

Trustees' Annual Report and Accounts  
for the Year Ended 31 August 2023  
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 2023**

<b>Report of the Trustees</b>	<b>1 - 7</b>
<b>Independent Examiner's Report</b>	<b>8</b>
<b>Receipt and Payments Account</b>	<b>9</b>
<b>Statement of Assets and Liabilities</b>	<b>10</b>
<b>Notes to the Accounts</b>	<b>11 - 12</b>

## **REPORT OF THE TRUSTEES**

**For the year ended 31 August 2023**

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 2023.

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  
L. Davies (from 25/03/2023)  
D. Huish (until 25/03/2023)  
C Hughes (until 7/10/22)  
G. Medhurst (until 25/03/2023)  
G. McNaughton  
J. O'Donnell (from 25/03/2023)  
M. R. Sarre  
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**

HBA is a Charitable Incorporated Organisation governed by its constitution.

### **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, Employees 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 is governed by a board of trustees, who are responsible for overseeing strategy, direction and ensuring the charity's finances are spent in accordance with its charitable objects.

The operational functions of the organisation are overseen by the Executive Director, with the support of a team of Executive Leads and volunteers who bring a variety of skills and experience to help the Association further its work.

During the reporting year the Trustees and Executive Director held hybrid meetings on a bi-monthly basis in person, with shorter, video-conference meetings held every other month. In addition, the President and Executive Leads are invited to Trustee Board meetings to provide reports, and to facilitate informed discussions and decision-making.

The Executive Director is responsible for the management of their team of Executive Leads and volunteers and provides a report to board meetings detailing the operational activities and progression of actions during the period.

## **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 the Executive Director, 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 (excluding direct debits which are monitored by the Treasurer and Trustees).

## **OBJECTIVES AND AIMS**

### **Charitable Objects**

HBA is a Charitable Incorporated Organisation whose charitable objects are 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 organisations;
- providing guidance and training to its member organisations; 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**

The Association returned to having its first face-to-face Annual Conference since 2019 and offered a variety of training opportunities.

HBA maintains a “Shared Programming” list of syndicated programmes and features, the majority of which are available free-of-charge to member organisations.

Working alongside Bauer Media, the HBA shared a documentary programme with its members fronted by Ken Bruce, entitled “Back to the Start”, in which Ken reflected on his time at Glasgow’s Hospital Broadcasting Service. The programme was initially broadcast on Greatest Hits Radio on 5th July 2023 and simulcast or repeated on several HBA Member Stations.

Our Specialist Advisors provided advice and guidance to members. We received 32 requests for advice and guidance from 21 member organisations. Topics supported included: insurance; VAT registration; (S)CIO conversion; copyright; evolution; web/streaming technology; internal governance issues; trademarks; banking; accounting; advertising and sponsorship; Ofcom compliance training; MoU's with Trusts.

The Association commissioned a new website which has been designed to be more user friendly and the trustees intend to launch during 2024.

Our 'learning hub' has been delayed by a lack of human resources but it is the ambition of the trustees to prioritise this project as resources become available.

## **Member Events**

### **Zoom Networking**

A monthly Zoom networking session continues to be available to all volunteers of members, covering a number of specific topics including volunteer recruitment/retention; broadcasting platforms / technologies; fundraising and finance to name a few, whilst other sessions are 'open forum', allowing participants to ask questions, discuss challenges and solve problems in a facilitated environment.

Sessions are recorded and published to YouTube to further the reach to members.

Stations were widely represented on our monthly Zoom socials.

### **Annual Conference and National Hospital Radio Awards**

After a hiatus due to COVID-19, our face-to-face annual conference returned in March 2023. The event was held at the Holiday Inn, Bolton and saw over 150 representatives from 38 member stations. Our conference events enable delegates to upskill their knowledge, whilst offering a platform for networking opportunities and sharing experiences.

Training/seminars on topics included: Knowing your audience; panel sessions on interview techniques; podcasting; station imaging/on air-branding; disability awareness and how hospital radio can be more inclusive; governance - trustees annual reports; future of hospital, health and wellbeing broadcasting.

Friday evening's entertainment included an insightful discussion from House Speaker, Sir Lindsay Hoyle MP, whilst Saturday evening culminated in celebrating talent from across hospital, health and wellbeing broadcasting at the National Hospital Radio Awards, awarding 29 accolades from across our members. We are grateful to PPL and PRS for their sponsorship of the Awards.

In order to draw in fresh participants for future conference events, the trustees and the conference team have been assessing the structure and format of the conference, to ensure it continues to remain attractive, affordable and accessible.

We also provide a conference bursary which allows newcomers to attend a conference, to gain a flavour of the content on offer. Seven individuals took up this offering.

## **Member Services**

### **Long Service & Recognition Certificates**

During the reporting year, we issued 265 individual Long Service certificates, recognising 5845 years of service, 6 individual recognition certificates, 18 station Long Service certificates, recognising 840 years of broadcasting.

### **Financial assistance to hospital, health and wellbeing broadcasters**

Our Grants programme empowers member organisations to acquire necessary equipment or materials that they are unable to afford through their own funds. Recognising the importance of raising awareness about grants and highlighting their benefits, the Association is committed to enhancing communication with its members.

Some grants were approved in principle but were not paid out during the reporting year.

### **Stakeholder engagement**

We continued to engage with stakeholders at a national level, but owing to lack of human resources, together with the residual impacts of the COVID-19 pandemic, the level of interaction was not as high as we would have wished.

### **Strategic Direction**

The trustees are aware of the growing need to review the organisation's strategic direction, to ensure it continues to remain relevant and can deliver for a wider audience, and the evolution of conventional 'hospital radio' services expanding their offerings to increase reach and public benefit and in light of the findings of the post-implementation review in the previous year.

Following the resignation of our Executive Director, the trustees took a decision not to immediately search for a replacement, to allow the Association to learn from the experience of having an employee.

It was hoped that having an Executive Director in place would allow the separation of operational activities from the board, allowing the trustees to focus on governance. Regrettably, despite our best efforts, this aspiration was not fulfilled.

The trustees have since faced constraints in availability stemming from capacity issues, trustee absence, and volunteer resource limitations. As a result, some matters, including the rebranding of the Association, the development of a training platform/learning hub, and considering potential future scope for membership, have not advanced as swiftly as originally anticipated. However, we remain optimistic about overcoming these challenges and are committed to finding positive solutions moving forward.

## **PERFORMANCE TARGETS**

### **PERFORMANCE TARGETS**

**For the period 1 September 2022 to 31 August 2023**

- 1. To continue to provide a wide range of events and services to HBA's members with the return of face-to-face events, as well as online/hybrid events, including a national conference and awards ceremony plus a range of news, information, advice and guidance.**

Target Met

2. To provide services and events within agreed budgets, and to operate within these agreed parameters.

Target Met

3. To further develop engagement and uptake of HBA's services to its members.

Target not met due to a lack of human resource.

4. To raise awareness of HBA to external stakeholders who may help benefit the association and its members.

Target not met due to a lack of human resource.

5. To relaunch the HBA website to include an enhanced user experience with accessibility and functionality in mind, and to include an additional Learning Hub area for all members.

In progress.

6. To modernise and future-proof the association through rebranding and the production of a defined and realistic strategy to increase the association's impact.

Target not met due to a lack of human resource.

7. Invest time and resources in up-skilling those who volunteer across the association to increase the capability, morale and engagement in all areas.

Target not met.

Whilst we are disappointed that we were not able to achieve all of these targets, the overarching issue was that we did not have the human resource and therefore the capacity.

#### **For the period 1st September 2023 - 31st August 2024**

1. To reinvigorate the trustee board, ensuring all the trustees receive appropriate training so they can lead the organisation and begin the groundwork to develop and create a strategic plan for the future of hospital, health and wellbeing broadcasting and the Association's role.
2. To continue to review volunteer roles/profiles, in light of the strategic direction of the Association.
3. To develop a plan to engage stakeholders.
4. To increase uptake of HBA's core services and interactions by 5%.
5. To deliver the new HBA website, including an enhanced user experience.
6. To continue to provide a wide range of events and services to HBA's members, with the return of face-to-face events, as well as online / hybrid events, including a national conference and awards ceremony, plus a range of news, information, advice and guidance.
7. To provide services and events within agreed budgets, and to operate within these agreed parameters.

#### **FINANCIAL REVIEW**

The Statement of Assets and Liabilities on page 11 shows the Association at the end of the financial period with a deficit of £21,747. Due to not receiving an expected corporate donation, it is hoped this



**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2023**

will be received at a later date. As mentioned in last year's report we did take on a paid Executive Director who resigned earlier this year so it will help our cash flow, but not our personnel resources.

As mentioned in last year's report, the conference venue charged us at 50% keeping our deficit lower than it might have been.

We budgeted £6,000 and whilst no payments were made there are some in the pipeline where we have budgeted £12,500 for the year 23/24

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".

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 and signed on its behalf by



**20/01/2024**  
**Sam Smette**  
Interim Chairman



**20/01/2024**  
**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 2023, which are set out on pages 9 to 12.

### **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 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 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

20 March 2024

**RECEIPTS AND PAYMENTS ACCOUNT**

For the Year Ended 31st August 2022

		<u>2022/23</u>	<u>2021/22</u>		
	<i>NOTE</i>	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £	<u>Total</u> £
<b><u>INCOME</u></b>					
Corporate Support		-	-	-	46,000
Donations		189	-	189	-
Membership Subscriptions	<i>Note 1</i>	6,900	-	6,900	8,655
Member Events	<i>Notes 2, 11</i>	27,690	-	27,690	19,500
Interest		4,283	-	4,283	1,272
		<b>39,062</b>	<b>-</b>	<b>39,062</b>	<b>75,427</b>
<b><u>EXPENDITURE</u></b>					
<b><u>Charitable Expenditure</u></b>					
Member Events	<i>Note 3</i>	15,124	9,021	24,145	-
Member Services	<i>Note 4</i>	1,265	-	1,265	2,425
President	<i>Note 5</i>	-	-	-	-
Stakeholder Relations	<i>Note 6</i>	90	-	90	190
Communications	<i>Note 7</i>	446	-	446	11,170
Salaries Pensions & National Insurance	<i>Note 10</i>	18,025	-	18,025	34,037
Corporate Services	<i>Note 8</i>	9,122	-	9,122	3,177
		<b>44,072</b>	<b>9,021</b>	<b>53,093</b>	<b>50,999</b>
<b><u>Governance</u></b>					
Governance Expenses	<i>Note 9</i>	7,716	-	7,716	11,820
		<b>51,788</b>	<b>9,021</b>	<b>60,809</b>	<b>62,819</b>
<b><u>SURPLUS OF INCOME OVER EXPENDITURE</u></b>					
		<b>(12,726)</b>	<b>(9,021)</b>	<b>(21,747)</b>	<b>12,608</b>
Transfers between funds	<i>Note 11</i>	-	-	-	-
Total funds brought forward		144,406	45,300	189,706	177,098
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>		<b>131,680</b>	<b>36,279</b>	<b>167,959</b>	<b>189,706</b>

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

**STATEMENT OF ASSETS & LIABILITIES**

As at 31 August 2023

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<u>Opening Balances on 1st September 2022</u>			
CAF Cash current account	47,923	-	47,923
Close Brothers	20,819	45,300	66,119
Aldermore Easy Access	75,540	-	75,540
Petty cash	50	-	50
PayPal	74	-	74
	<u>144,406</u>	<u>45,300</u>	<u>189,706</u>
<u>Add:</u>			
Financial results for this year	(12,726)	(9,021)	(21,747)
Transfers between funds	-	-	-
Cash Funds at year end	<u>131,680</u>	<u>36,279</u>	<u>167,959</u>
<u>Closing balances on 31st August 2023</u>			
CAF Cash current account	21,825	-	21,825
Close Brothers	32,520	36,279	68,799
Aldermore Easy Access	77,081	-	77,081
Petty cash	50	-	50
PayPal	204	-	204
	<u>131,680</u>	<u>36,279</u>	<u>167,959</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 7. 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,

.....

**20/01/2024**

**Sam Smette**

Interim Chairman

.....

**20/01/2024**

**Mike Sarre**

Treasurer

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2023**

**NOTES TO THE ACCOUNTS**

For the Year Ended 31st August 2022

			<u>2022/23</u>	<u>2021/22</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
<b>1. MEMBERSHIP INCOME</b>				
Subscriptions - Full Members	6,900	-	6,900	8,625
Subscriptions - Associate Members	-	-	-	30
	<u>6,900</u>	<u>-</u>	<u>6,900</u>	<u>8,655</u>
<b>2. MEMBER EVENTS INCOME</b>				
Awards Sponsorship	750	-	750	10,500
Conference Delegate Fees	26,940	-	26,940	-
Conference Sponsorship/Tradeshaw	-	-	-	9,000
	<u>27,690</u>	<u>-</u>	<u>27,690</u>	<u>19,500</u>
<b>3. MEMBER EVENTS EXPENSES</b>				
National Hospital Radio Awards	750	7,264	8,014	-
Conference	13,983	-	13,983	-
Conference General (Volunteer Expenses)	128	-	128	-
Conference Bursaries	-	1,757	1,757	-
Transaction Fees - Conference	263	-	263	-
	<u>15,124</u>	<u>9,021</u>	<u>24,145</u>	<u>-</u>
<b>4. MEMBER SERVICES EXPENSES</b>				
Station Grants	-	-	-	1,500
Long Service Certificates (Moved from President exp)	231	-	231	29
Services	783	-	783	659
Travel & Subsistence (inc Station Visits moved here)	195	-	195	195
Transaction Fees - Membership Subscriptions	56	-	56	42
	<u>1,265</u>	<u>-</u>	<u>1,265</u>	<u>2,425</u>
<b>5. PRESIDENT'S EXPENSES</b>				
Ambassadorial Meetings (Moved to Stakeholder relations)	-	-	-	-
Station Visits (Now moved to member services)	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>6. STAKEHOLDER RELATIONS EXPENSES</b>				
Events & Ambassadorial Meetings	90	-	90	48
Printing, Postage & Stationary	-	-	-	-
Travel & Subsistence	-	-	-	142
	<u>90</u>	<u>-</u>	<u>90</u>	<u>190</u>
<b>7. COMMUNICATIONS EXPENSES</b>				
Adobe software licences	425	-	425	850
Consultancy fees - Rebranding	21	-	21	10,320
	<u>446</u>	<u>-</u>	<u>446</u>	<u>11,170</u>
<b>8. CORPORATE EXPENSES</b>				
IT Costs	2,301	-	2,301	2,754
Bank Charges	63	-	63	93
Printing, Postage & Stationary	122	-	122	44
Telephone	60	-	60	60
Projects - website	6,314	-	6,314	-
Employee Expenses	262	-	262	226
	<u>9,122</u>	<u>-</u>	<u>9,122</u>	<u>3,177</u>
<b>9. GOVERNANCE EXPENSES</b>				
Accountants' Fees	1,080	-	1,080	1,140
Insurance	789	-	789	784
Membership & Registration Fees	327	-	327	147
Consultancy Fees - Strategic review	-	-	-	2,009
Trustee Board Meetings	3,953	-	3,953	608
AGM Meeting	421	-	421	-
Trustee Training	-	-	-	1,000
Travel & Subsistence	1,146	-	1,146	6,132
	<u>7,716</u>	<u>-</u>	<u>7,716</u>	<u>11,820</u>

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2023**

**Notes to accounts continued...**

**10. Payroll**

Salary	17,500	-	17,500	33,249
Employer NI & Pension	525	-	525	788
	-	-	-	-
	<u>18,025</u>	<u>-</u>	<u>18,025</u>	<u>34,037</u>

**11. MOVEMENTS IN RESTRICTED FUNDS**

	Bal B/fwd	Receipts	Payments	Transfer	Bal C/fwd
	£	£	£	£	£
HBA Conference Support	9,000	-	-	-	9,000
Conference Bursaries	4,500	-	1,757	-	2,743
Hospital Radio Station Grants	12,500	-	-	-	12,500
Development/Training	9,300	-	-	-	9,300
HBA Administration Support	-	-	-	-	-
Volunteer expenses	-	-	-	-	-
National Hospital Radio Awards	10,000	-	7,264	-	2,736
	<u>45,300</u>	<u>-</u>	<u>9,021</u>	<u>-</u>	<u>36,279</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.

**12. TRUSTEES' EXPENSES**

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

Darran Huish (Until March 25 2023)	-
Graham Medhurst (Until March 25 2023)	836
Grant McNaughton	1,724
John O'Donnell (From March 25 2023)	-
Luke Davies (From March 25 2023)	-
Mike Sarre	577
Nigel Dallard	913
Sam Smette	342
	<u>4,392</u>

**13. 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.

**14. 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.