

WINCHESTER HOSPITALS RADIO



Registered Charity No. 290553

**Trustees' Report
and Annual Review
2001**

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 a General Meeting in September 2001.

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 2001, WHR had funds totalling £15,370, having raised £10,384 and spent £16,818 during the year. Almost £10,000 was spent this year on the purchase of a "Myriad" computerised audio playout system, which will enable WHR to broadcast its own programmes 24 hours a day. Some additional expenditure on peripheral equipment to this system is planned for 2002, as the system is commissioned. The other significant expenditure this year was the replacement of the unreliable domestic CD players in both of the broadcast studios with professional units.

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 2001 can be found in the Annual Review which accompanies this Trustees' Report.

Charity Trustees

Chairman	Brian Mundy
Vice-Chairman	Tony Knight
Station Manager	David Packman
Secretary	Vivienne Fisher (until September 2001)
Treasurer	Derek Marston (until March 2001)
	Sheila Philips (from March 2001)
Programme Controller	John Goater (until March 2001)
	John Richards (from March 2001)
Ward Visiting Manager	Judy Taylor (until October 2001)
	Brian Jones (from October 2001)
Fundraising Manager	Anna O'Brien
Training Manager	Janet Arnold
Communications Manager	Anna O'Brien (until March 2001)
	Tim Smith (from March 2001)
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

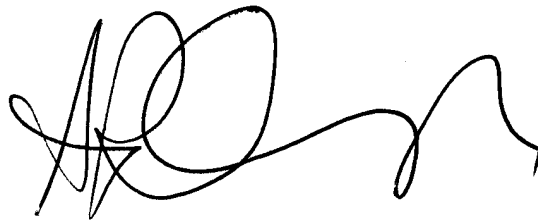
Independent Examiner

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
24th June 2002



Tony Knight
Vice-Chairman
24th June 2002

Annual Review

2001 was another busy and productive year for Winchester Hospitals Radio. Events through the year are charted here.

24 hours from...ARCHIE!

The station's move towards 24 hour broadcasting made real progress throughout 2001. A successful stream of fundraising activities enabled the purchase of 'Myriad', a computerised playout system that will broadcast programmes when volunteers are unable to man the studios. This new sustaining service has been christened 'ARCHIE' (All Round the Clock Hospital Inpatient Entertainment).



Chairman, Brian Mundy, and HBA President, June Snowden, broadcast direct from a patient's bedside in Bartlett Ward.

'ARCHIE' will meet the needs of patients in providing 24 hour patient-focussed programmes. Regular audience surveys that the station carries out twice a year, show that patients want to tune into the hospital radio service more frequently, at times when WHR is not currently on air (such as mornings and afternoons). Additional surveys in 2001 also highlighted the artists/bands most requested by patients. Irish eyes were certainly smiling when results showed Daniel O'Donnell was the most requested artist, even knocking "ol' blue eyes", Frank Sinatra, into second place!

Computer love...

The engineers did a huge amount of extra work throughout the year preparing to install, wire and connect the new system to the studios. This included building new cupboards to hold the servers and creating a silence detector to switch between computers in case of failure. A vast amount of work was also undertaken in the station's record library, with a small dedicated team entering track details of CDs onto the record library computer. A "CDometer" measured weekly progress on this!

Call me...

The introduction of Patientline bedside entertainment units to the RHCH during the latter part of 2001, boosted patient participation in WHR's programmes, providing patients with the facility to make a free phone call to the hospital radio service at just the touch of a button. This change has most notably increased the number of requests that are phoned in to the station's flagship nightly programme, *The Sound Remedy*. It has also enabled WHR to make its service far more interactive, with a greater number of phone-ins, competitions and chats on air to patients.

Let me entertain you...

Studio-based programming is supported by WHR's programmes from the wards, and Outside Broadcasts from the community. Two such OBs during 2001 were the hospital's annual



Brian Mundy interviews Jill Thompson, Chair of the Hospital Fete Committee



Mike Mackiewicz presents his programme live from our roadshow at Sainsbury's supermarket

Summer Fete and a fundraising Roadshow from Sainsbury's superstore in Badger Farm which included messages and dedications to patients from their loved ones.

Money, money, money...

Over £600 was collected at the six hour Roadshow at Sainsbury's. Fellow supermarket chain Tesco also assisted the station's fundraising efforts, granting collections at the Winchester and Andover superstores, which together netted £662.63.

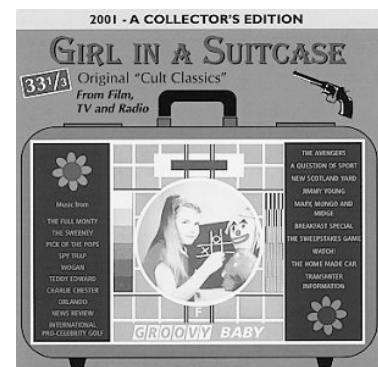
Other member-led events in 2001 included a 'Book and Record Sale' at St Maurice Covert, the annual 'Supper Quiz' and a Christmas Flag Day in Winchester City Centre.



George Beusmans and Norma Ndebele at the Christmas Flag Day in Winchester City Centre

In addition to the busy calendar of fundraising activities carried out among the station's volunteers in 2001, WHR was awarded £750 from proceeds of the hospital fete to purchase both new CDs for the record library and a portable recorder to use on the wards to interview patients. The charity also received a £130 donation for providing the Public Address facilities at the Harestock and Littleton Show. Production of a WHR magazine by Hospital Radio Publications resulted in £1012.50 donation (achieved through a percentage of advertising revenue from the magazine). Shentons Solicitors awarded £450 to WHR through their make a will, help a charity initiative.

The individual fundraising efforts of long-standing WHR member, Steven Wills, brought in over £1700 to WHR's finances through sales of 2 CD titles he produced on his own record label - 'Cocktail Swing' and 'Girl in a Suitcase'. The amount raised included a donation from his employer, Barclays Bank.



Give me just a little more...

The charity, which is entirely run by volunteers, made attempts throughout 2001 to increase its number of members. A recruitment desk was run as part of the Roadshow; a couple of publicity displays were set up at the Main Library in Winchester; there were features in local newspapers; WHR's Chairman, Brian Mundy, was interviewed on BBC Radio Solent; and an Open Day was held at the studios, offering new recruits the opportunity to informally chat to existing volunteers and see the facilities available for the benefit of listeners on the wards.

Thank you...

As well as adding new faces to the team, the charity received recognition for the valuable work its existing volunteers do. Some of this thanks took the form of letters (and donations) from grateful patients.



WHR volunteers after receiving their long-service awards

To coincide with National Volunteers Week in June, the Hospital Broadcasting Association's National President, June Snowden, visited WHR to present Long Service Awards to 13 members of the organisation, who between them have clocked up over 210 years of volunteering for the station! Those honoured included three founder members of WHR: Steve Feeney, Tony Knight and Carol Line. Other members receiving awards were: Janet Arnold, Paul Blitz, Daphne Canning, Dave Chaffey, Bryan Downham, Sean Kenny, Beatrix Mackey, Janet Packman, John Richards and Steven Wills.

A surprise accolade for 14 years of volunteering for hospital radio was bestowed on WHR member Nigel Dallard in November 2001. He was one of a dozen hospital radio volunteers throughout the UK fortunate enough to be invited to meet Her Majesty, The Queen and the Duke of Edinburgh at Buckingham Palace, at a reception to acknowledge the achievements of the British Broadcasting Industry.

Nigel Dallard (4th from the right) with other representatives of hospital broadcasting outside Buckingham Palace



Thanks for the year's successes are due to the unwavering efforts of the station's volunteers who give their time and expertise freely; companies and local businesses who contribute donations and competition prizes to support WHR or provide opportunities to fundraise; and to the generosity of the general public, without whom the charity would be unable to continue its daily broadcasting and visiting service to patients.

Independent Examiner's Report to the Trustees

I report on the accounts of Winchester Hospitals Radio for the year ended 31st December 2001, which are set out on pages 7 - 11.

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.

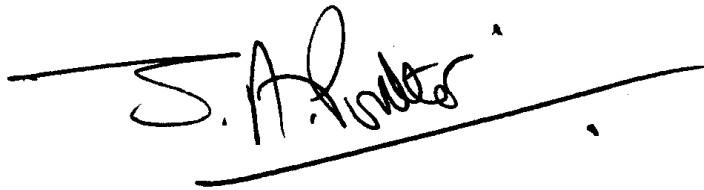
Basis of independent examiner's report

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

Statement of Financial Activities
(incorporating an Income and Expenditure account)
for the Year Ended 31st December 2001

		2001		2000	
<u>INCOME</u>	<u>NOTE</u>	£	£	£	£
Subscriptions		729.50		866.00	
Fund Raising	<i>Note 2</i>	5,562.61		9,247.95	
Donations	<i>Note 3</i>	1,164.63		2,345.85	
Other Income	<i>Note 4</i>	2,206.89		162.70	
			9,663.63		12,622.50
<u>Capital Reserve Income</u>					
Interest on Capital Deposit Accounts		720.77		744.16	
			720.77		744.16
			10,384.40		13,366.66
<u>EXPENDITURE</u>					
Capital Equipment	<i>Note 5</i>	11,798.10		2846.84	
Spares and Repairs		1,063.88		806.89	
Record Library		458.26		149.26	
Station Administration	<i>Note 6</i>	2,089.22		2,006.20	
Fundraising	<i>Note 7</i>	673.69		2,687.41	
Communications (inc. Publicity)		337.35		96.39	
Studio Furniture		88.35			
Studio Hire Agreement		264.38			
Catering		45.63			
Broadcasting Materials	<i>Note 8</i>	-		256.34	
			(£ 16,818.86)		(£ 8,849.33)
<u>TOTAL Surplus of Income Over Expenditure</u>	<i>Note 1</i>		(£ 6,434.46)		£ 4,517.33

The Receipts and Payments Account also represents the Statement of Financial Activities of the Charity. There were no other gains and losses during the year apart from the Income and Expenditure shown. These accounts were presented for Members' approval at the Annual General Meeting of Winchester Hospitals Radio on 17th March 2002.

Statement of Assets & Liabilities as at 31st December 2001

<u>Natwest Current Account</u>	Balance per Bank Statement	Dated: 31/12/2001	Amount £ 1,320.95
<u>Add: Outstanding Receipts to clear at bank</u>	NONE		0.00
			1,320.95

Less: Outstanding Cheques to clear at bank

Date	Cheque No.	Payee		
02/05/2001	001391	Anna O'Brien	£2.36	
03/12/2001	001437	Tim Smith	£6.49	
22/12/2001	001440	David Packman	£21.75	
22/12/2001	001441	John Richards	£56.87	
22/12/2001	001442	Brian Mundy	£4.70	
30/12/2001	001443	Winchester City Council	£17.50	
				(109.67)

TRUE BALANCE PER WHR CASH BOOK - allowing for O/S items aboveAs at: 31/12/2001 **£ 1,211.28**TOTAL DEPOSIT BALANCE IS SPLIT INTO:-

<u>STANDARD LIFE "DEPOSIT ACCESS" (No Notice) ACCOUNT No 0004978824</u>	1,064.20
<u>STANDARD LIFE "DEPOSIT NOTICE" (10 Days Notice) ACCOUNT No 0004978762</u>	13,095.13
<u>Closing Balance - As at 31st December 2001</u>	£14,159.33

Closing Adjusted Balance for Current Account as stated in the Cash Book**£1,211.28**TOTAL FUNDS HELD IN CURRENT AND DEPOSIT ACCOUNTS - As at 31st Dec 2001**£15,370.61**CONFIRMATION OF TOTAL FUNDS HELD:-

<u>TOTAL FUNDS HELD BY WHR at the Start of the Year - 1st Jan 2001 - Opening Balances</u>		£21,805.07
<u>Add: Financial results for 2001 to date</u>		
Total Income to date including bank interest	£10,384.40	
Total Expenditure to date	(£ 16,818.86)	
<u>BALANCE CONFIRMING TOTAL FUNDS HELD - As at 31st December 2001</u>		£15,370.61

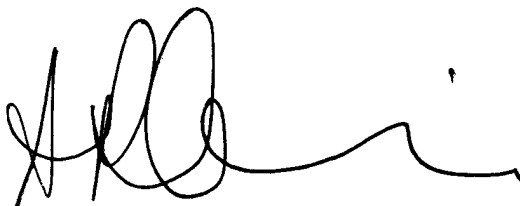
ASSETS RETAINED FOR WHR'S OWN USE

2 fully-equipped broadcast studios, including mixers, CD & MD players, turntables, etc
 1 fully-equipped "talk" studio
 1 fully-equipped equipment cupboard providing studio switching and common facilities to both broadcast studios
 1 "Myriad" audio playout system
 Record library consisting of approx 1000 CDs, 2800 7" vinyl singles and 1500 12" vinyl LPs
 Outside Broadcast equipment, including mixers, speakers, CD & MD players, radio mics and radio link equipment
 Audio editing suite
 Office facilities, including PC and photocopier

Signed on behalf of the Trustees,



Brian Mundy
Chairman
24th June 2002



Tony Knight
Vice-Chairman
24th June 2002

Notes to the Financial Statements for the Year Ended 31st December 2001

	<u>2001</u>	<u>2000</u>
	£	£
<u>1. BALANCE OF ACCOUNTS</u>		
Natwest Current Account - balance as at 1st January	654.51	3,184.33
Deposit Accounts - balance as at 1st January	21,150.56	14,103.41
Total Funds Held at the Start of the Year	<u>£ 21,805.07</u>	<u>£ 17,287.74</u>
Net SURPLUS of Receipts over Payments during the Year	<u>(£ 6,434.46)</u>	<u>£ 4,517.33</u>
<u>TOTAL FUNDS HELD as at the 31st December</u>	<u>£ 15,370.61</u>	<u>£ 21,805.07</u>
<u>Represented by :-</u>		
Natwest Current Account - balance per cash book records	1,211.28	654.51
Deposit Accounts - balance per cash book records	<u>14,159.33</u>	<u>21,150.56</u>
<u>TOTAL FUNDS HELD as at the 31st December</u>	<u>15,370.61</u>	<u>£ 21,805.07</u>
<u>2. FUNDRAISING INCOME</u>		
Hospital Fete	750.00	
WHR Pen Sales	65.00	5.00
Supper Quiz	1,700.81	1,481.85
"Sound Remedy" Magazine	1,012.50	
Sainsbury's Collection Day/Roadshow	614.56	566.51
Book Sale	341.00	230.00
Tesco's (Winchester) Collection Day	343.27	
Tesco's (Andover) Collection Day	319.36	
Winchester Flag Day	416.11	
Late Payers Deposits for 1999 Xmas function		56.00
Mansfield Park Premiere		4,436.53
Karoke Evening		241.00
Car Boot Sale		639.00
Longstock Garden Open Day		1,415.06
Christmas Raffle		45.00
Toy sales		2.00
Christmas 2000 Skittles Night		100.00
Christmas Cards Sales		30.00
	<u>£ 5,562.61</u>	<u>£ 9,247.95</u>
<u>3. DONATIONS</u>		
Donations from Individuals & Friends of WHR	119.00	29.00
Littleton and Harestock Show	130.00	125.00
Mrs Judy Taylor	300.00	
Leckford Estates	86.00	
Shentons Solicitors	450.00	
Colden Common Church Fund	79.63	
Somerfield Winchester Supermarket		127.00
Jane Austin Memorial Trust		60.00
Ad-hoc Hire of the WHR Conference Room		117.85
Barclays Bank Award via Steve Wills CD Sales Project		750.00
Sainsburys Badger Farm store Recycle Bags scheme		887.00
Chandlers Ford Central Club - Darts Event		250.00
	<u>£ 1,164.63</u>	<u>£ 2,345.85</u>

	<u>2001</u>	<u>2000</u>
4. OTHER INCOME		
"Cocktail Swing" CDs	970.20	
"Cocktail Swing" CDs (Barclays Bank Contribution)	736.00	
Committee Room Hire	20.00	
Studio Hire	450.00	
Deposits for members' keys to the studio	10.00	25.00
Cancelled cheques from previous years	20.69	
Refund of duplicate stationery payment from 1999		67.70
Equipment sales to Bryan Downham and Matt Aldous		70.00
	<u>£ 2,206.89</u>	<u>£ 162.70</u>
5. CAPITAL EQUIPMENT		
Computer Cupboard	172.46	69.18
Headphones	164.97	74.02
Answering Machine	32.34	
CD Players	1,105.97	339.80
Photocopier	493.48	
Myriad System	9,828.88	
Microphones		454.73
Digital IRN Equipment		346.27
New Chairs for Studios/Office & Sofas		165.98
Link Transmitter, Receiver and Antenna		488.00
Scanner & USB Port		98.12
Cassette Deck		139.95
Fans		65.97
Uninterruptible Power Supply		176.25
Printer Server		35.25
2 Pairs of Walkie Talkie Radios		199.96
Marquee for Outside Broadcasts/Open Days/Fetes		56.00
New Satellite Dish		137.36
	<u>£ 11,798.10</u>	<u>£ 2,846.84</u>
6. STATION ADMINISTRATION EXPENSES		
Telephone	381.55	252.10
Postage	132.14	127.77
Stationery	501.28	337.59
Computer Consumables	165.55	477.43
Insurance	627.70	457.85
HBA Annual Membership	37.00	20.00
Licence Fees	244.00	200.00
Key Cutting/Stamping		46.00
Clocks for the studios		12.00
Sack Trolley		52.98
Members room consumables - tea/coffee/toiletries/plates		12.83
Kitchen cleaning consumables		9.65
	<u>£ 2,089.22</u>	<u>£ 2,006.20</u>

	<u>2001</u>	<u>2000</u>
<u>7. FUND RAISING EXPENSES</u>		
Supper Quiz	511.54	371.16
Licences	39.50	35.00
Hire of Stage - Sainsburys Badger Farm Collection Day	25.00	25.00
Purchase of Collection Buckets	57.65	
Radio Link Licences	40.00	20.00
Car Boot Sale Booking Fee & Sundry expenses		60.00
Halloween Fun Day 1999 expenses		49.75
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 Generator - Sainsburys Collection Day		23.91
Sundry expenses - Sainsburys Collection Day		17.57
Engineers Cassette Tapes		6.98
Toys & Items for sale at future fund raising events		102.57
Payment to "Family Affair" Karaoke Organisers		120.00
Sundry expenses for Karaoke event		2.49
Deposits for meals at Skittles Social Events		120.00
	<u><u>£ 673.69</u></u>	<u><u>£ 2,687.41</u></u>

8. BROADCASTING MATERIALS

Blank audio tapes		22.09
30 Mini Discs		78.11
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><u>£ 0.00</u></u>	<u><u>£ 256.34</u></u>

9. ACCOUNTING POLICIES

Winchester Hospitals 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 equipment' category shown, are actually ever capitalised in the accounts.