association budgeted £6,000 to be donated to hospital radio stations in the form of grants. The amount actually donated this year was £4,011. Those in receipt of grants were: Durham Hospitals Radio, for an upgrade to their computer playout system and training amounting to £1,750; HBS (Glasgow's Hospital Broadcasting Service), for fundraising promotional equipment and a card payment machine to assist in their fundraising activities amounting to £761; and Radio Wishing Well received £1,500 towards an upgrade of their computer playout system.

Overall, the Association is still financially sound despite the coronavirus pandemic and has significant cash reserves. As can be seen in the closing balances on page 12, 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 and the Charity Commission guidelines "Internal Financial Controls for 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".

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As at 31 August 2020, reserves amounted to £199,282 which, whilst lower than last year (£205,417) due to the cancellation of our conference, 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 further adverse conditions.

In preparing this report, the Trustees have opted for independent examination under the Charities Act 2011 and to use receipts and payments accounting.

The Trustees confirm that all the 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 10/02/2021 and signed on its behalf by

12/02/2021

.....

Grant McNaughton
Chairman

12/02/2021

.....

Mike Sarre
Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the trustees on my examination of the accounts of the National Association of Hospital Broadcasting Organisations ("the Charity") for the year ended 31 August 2020, which are set out on pages 11 to 14.

Responsibilities and basis of report

As the charity trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 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 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:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act;
or
- the accounts do not accord with those records.

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.



Mark Johnstone FCA
Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
NR3 1RT

18 February 2021

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RECEIPTS AND PAYMENTS ACCOUNT

For the Year Ended 31st August 2020

		<u>2019/20</u>	<u>2018/19</u>		
	<i>NOTE</i>	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £	<u>Total</u> £
<u>INCOME</u>					
Corporate Support	<i>Note 10</i>	600	23,500	24,100	-
Donations		5	-	5	932
Media advertising		-	-	-	2,100
Membership Subscriptions	<i>Note 1</i>	8,465	-	8,465	9,190
Member Events	<i>Notes 2, 10</i>	11,299	9,000	20,299	37,944
Interest		1,903	-	1,903	1,942
		<u>22,272</u>	<u>32,500</u>	<u>54,772</u>	<u>52,108</u>
<u>EXPENDITURE</u>					
<u>Charitable Expenditure</u>					
Member Events	<i>Note 3</i>	36,039	9,628	45,667	47,638
Member Services	<i>Note 4</i>	-	4,136	4,136	119
President	<i>Note 5</i>	-	214	214	677
Stakeholder Relations	<i>Note 6</i>	-	2,787	2,787	658
Communications	<i>Note 7</i>	-	867	867	1,697
Corporate Services	<i>Note 8</i>	-	1,979	1,979	5,321
		<u>36,039</u>	<u>19,611</u>	<u>55,650</u>	<u>56,110</u>
<u>Governance</u>					
Governance Expenses	<i>Note 9</i>	357	4,729	5,086	6,117
		<u>36,396</u>	<u>24,340</u>	<u>60,736</u>	<u>62,227</u>
<u>SURPLUS OF INCOME OVER EXPENDITURE</u>					
		<u>(14,124)</u>	<u>8,160</u>	<u>(5,964)</u>	<u>(10,119)</u>
Transfers between funds	<i>Note 10</i>	-	-	-	-
Total funds brought forward		205,246	-	205,246	215,365
<u>TOTAL FUNDS CARRIED FORWARD</u>		<u>191,122</u>	<u>8,160</u>	<u>199,282</u>	<u>205,246</u>

There were no other gains and losses during the year apart from the Income and Expenditure shown.

Since moving to a CIO it was decided to move to a receipts & payments set of accounts in order to improve the readability of the accounts for our members and so we have had to re-calculate last years' figures to enable a proper comparison

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STATEMENT OF ASSETS & LIABILITIES

As at 31 August 2020

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<u>Opening Balances on 1st September 2019</u>			
CAF Cash current account	58,103	-	58,103
Close Brothers	82,928	-	82,928
Aldermore Easy Access	64,165	-	64,165
Petty cash	50	-	50
PayPal	-	-	-
	<u>205,246</u>	<u>-</u>	<u>205,246</u>
<u>Add:</u>			
Financial results for this year	(14,124)	8,160	(5,964)
Transfers between funds	-	-	-
Cash Funds at year end	<u>191,122</u>	<u>8,160</u>	<u>199,282</u>
<u>Closing balances on 31st August 2020</u>			
CAF Cash current account	42,077	8,160	50,237
Close Brothers	84,217	-	84,217
Aldermore Easy Access	64,778	-	64,778
Petty cash	50	-	50
PayPal	-	-	-
	<u>191,122</u>	<u>8,160</u>	<u>199,282</u>

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

For further information regarding the restricted funds, see Note 10. All other funds held at year end are unrestricted and available to be applied in furtherance of the Association's charitable objectives at the discretion of the Trustees.

ASSETS RETAINED FOR THE ASSOCIATION'S OWN USE

IT Equipment, 2 x laptops, 2 x projectors & an assortment of cables and accessories
Audio Equipment - 2 x PA amplifiers & Speakers with an assortment of Mics, Stands & cables
Display Equipment - A selection of Pods, Display frames & roll up banners
Power - A range of mains extension leads, cable protector & safety cutout

Signed on behalf of the Trustees.



Grant McNaughton
Chairman



Mike Sarre
Treasurer

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NOTES TO THE ACCOUNTS

For the Year Ended 31st August 2020

	<u>2019/20</u>			<u>2018/19</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
1. MEMBERSHIP INCOME				
Subscriptions - Full Members	8,375	-	8,375	9,050
Subscriptions - Associate Members	90	-	90	140
	<u>8,465</u>	<u>-</u>	<u>8,465</u>	<u>9,190</u>
2. MEMBER EVENTS INCOME				
Awards Sponsorship	3,200	5,000	8,200	3,200
Conference Delegate Fees	7,549	-	7,549	33,956
Conference Sponsorship/Tradeshaw	550	4,000	4,550	788
	<u>11,299</u>	<u>9,000</u>	<u>20,299</u>	<u>37,944</u>
3. MEMBER EVENTS EXPENSES				
National Hospital Radio Awards	8,042	5,000	13,042	12,915
Conference Bursaries	-	-	-	200
Conference 2020	27,997	4,000	31,997	33,604
Conference General (Volunteer Expenses)	-	498	498	474
Transaction Fees - Conference 2020	-	130	130	445
	<u>36,039</u>	<u>9,628</u>	<u>45,667</u>	<u>47,638</u>
4. MEMBER SERVICES EXPENSES				
Station Grants	-	4,011	4,011	-
Travel & Subsistence	-	65	65	109
Transaction Fees - Membership Subscriptions	-	60	60	10
	<u>-</u>	<u>4,136</u>	<u>4,136</u>	<u>119</u>
5. PRESIDENT'S EXPENSES				
Ambassadorial Meetings (Volunteer Expenses)	-	12	12	-
Station Visits (Volunteers Expenses)	-	202	202	677
	<u>-</u>	<u>214</u>	<u>214</u>	<u>677</u>
6. STAKEHOLDER RELATIONS EXPENSES				
Conference Guests	-	-	-	465
Events	-	2,700	2,700	-
Printing, Postage & Stationary	-	2	2	-
Travel & Subsistence	-	85	85	193
	<u>-</u>	<u>2,787</u>	<u>2,787</u>	<u>658</u>
7. COMMUNICATIONS EXPENSES				
Long Service certificates	-	17	17	47
Marketing	-	850	850	1,650
	<u>-</u>	<u>867</u>	<u>867</u>	<u>1,697</u>
8. CORPORATE EXPENSES				
IT Costs	-	1,810	1,810	3,629
Bank Charges	-	65	65	88
Printing, Postage & Stationary	-	4	4	173
Telephone	-	100	100	80
Volunteer Meetings	-	-	-	1,351
	<u>-</u>	<u>1,979</u>	<u>1,979</u>	<u>5,321</u>

**National Association of Hospital Broadcasting Organisations
operating as Hospital Broadcasting Association
Trustees' Annual Report & Accounts for the year ended 31 August 2020**

....Notes to accounts continued

9. GOVERNANCE EXPENSES

Accountants' Fees	-	1,800	1,800	2,966
General Meeting	-	-	-	46
Insurance	-	1,094	1,094	651
Professional Fees	-	35	35	48
Trustee Board Meetings	-	662	662	864
Trustees (volunteer expenses)	357	1,138	1,495	1,542
	<u>357</u>	<u>4,729</u>	<u>5,086</u>	<u>6,117</u>

10. MOVEMENTS IN RESTRICTED FUNDS

	Bal B/fwd	Receipts	Payments	Transfer	Bal C/fwd
	£	£	£	£	£
PPL for National Hospital Radio Awards	-	5,000	5,000	-	-
PPL for Annual Conference	-	4,000	4,000	-	-
PPL for Conference Bursaries	-	2,000	-	-	2,000
PPL for Hospital Radio Station Grants	-	6,000	4,011	-	1,989
PPL for Volunteer Development/Training	-	5,500	2,700	-	2,800
PPL for HBA Volunteer Expenses	-	2,000	2,000	-	-
PPL for HBA Administration Support	-	8,000	6,629	-	1,371
	<u>-</u>	<u>32,500</u>	<u>24,340</u>	<u>-</u>	<u>8,160</u>

The restricted funds listed above result from a grant from Phonographic Performance Ltd (PPL), one of the UK's music copyright collecting bodies. PPL has requested that proportions of the grant be allocated to different aspects of the Association's work, as follows:

- sponsorship of the National Hospital Radio Awards
- sponsorship of the Association's national conference;
- conference bursaries for volunteers unable to afford the cost of attending;
- grants for hospital radio stations facing financial hardship;
- development and training of hospital radio volunteers;
- travel and subsistence expenses for HBA volunteers; and
- administrative support for HBA's role supporting and representing hospital radio in the UK.

11. TRUSTEES' EXPENSES

This is a summary of amounts claimed to re-imburse payments incurred whilst carrying out HBA business or purchases of equipment for the HBA

Darran Huish	198
Graham Medhurst	122
Grant McNaughton	607
Ian Pinnell	174
Mike Sarre	161
Nigel Dallard	653
Sam Smette	67
	<u>1,982</u>

12. TRUSTEES' INDEMNITY INSURANCE

The Trustees have purchased a comprehensive package of insurance cover at a very competitive rate, including insurance to indemnify the Trustees against the consequences of any neglect or default on their part. After careful consideration, the Trustees have concluded that purchasing this comprehensive package of insurance cover is the most cost-effective means of insuring the Association, and that the consequential personal benefit to themselves is in the best interests of the charity.

13. ACCOUNTING POLICIES

The Association is a Charitable Incorporated Organisation and, as such, is governed by the Charities Act 2011. As it has both a gross income and a total expenditure of not more than £250,000 per annum, section 133 of that Act entitles this charity to present simplified financial statements. As a result of this, and to be consistent with prior years, only a Receipts and Payments Account has been prepared and presented.

As a consequence of producing a Receipts and Payments Account, equipment purchases are not capitalised and depreciated. The full cost appears in the accounts for the year in which the equipment was purchased.