

**WINCHESTER HOSPITALS RADIO**



**Registered Charity No. 290553**

**Trustees' Report  
and Annual Review  
2000**

## Trustees' Report

Winchester Hospitals Radio (also known as "Winchester Hospital Radio", "WHR", and our on-air identity "Winchester Radio") is a registered charity. It is run entirely by a membership of volunteers, who pay an annual membership subscription and are not eligible for reimbursement of any personal expenses.

The object of the association is relieving sickness, infirmity and old age by providing a local broadcasting service for Hospitals, Old Peoples' Homes and similar Institutions in Winchester. The station currently serves the 500-bed Royal Hampshire County Hospital.

WHR's governing document, its constitution, was amended at the Annual General Meeting in March 2000.

WHR is a member of the Hospital Broadcasting Association (HBA), the national charity that supports and promotes Hospital Broadcasting in the UK.

At the end of 2000, WHR had funds totalling £21,805, having raised £13,366 and spent £8,850 during the year. Approximately £10,000 of this reserve has been allocated to cover the cost of purchasing and installing a computer system in 2001 to allow WHR to broadcast its own programmes 24 hours a day. The Association is also slowly building up a reserve for the inevitable move of studios at some point in the future. The studios are currently located in a time-expired wooden building alongside the Orthodontics Dept. It is the long-term plan of the Winchester & Eastleigh Healthcare NHS Trust that this site is redeveloped, although there are no plans to do so at the current time. The move to the current site from St. Paul's Hospital, in 1992, cost WHR approximately £50,000.

Full details of the activities of WHR during the year 2000 can be found in the Annual Review which accompanies this Trustees' Report.

### *Charity Trustees*

Chairman	Brian Mundy
Vice-Chairman	Ivan Arnold (until March 2000) Tony Knight (from March 2000)
Station Manager	Tony Knight (until March 2000) David Packman (from March 2000)
Secretary	Vivienne Fisher
Treasurer	Derek Marston
Head of Presentation	Matthew Aldous (until November 2000) John Goater (from November 2000)
Hospital Visiting Co-ordinator	Judy Taylor
Fundraiser	Anna O'Brien
Head of Training	John Goater (until March 2000) Janet Arnold (from March 2000)
Press & Publicity Officer	Sean Kenny (until November 2000) Anna O'Brien (from November 2000)
Chief Engineer	Nigel Dallard

***Principal Address***

Royal Hampshire County Hospital  
Romsey Road  
Winchester  
Hampshire  
SO22 5DG

***Charity Number***

290553

***Bankers***

National Westminster Bank plc  
Winchester Old Bank  
105 High Street  
Winchester  
Hampshire  
SO23 9AW

Standard Life Bank Ltd  
Caledonian Exchange  
19A Canning Street  
Edinburgh  
EH3 8EG

***Independent Examiner***

J. A. Poulter FCA ATII  
Rothman Pantall and Co.  
Avebury House  
6 St. Peter Street  
Winchester  
Hampshire  
SO23 8BN

Signed on behalf of the Trustees,



Brian Mundy  
Chairman

23 July 2001



Tony Knight  
Vice-Chairman

23 July 2001

## Annual Review

The millennium has been a year of change for WHR. The Executive Committee, with the backing of the membership at a General Meeting, decided that the time was right for WHR to become a 24-hour a day radio station, utilising a computer system to automatically broadcast programmes when volunteers are unable to man the studios. The tremendous fundraising efforts, of which more shortly, and the work of the engineering team enabled the system to be ordered in the early months of 2001.

Whilst all this work was going on, the normal scheduled programmes and ward visits were made throughout the year. Normal programming hours were 6.30pm until 10.30pm Monday to Friday, 2pm to 10pm at weekends.



*Vivienne Fisher shows James Bailey from Northbrook Ward how a radio studio works*

On many Bank Holidays, including Christmas Day, the broadcasting hours were extended throughout the day,

starting with a Breakfast Show. The schedule includes regular programmes live from the wards using an extensive network of Outside Broadcast cables installed a few years ago.



*Brian Mundy presenting "Sound Remedy" live from Bartlett Ward*

During 2000, an Outside Broadcast FM radio link was purchased that enables programmes to be broadcast live from many places within Winchester and the surrounding areas. The first event was a Roadshow from the car park of Sainsbury's superstore in Badger Farm.

*Bryan Downham presents a Roadshow from Sainsbury's car park*



*The WHR team after collecting the HBA Award in Liverpool*

WHR's entry for the "Non-Music Programme" category of the annual HBA/BT national Hospital Radio Awards was judged "Highly Commended" at the awards ceremony at the annual conference in Liverpool during April.



The ward visitors regularly visited 15 wards each week, chatting to patients and their visitors, collecting record requests and ensuring to the best of their ability that the bedside radios worked. The record requests obtained during these ward visits were played each night on the music request programme "The Sound Remedy".

*Diane Clowes collecting record requests whilst visiting patients*

Turning to Fundraising, 2000 was WHR's best year since the studios were relocated from St. Paul's Hospital in 1992. WHR was fortunate enough to receive the proceeds from the national premiere of the latest film adaptation of a Jane Austen novel "Mansfield Park". This brought in over £3200.

*Anna O'Brien interviews actor James Purefoy at the "Mansfield Park" premiere.*



The annual supper quiz at the Cathedral Refectory brought in another £1100. A "Starry-Eyed Karaoke" at the Winnall Community Centre raised nearly £120. A car boot sale at the old Cattle Market brought in £580, whilst another £230 was collected at the Book, Record and Cake sale at St. Maurice Covert. John Lewis Partnership kindly allowed us to collect the revenue, amounting to over £1200, from an Open Day at the Longstock Park Water Garden.



*Brian Jones and Ray Browning receive the proceeds of the Sainsbury's "Penny Back" scheme*

An Outside Broadcast/Roadshow from Sainsbury's Badger Farm supermarket in October raised £566. Proceeds from that supermarket's "penny back" scheme raised £887 earlier in the year, and £127 was received from Somerfield in response to an application to be one of their "Community Charities". A donation of £750 was received from Barclays Bank and £250 from the Chandlers Ford Central Club. Finally, WHR provided the Public Address facilities at the Harestock and Littleton Show, for which we received a donation of £125.

Total income from fundraising and donations for the year was just over £11,500.

## Independent Examiner's Report to the Trustees

I report on the accounts of Winchester Hospitals Radio for the year ended 31<sup>st</sup> December 2000, which are set out on pages 6 - 10.

### *Respective responsibilities of trustees and examiner*

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s43(7)(b) of the Act, whether particular matters have come to my attention.

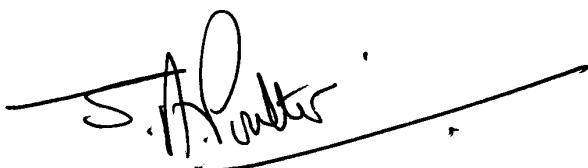
### *Basis of independent examiner's report*

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

### *Independent examiner's statement*

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with s41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John Poulter FCA ATII  
Rothman Pantall & Co  
Avebury House,  
6 St. Peter Street,  
Winchester.  
SO23 8BN

9 August 2001

## Statement of Financial Activities (incorporating an Income and Expenditure account) for the Year Ended 31st December 2000

		2000		1999		1998	
	<i>NOTE</i>	£	£	£	£	£	£
<b><u>INCOME</u></b>							
Subscriptions		866.00		905.00		679.00	
Fund Raising	<i>Note 2</i>	9,247.95		4,853.80		3,237.53	
Donations	<i>Note 3</i>	2,345.85		1,775.17		1,440.00	
Other Income	<i>Note 4</i>	162.70		10.00		12.00	
Cocktail Swing - CD Sales		0.00		30.00		0.00	
			12,622.50		7,573.97		5,368.53
<b><u>Capital Reserve Income</u></b>							
Interest on Capital Deposit Accounts		744.16		372.98		382.35	
Interest on Tax refunded by Natwest				99.89			
Ex-Gratia payment from Natwest			744.16	25.00	497.87		382.35
			13,366.66		8,071.84		5,750.88
<b><u>EXPENDITURE</u></b>							
Capital Projects	<i>Note 5</i>	2846.84		3043.86		100.00	
Spares and Repairs		806.89		614.11		293.38	
Record Library - Music and Fixtures		149.26		73.04		147.16	
Broadcasting Materials	<i>Note 6</i>	256.34		89.00		194.12	
Fund Raising Expenses	<i>Note 7</i>	2,687.41		753.05		592.93	
Press and Publicity Expenses		96.39		93.82		29.39	
Station Administration expenses	<i>Note 8</i>	2,006.20		1,523.29		1,224.73	
			(£ 8,849.33)		(£ 6,190.17)		(£ 2,581.71)
<b><u>TOTAL Surplus of Income Over Expenditure - 2000/1999/1998</u></b>							
	<i>Note 1</i>		£ 4,517.33		£ 1,881.67		£ 3,169.17

## Statement of Assets & Liabilities as at 31<sup>st</sup> December 2000

<u>Natwest Current Account</u>	Balance per Bank Statement	<u>Numbered:</u> 331	<u>Dated:</u> 29/12/00	Amount £	<b>862.24</b>
<u>Add: Outstanding Receipts to clear at bank</u>					
NONE					0.00
					<u>862.24</u>

Less: Outstanding Cheques to clear at bank

<u>Date</u>	<u>Cheque No.</u>	<u>Details</u>			
04/03/00	001274	Tony Knight	£19.69		
02/08/00	001308	IRN	£1.00		
27/11/00	001344	Winchester City Council	£17.50		
12/12/00	001354	Mike Jennings - Earpiece postage	£38.00		
31/12/00	001355	John Goater	£12.72		
31/12/00	001356	Paul Blitz	£73.17		
31/12/00	001357	Winchester & Eastleigh Healthcare NHS Trust - July - Oct Phones	£45.65		
					<u>(207.73)</u>

TRUE BALANCE PER WHR CASH BOOK - allowing for O/S items above

As at: 31/12/00 £ 654.51

TOTAL DEPOSIT BALANCE IS NOW SPLIT FROM 27th July 2000 INTO:-

STANDARD LIFE "DEPOSIT ACCESS" (No Notice) ACCOUNT	1,017.88	
STANDARD LIFE "DEPOSIT NOTICE" (10 Days Notice) ACCOUNT	20,132.68	
<u>Closing Balance - As at 31st December 2000</u>	<u>£21,150.56</u>	
<u>Closing Adjusted Balance for Current Account as stated in the Cash Book</u>	<u>£654.51</u>	
<u>TOTAL FUNDS HELD IN CURRENT AND DEPOSIT ACCOUNTS - As at 31st Dec 2000</u>		<u>£21,805.07</u>

CONFIRMATION OF TOTAL FUNDS HELD:-

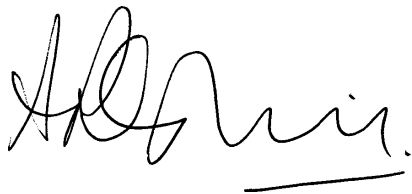
<u>TOTAL FUNDS HELD BY WHR at the Start of the Year - 1st Jan 2000 - Opening Balances</u>		<u>£17,287.74</u>	
<u>Add: Financial results for 2000 to date</u>			
Total Income to date including bank interest	£13,366.66		
Total Expenditure to date	(£ 8,849.33)		
<u>BALANCE CONFIRMING TOTAL FUNDS HELD - As at 31st December 2000</u>		<u>£4,517.33</u>	<u>£21,805.07</u>

Signed on behalf of the Trustees,



Brian Mundy  
Chairman

23 July 2001



Tony Knight  
Vice-Chairman

23 July 2001



## Notes to the Financial Statements for the Year Ended 31st December 2000

	<u>2000</u>	<u>1999</u>	<u>1998</u>
NOTE	£	£	£
<b>1. BALANCE OF ACCOUNTS</b>			
Natwest Current Account - balance as at 1st January 2000 / 1999	3,184.33	3,000.53	1,213.71
Capital Reserve Account - balance as at 1st January 2000 / 1999	14,103.41	12,405.54	11,023.19
Total Funds Held at the Start of the Year	<u>£ 17,287.74</u>	<u>£ 15,406.07</u>	<u>£ 12,236.90</u>
Net SURPLUS of Receipts over Payments during the Year	<u>£ 4,517.33</u>	<u>£ 1,881.67</u>	<u>£ 3,169.17</u>
<b>TOTAL FUNDS HELD as at the 31st December 2000 / 1999</b>	<b><u>£ 21,805.07</u></b>	<b><u>£ 17,287.74</u></b>	<b><u>£ 15,406.07</u></b>
<b>Represented by :-</b>			
Natwest Current Account - balance per cash book records	654.51	3,184.33	3,000.53
Capital Reserve Accounts - balance per cash book records	<u>21,150.56</u>	<u>14,103.41</u>	<u>12,405.54</u>
<b>TOTAL FUNDS HELD as at the 31st December 2000 / 1999</b>	<b><u>£ 21,805.07</u></b>	<b><u>£ 17,287.74</u></b>	<b><u>£ 15,406.07</u></b>
<b>2. FUND RAISING INCOME</b>			
Late Payers Deposits for 1999 Xmas function	56.00		
Raffle of hamper at 1999 Xmas function	20.00		
Mansfield Park Premiere - March 2000	4,436.53		
Supper Quiz - March 2000	1,481.85	1,373.84	1,112.65
Karoke Evening - April 2000	241.00		
Car Boot Sale - May 2000	639.00		735.00
Book Fair - May 2000	230.00		
Longstock Garden Open Day - August 2000	1,415.06		
Supermarket Collection Days - Sainsburys Oct 2000	566.51	809.80	484.83
Christmas Raffle	25.00	753.75	761.50
WHR Pen Sales	5.00		
Toy sales	2.00		
Phoenix Inn - Christmas 2000 Skittles (covered by expenses)	100.00		
Christmas Cards Sales	30.00	92.50	
Hospital Radio Magazine		1,000.00	
Henry Beaufort School Fete Collection		50.83	
Sale of gift items at Henry Beaufort School Fete		15.30	
Pub Quiz Night		104.57	
WHR 15th Birthday Event		506.00	
Halloween Fun Day (excluding Xmas Cards and Raffle)		147.21	
IBM Open Day			9.85
Big Band Evening			50.00
Kay Rodney Parachute Jump			83.70
	<u>9,247.95</u>	<u>4,853.80</u>	<u>3,237.53</u>
<b>3. DONATIONS</b>			
Donations from individuals, patients & friends of WHR	29.00	40.17	80.00
Somerfield Winchester Supermarket	127.00		
Jane Austin Memorial Trust	60.00		
Ad-hoc Hire of the WHR Conference Room	117.85	120.00	75.00
Barclays Bank Award via Steve Wills CD Sales Project	750.00		
Littleton and Harestock Shows	125.00	100.00	105.00
Sainsburys Badger Farm store Recycle Bags scheme	887.00		
Chandlers Ford Central Club - Darts Event for WHR	250.00		
IBM Donation		1,200.00	
Sale of WHR's old records		80.00	
Hants & Isle of Wight Youth Group		50.00	
Royal Artillery Association		10.00	
Eastleigh Rotary Club		25.00	
Shentons Solicitors		50.00	
Leckford Estates		100.00	
'Who Am I ?' Shows donations			80.00
Rotaract			100.00
TSB/Lloyds Foundation - for new computer			1,000.00
	<u>2,345.85</u>	<u>1,775.17</u>	<u>1,440.00</u>

	<u>2000</u>	<u>1999</u>	<u>1998</u>
<u>4. OTHER INCOME</u>	<i>NOTE</i> £	£	£
Refund of duplicate stationery payment from 1999	67.70		
Deposits for members' keys to the studio	25.00	10.00	
Equipment sales to Brian Downham and Matt Aldous	70.00		
Sale of DAT Tapes at market price			12.00
	<u>162.70</u>	<u>10.00</u>	<u>12.00</u>
 <b><u>5. CAPITAL PROJECTS EXPENDITURE</u></b>			
3 New CD Players	339.80		
3 New Microphones	454.73		
Digital IRN Equipment	346.27		
New Chairs for Studios/Office & Sofas	165.98		100.00
Link Transmitter, Receiver and Antenna	488.00		
Scanner & USB Port	98.12		
Cassette Deck	139.95		
Fans	65.97		
Uninterruptable Power Supply	176.25		
Printer Server	35.25		
2 Pairs of Walkie Talkie Radios	199.96		
Radio Headphones	74.02		
Marquee for Outside Broadcasts/Open Days/Fetes	56.00		
New Satellite Dish	137.36		
Extending Central Facilities Cupboard	69.18		
New Computer (including upgrade/new CD ROMs)		1,743.11	
Office PC Upgrade and PC Security Kit		178.02	
Racks for Mini Discs		131.00	
5 new Mini Disc Machines for studios		749.75	
Mini Disc remote controls		43.16	
New Answering Machine		119.00	
Compact Disc labeller software, lens cleaner & labels		79.82	
	<u>2,846.84</u>	<u>3,043.86</u>	<u>100.00</u>
 <b><u>6. BROADCASTING MATERIALS</u></b>			
Blank audio tapes	22.09		8.70
30 Mini Discs	78.11		
DAT Tapes		89.00	185.42
Spare CD cases	15.04		
Re-chargeable batteries - OB Kit and clocks	48.34		
2 CD storage units	20.00		
CD-Rs for recording programmes	44.99		
IRN Subscription	1.00		
Sundry	26.77		
	<u>256.34</u>	<u>89.00</u>	<u>194.12</u>
 <b><u>7. FUND RAISING EXPENSES</u></b>			
Lottery Licence	35.00	17.50	35.00
Car Boot Sale Booking Fee & Sundry expenses	60.00		161.73
Halloween Fun Day 1999 expenses	49.75		
Supper Quiz drinks, food, hire of crockery, raffle tickets	371.16	407.85	353.20
Cost of Seats at Cinema - Mansfield Park Premiere - March	1,167.40		
Sundry expenses - Mansfield Park Premiere - March	6.70		
St Maurice's Covert Book Fair - Booking Fee	22.00		
Longstock Garden Open Day - Newspaper Advertisement	77.00		
Longstock Garden Open Day - Payment for Gardeners Staff	125.00		
WHR Promotional Pens - for fund raising sales	334.88		
Hire of Stage - Sainsburys Badger Farm Collection Day	25.00		
Hire of Generator - Sainsburys Collection Day	23.91		
Frequency Licence - Sainsburys Collection Day	20.00		
Sundry expenses - Sainsburys Collection Day	17.57		
Engineers Cassette Tapes	6.98		
Toys & Items for sale at future fund raising events	102.57		43.00
Payment to "Family Affair" Karaoke Organisers	120.00		
Sundry expenses for Karaoke event	2.49		
Deposits for meals at Skittles Social Events	120.00	56.00	
Photos for collection days		4.50	
Balloons at Tescos		1.95	
WHR 15th Birthday Event - Towels, Plates & Snacks		42.50	
Christmas Draw tickets printing		98.70	
Balloon Wall (first used at Halloween Fun Day)		24.05	
Production of Hand-made Christmas Cards		100.00	
	<u>2,687.41</u>	<u>753.05</u>	<u>592.93</u>

		<u>2000</u>	<u>1999</u>	<u>1998</u>
	<i>NOTE</i>	£	£	£
<b>8. STATION ADMINISTRATION EXPENSES</b>				
Telephone		252.10	157.83	219.17
Insurance		457.85	468.46	472.51
Postage		127.77	31.94	9.60
Printing/Stationery & Photocopying	Note 9	337.59	343.68	38.98
Hospital Broadcasting Association - Annual Membership		20.00	37.00	30.00
Computer Consumables and Software	Note 10	477.43	300.82	138.45
Radio Mic Licence Fee		96.00	96.00	96.00
Key Cutting/Stamping (included new locks in 1998)		46.00	41.50	212.24
TV Licence		104.00		
Clocks for the studios		12.00	19.98	
Sack Trolley		52.98		
Members room consumables - tea/coffee/toiletries/plates		12.83	26.08	7.78
Kitchen cleaning consumables		9.65		
		<u>2,006.20</u>	<u>1,523.29</u>	<u>1,224.73</u>
<b>9. PRINTING, STATIONERY, PHOTOCOPYING</b>				
Envelopes			21.33	19.14
Station Manager's Station Admin photocopying		182.69	41.94	19.84
Programme Guides		77.70	94.00	
New Telephone Message Pad		8.99		
New Studio Log Book		11.75		
New Cash Book		43.75		
Photo frame for Award Certificate		5.99		
Labels		1.78		
Marker pens for white board		4.94		
WHR Charity Headed Letter Paper			153.93	
Internal Mail Envelopes			19.27	
Stapler and Staples			2.19	
Scissors			3.06	
Diary and Wall Planner			7.35	
Transparent Adhesive Tape			0.61	
		<u>337.59</u>	<u>343.68</u>	<u>38.98</u>
<b>10. COMPUTER CONSUMABLES &amp; SOFTWARE</b>				
Ink Jet Re-fills		55.90	115.70	55.97
Reams of A4 Paper		63.20	28.11	82.48
CD-Rs		29.99		
Audio Editing Software		220.24		
Printer Ribbons		7.90		
Laser Printer Toner Cartridges		100.20	67.70	
Computer Disks			58.69	
CD ROM Re-writing/burning software			30.62	
		<u>477.43</u>	<u>300.82</u>	<u>138.45</u>
<b>11. ACCOUNTING POLICIES</b>				

**11. ACCOUNTING POLICIES**

Winchester Hospital Radio is a registered charity and as such is governed by the Charities Act 1993. Under this Act and the Charities (Accounts and Reports) Act 1995, it is still classified as a small charity since it has gross income or total expenditure of not more than £100,000 per annum; with the gross income not over £100,000 in any one financial year.

Section 42(3) of the Act therefore entitles this charity to take advantage of the more limited and simplified presentation of its 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 additional information, the 'Balance Sheet' of our charity is represented by Note 1 on the "Balance Of Accounts"; there are no material Fixed Assets and therefore no purchases of equipment within the 'capital expenditure' category shown, are actually ever capitalised in the accounts.