

**WINCHESTER HOSPITALS RADIO**



**Registered Charity No. 290553**

**Trustees' Report  
and Annual Review  
2005**

## **Trustees' Report**

The Trustees of Winchester Hospitals Radio are pleased to submit their report and accounts for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2005.

Winchester Hospitals Radio (also known as "Winchester Hospital Radio", "WHR", and our on-air identity "Winchester Radio") is a registered charity, governed by a constitution.

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)".

### **Charitable Objects**

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 Royal Hampshire County Hospital (RHCH) via the Patientline bedside entertainment system.

### **Organisation**

WHR is run entirely by a membership of volunteers, who pay an annual membership subscription and are not eligible for reimbursement of any out-of-pocket expenses. It is an unincorporated association governed by a constitution (last amended in November 2002) and managed by an Executive Committee (the Charity Trustees) who are elected annually by the membership.

### **Related Organisations**

WHR is a member of the Hospital Broadcasting Association (HBA), the national charity that supports and promotes hospital broadcasting in the UK. Our members regularly attend the twice-yearly conferences organised by the HBA and the Regional Meetings hosted by various hospital radio stations in southern England.

WHR maintains a close working relationship with the Winchester and Eastleigh Healthcare NHS Trust (who manage the RHCH) and Patientline plc, the company that owns and runs the bedside entertainment system through which its programmes are delivered to patients.

### **Review of Activities and Achievements**

Below is a brief summary of WHR's activities and achievements during 2005. Further information can be found in the informal "Annual Review", which starts on page 5.

#### ***Programming and Ward Visiting***

During 2005, WHR continued to provide a radio service to the patients at the RHCH. The flagship programme is "The Sound Remedy", a nightly programme made up of music requests collected from patients by our team of Ward Visitors.

In line with the 5-Year Plan adopted at the beginning of 2004, a significant change to the programming and ward visiting was made in October. After a thorough review by the Trustees and extensive consultations with the volunteers, the format of "The Sound Remedy" was changed. The programme length was increased from 90 minutes to two hours, with the first hour broadcast live from one of the wards most nights of the week. The frequency of ward visits was increased to three visits per week for most wards to coincide with the programming changes.

The new programme format requires a team of volunteers so, to concentrate volunteers' efforts on producing two hours of engaging, request-driven programming, the majority of other live programming has been withdrawn. Although the overall number of live broadcast hours per week has been reduced, the changes that have been introduced have had many positive benefits. Most programmes are now filled with patients' requests. Many patients actively take part in the programming, either by talking to presenters who are by their bedside, or by using the Patientline telephone system to call the studio. And WHR has a much higher profile within the hospital.

Unfortunately, a number of our volunteers have decided that they do not wish to be involved with these new-style programmes, which has meant that the workload of others

has increased to compensate. This has had a short-term knock-on effect on activities such as recruitment and training, the repair of studio equipment and the planned upgrading of the music library and computer playout system, as priority has been given to the programming and visiting.

### **Awards**

The quality of our programmes was recognised in the 2005 National Hospital Radio Awards. At the ceremony in April, an excerpt from one of our "Person to Person" programmes was commended as one of the top ten in the country by the judges. Leona Jones's entry for Presenter of the Year was similarly commended.

WHR's 2004 Annual Report and Accounts were also singled out for praise in the Charities Online Accounts Awards run by the Charities Aid Foundation and the Institute of Chartered Accountants in England and Wales. The Report and Accounts were judged best in the country in the category for charities with an income under £100,000 per annum.

### **Strategic Planning**

At the time of writing, the Trustees are in the process of reviewing and updating the 5-Year Plan which they originally adopted in January 2004. This document sets out the Trustees' vision for the development of WHR and the services it provides to the patients of the RHCH.

The aim is to build upon the success of the new programming and visiting schedules, to recruit, induct and train more members to reduce the workload on our existing volunteers, and to work towards utilising our computer playout system to full effect by introducing a full range of programmes aimed specifically at the hospital audience.

### **Financial Performance**

At the end of 2005, WHR had funds totalling just under £30,000, having raised £17,095 and spent £6,527 during the year.

#### **Income**

2005 was a good year as far as fundraising was concerned. Whilst the annual Supper Quiz resulted in a net income of £803, £91 less than in 2004, an increased number of collection days, including the "roadshow" at Sainsbury's supermarket at Badger Farm, brought in £1094, up from £660 in 2004. The £555 raised by running a Car Boot Sale at the Old Cattle Market surpassed the £463 raised last year at a Book Sale in St. Maurice Covert. And our thanks must go to Michael Jennings for staging a marathon sponsored broadcast to celebrate WHR's 21<sup>st</sup> birthday. This brought in over £500.

In association with Hospital Radio Publications, WHR published the latest edition of its patients' magazine in November. This is produced free-of-charge by HRP, who sell advertising space in the magazine to cover their costs. WHR is due to receive a donation from HRP equivalent to 10% of the advertising sales, although this had not arrived by the end of the year.

Special mention must go, once again, to Steven Wills. During 2005, Steven has compiled a further two CDs (in addition to the one released last year) which WHR has released on its own record label. The accounts show that these CD sales have raised over £1400 this year. This figure does not, however, show the full story, as WHR still has stocks of the CDs, which we anticipate selling over the coming months.

Steven's employer, Barclays Bank, match-fund specific fundraising efforts by their staff, and WHR has benefited to the tune of £540 during 2005. Another "Charity Cheque" from Barclays, for £331, was received late in the year, but our account was only credited with the amount by the Charities Aid Foundation after the end of the year.

Finally, WHR received £528 from sales of previous CDs that Steven had released on his own "Codename Music" label in aid of WHR.

The Trustees are aware of the limits on non-primary purpose trading by charities in each tax year, and it is not anticipated that the CD sales will exceed those limits.

Interest on the reserves was significantly higher than in 2004. As was noted in last year's report, this is, at least in part, due to the maturity dates of the bonds in which the

reserves were invested occurring shortly after the start of this year, so no interest from these investments appeared in the 2004 accounts. The bonds in which the reserves are currently invested are due to mature in July 2006.

The £5000 prize money from the Charities Online Accounts Awards in December provided an unexpected boost to WHR's income.

### **Expenditure**

A tight control has been maintained on expenditure during 2005. With available volunteer effort focussed on programming, only essential repairs to equipment have been made. The only new fixed asset purchased has been a combination DVD player/TV to allow DVDs to be shown as part of the volunteer induction and training process.

Less than £250 has been spent on music CDs this year. WHR has been fortunate to receive a number of donated CDs, which has reduced the need to purchase music. The long-anticipated music licensing agreement between the Hospital Broadcasting Association and copyright-collecting society Phonographic Performances Ltd was finalised during the year. As part of the deal, a back-payment to July 2004 was made, costing WHR £220. This is included in the "Licence Fees" line under "Station Administration Expenses". The annual licensing cost will be just under £150, but this will allow WHR to hold music on its computer playout system without holding a physical copy. We hope to utilise this new right to copy appropriate music from our volunteers' music collections, keeping expenditure on CDs to a minimum.

As agreed by the Trustees at the end of 2004, the Outside Broadcast van was disposed of, as the running costs were out of proportion to the amount of use that was being made of the van. The van was sold to another hospital radio station, Radio DGH in Eastbourne, for £300.

### **Financial Management and Reserves Policies**

WHR has a Financial Management Policy which defines the controls to be implemented to ensure that the Association's assets are secure. This policy meets all the requirements of the Charities Act 1993 and the Charity Commission guidelines "Internal Financial Controls for Charities (CC8)".

The Association is 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 and 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 present site from St. Paul's Hospital, in 1992, cost WHR approximately £50,000. Reserves are held in fixed-term bonds so as to give a good rate of return without any exposure to the stock market.

### **Major Risks**

The Trustees have not identified any major risks to which the charity is exposed.

**Charity Trustees**

Chairman	Tony Knight
Vice-Chairman	Leona Jones (until 23 March 2005) Steve Feeney (from 23 March 2005)
Treasurer	Nigel Dallard
Station Manager	Anna O'Brien
Programme Controller	Paul Blitz (acting)
Fundraising Manager	Leona Jones (acting)(until 23 March 2005) Ian Kemp (from 23 March 2005)
Chief Engineer	Paul Blitz

**Charity Number**

290553

**Principal Address**

Mailpoint MP66  
Royal Hampshire County Hospital  
Romsey Road  
Winchester  
Hampshire  
SO22 5DG

**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,



Tony Knight  
Chairman  
23<sup>rd</sup> February 2006



Steve Feeney  
Vice-Chairman  
23<sup>rd</sup> February 2006

## Annual Review

### It's All About You

During 2005, WHR continued to provide daily visits to patients at the RHCH and to broadcast live programmes every day, including all public holidays.

After a thorough review of WHR's service, the programming and visiting schedules were significantly changed in October. The amount of live programming was reduced, by an average of an hour a night, to allow our volunteers to concentrate on producing quality programmes with increased patient involvement. Attention was focussed on "The Sound Remedy", our nightly programme made up of music requests collected from patients by our team of volunteers. This programme was increased in length by 30 minutes to two hours, with the first hour broadcast live from one of the wards six nights of the week – up from two ward-based broadcasts per week previously. Additional interactive features were also included in the programme.



*Anna O'Brien, chatting to a patient live on air on Christmas Day.*

The frequency of ward visits was also increased to three visits per week for most wards to coincide with the programming changes. We consider our visits to patients on the wards to be just as important as our programmes. Even if a patient doesn't want a piece of music played, our volunteers are happy to have a chat.

Each week throughout the year, our award-winning chat show "Person to Person" was broadcast. Guests during 2005 included: local radio presenter, Chris Wright; senior hospital chaplain, Nick Flood; the hospital's Patient Advice & Liaison Service (PALS) Manager, Pam Sorensen; and the High Sheriff of Hampshire, Sir James Scott.

At times of the day when we were unable to broadcast live programmes, our computerised programme playout system, ARCHIE, provided a "music jukebox" service consisting of an eclectic mix of popular easy-listening music to complement the other radio channels available to patients.



*Leona Jones shows Sir James Scott around WHR's studios.*

The changes made to our service have been very well received by patients. In addition to receiving many more requests for music, we have seen the number of patients actively taking part in our programmes increase considerably. They are now both talking to our volunteer presenters who are by their bedside, and using their bedside telephone to call our studios (free of charge) to request music or take part in on-air quizzes.

In 2006, whilst continuing with the interactive live programming, it is intended to work on getting ARCHIE to the point where the music jukebox can be replaced by a more structured programme schedule including, hopefully, repeats of "The Sound Remedy".

### Close To You

One of our aims has always been to keep patients updated on events and activities taking place in the local community, so that they don't feel isolated from the world outside the hospital. As well as having guests in to chat on "Person to Person", we were out and about at several local events.

Once again, we provided the public address facility at the Littleton and Harestock Show, and we broadcast the Christmas carol concert from the North Winchester Community Church.



We also take every opportunity to let the local community know about our service. We staged our annual Roadshow from Sainsbury's supermarket in Badger Farm and provided speakers for a number of local clubs and societies, including the Badger Farm Friendly Group, part of "Club Hampshire" – a club which promotes the well-being of older and disabled people.

*Paul Blitz and Helen Down entertain shoppers at Sainsbury's supermarket with an impromptu dance.*

### Everyone's a winner

For the third year in succession, the quality of our programmes was recognised in the National Hospital Radio Awards, with judges' commendations for two of our entries. The "Person to Person" programme in which our Station Manager, Anna O'Brien, spoke to a Nurse Specialist about "Protected Mealtimes" in the wards was commended as one of the top ten speech programmes, whilst Leona Jones was similarly commended in the Presenter of the Year category.

The year ended on a high note when our 2004 Annual Report and Accounts were also singled out for praise in the Charities Online Accounts Awards run by the Charities Aid Foundation and the Institute of Chartered Accountants in England and Wales. The Report and Accounts were judged best in the country in the category for charities with an income under £100,000 per annum, resulting in us collecting a £5,000 prize.

At a ceremony in London, the chairman of the judges commented on the "high level of transparency and disclosure in the financial statements" and said that the documents were "better than many of the large and medium-sized charities". He concluded by saying that the judges "were all left with the feeling that it would be a pleasure to give money to such an obviously committed, driven and fun organisation."



*Treasurer, Nigel Dallard, receives the Charities Online Accounts Awards certificate and cheque from the Chairman of the Judges, Graham Ward CBE (left) and President of the Institute of Chartered Accountants, Ian Morris (right).*

WHR also made the national press during September when "The Independent" newspaper ran a feature called "Best Bedside Manner" covering a dozen hospital radio stations they considered to be offering the best service to patients.

On a more local level, during 2005, WHR was fortunate enough to obtain coverage of many of our successes and special events in the local press. We were also privileged to be featured as part of Meridian TV's "Britain on the Move" – a series of special reports that they were running on volunteering during 2005 – "The Year of the Volunteer". A camera crew from Meridian joined our volunteers for the evening to take part in "The Sound Remedy" request programme, both on the ward and in the studio.

Finally, our Station Manager won a competition to "guess the mystery voice" on regional radio station "Wave 105". She kindly donated the prize, of 19 CDs to WHR. On hearing of the donation, Wave 105's Programme Controller generously threw in a few extra CDs and

adjusted the collection to ensure that it included music that our patients would enjoy listening to.

**Money, Money, Money**

WHR receives no funding from the NHS or other government departments, relying entirely on the work of our volunteers and the generosity of the public to raise funds.

At our annual Supper Quiz, "Martin's Marauders", a team led by one of our long-standing supporters beat our Chairman's team, "Tony's Tigers" to collect their "Certificates of Knowledge". The event, held at the Millennium Memorial Hall in Littleton, raised over £800.

Our other major annual fundraising event was our Roadshow from Sainsbury's supermarket in Badger Farm. Collecting money from shoppers whilst broadcasting to the patients from the car park raised £520.

Michael Jennings, a member of the hospital's nursing staff who has volunteered with WHR for the last decade, undertook a 21 hours non-stop broadcast to mark the 21<sup>st</sup> anniversary of the launch of our service to patients on 24<sup>th</sup> September 1984. Sponsorship of Michael's effort raised over £500, with further money due in 2006 as a result of Gift Aid refunds which we will claim from HM Revenue and Customs at the end of the tax year.



*John Richards and Vicky Lambert collecting donations during WHR's Roadshow at Sainsbury's supermarket in Badger Farm.*



*Michael Jennings during his marathon broadcast.*

A variety of other fundraising events, including collection days at Eastleigh and Andover and a Car Boot Sale in Winchester raised over another £1100.



**Thank you**

2005 was celebrated nationally as the "Year of the Volunteer". WHR staged a number of events to recognise the efforts of our volunteers and the time they give to patients throughout the year; we presented "Thank You" certificates to all our volunteers during "Volunteers' Week", and President of the Hospital Broadcasting Association, June Snowden, visited our studios to present Long Service Certificates to some of our volunteers who, between them, had clocked up over 300 years of volunteering.



*HBA President, June Snowden, with long-serving volunteers (left to right) Tony Knight, Steve Feeney, Steven Wills and Paul Blitz.*



*Cover artwork for WHR's latest CD "Standby for Swing".*



*Trustee, Nigel Dallard, presents Lisa Clarke with her Certificate of Appreciation.*

We also presented some "Certificates of Appreciation" to three of our volunteers who had completed special projects to help the station:

- Lisa Clarke, for a DVD that she made showing what volunteering with hospital radio is all about. For the DVD, Lisa interviewed a number of patients, staff and volunteers about the service we provide. We are now using the DVD as part of our recruitment and induction programme. It will also prove useful to support future applications for funding from local groups, companies and charitable trusts.
- Michael Jennings, for completing his sponsored broadcast to mark the station's 21<sup>st</sup> birthday.
- Steven Wills, for raising, over the last five years, over £10,000 through the sale of specialist music CDs which he produced in aid of WHR. Thanks also go to his employer, Barclays Bank, which match-funded some of the money Steven raised by selling the CDs at various conventions during the year.

### Brand New Start

We welcomed about a dozen new volunteers to the team during 2005. Although recruitment was put on hold towards the end of the year so that we could focus on launching our new programming schedules, recruitment will be a priority during 2006.

WHR has a very diverse team of volunteers that range in age from 16 to 94! All new volunteers go through an induction programme which introduces them to all aspects of our work so that they have a good understanding of what hospital radio is all about and the benefit it brings to the patients. They can then go on to involve themselves in any of the roles within the association, ranging from the "front line" presenting and visiting roles to working behind the scenes on engineering and IT support, in our extensive music library, fundraising or general administration.



*New volunteer, Kayli Steggall, talking to a patient during "The Sound Remedy".*

### You Raise Me Up

Our visits and the music requests we subsequently play are welcomed by many patients. It's always good to receive feedback from our listeners, and it lets us know that what we do, in some small way, helps patients to take their minds off their worries during a stay in hospital. Here are just a few of the many "thank you" messages we have received over the year:

*"Because we can't get out and about and visit people, you do it for us – and I think it's great!"*

*"It's just nice to do something for someone else isn't it?"*

*"When you're on the wards talking to people and playing their songs, you make us realise we're not alone – we're all in the same boat. And by doing what you do, you bring the community together and take our mind off things. I think that's marvellous."*

*"Thanks to your team for visiting me and playing my requests. It has made a difficult time in hospital pass by so much more pleasantly."*

*"I want to dedicate my song tonight to all the volunteers at hospital radio. Thank you for your visits. I've really enjoyed our chats and the music you've played me."*

*"You were all so kind in my really down moments... Thank you."*

## **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 2005, which are set out on pages 10 - 13.

### **Respective responsibilities of trustees and examiner**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts (under section 43 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- to state whether particular matters have come to my attention.

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

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 trustees have not met with the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 41 of the Act; and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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

22<sup>nd</sup> February 2006

## Receipts and Payments Account for the Year Ended 31<sup>st</sup> December 2005

		<u>2005</u>		<u>2004</u>	
	<i>NOTE</i>	£	£	£	£
<b><u>INCOME</u></b>					
Membership Subscriptions		920.00		530.50	
Fundraising	<i>Note 2</i>	8,305.27		5,781.89	
Donations	<i>Note 3</i>	1,020.50		1,074.18	
Other Income	<i>Note 4</i>	6,081.41		1,389.06	
			<b>16,327.18</b>		8,775.63
<b><u>Investment Income</u></b>					
Interest on Capital Deposit Accounts		767.53		130.55	
			<b>767.53</b>		130.55
			<b>£ 17,094.71</b>		£ 8,906.18
<b><u>EXPENDITURE</u></b>					
<b><u>Charitable Expenditure</u></b>					
Fixed Assets	<i>Note 5</i>	134.94		818.12	
Music Library & Broadcasting Materials	<i>Note 6</i>	243.44		336.10	
Engineering		296.53		604.96	
Communications (inc. Publicity)		-		80.72	
Station Administration	<i>Note 7</i>	1,711.57		1,408.22	
Transport	<i>Note 8</i>	140.16		811.68	
			<b>(2,526.64)</b>		(4,059.80)
<b><u>Costs of Generating Funds</u></b>					
Fundraising Expenses	<i>Note 9</i>	3,999.92		2,155.25	
			<b>(3,999.92)</b>		(2,155.25)
			<b>(£ 6,526.56)</b>		(£ 6,215.05)
<b><u>TOTAL Surplus of Income Over Expenditure</u></b>	<i>Note 1</i>		<b>£ 10,568.15</b>		£ 2,691.13

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

All funds held are unrestricted and available to be applied in furtherance of the WHR's charitable objectives at the discretion of the Trustees.

## Statement of Assets & Liabilities as at 31<sup>st</sup> December 2005

**NatWest Current Account**

Balance per Bank Statement dated 31/12/2005

£  
7891.28

Less: Outstanding Cheques to clear at bank

<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	£
11/12/2005	001707	Nigel Dallard	19.98
24/12/2005	001708	Applegraphics Ltd.	420.65
24/12/2005	001709	Robert Farnon Society	15.00
24/12/2005	001710	Steven Wills	23.39
24/12/2005	001711	Boosey & Hawkes Music Publishers Ltd.	172.92
24/12/2005	001712	Paul Blitz	3.99
			<u>3.99</u>
			<b>(655.93)</b>

True Balance per Cash Book - allowing for O/S items above

£ 7,235.35

**Deposit Accounts**

	£
Standard Life "Direct Access Business" Account	4,091.03
Standard Life "Business 10 Day Notice" Account	6,352.41
Standard Life "Bond 5.05%" (1)	6,000.00
Standard Life "Bond 5.05%" (2)	6,000.00
	<u>6,000.00</u>

22,443.44

**Total Funds Held**

£ 29,678.79

**CONFIRMATION OF TOTAL FUNDS HELD:-**

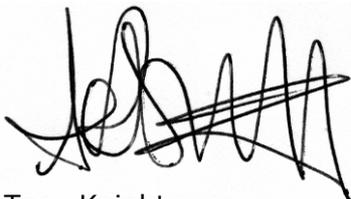
<b>Opening Balance</b>		£ 19,110.64
<b>Add: Financial results for 2005:</b>		
Total Income including bank interest	17,094.71	
Total Expenditure	<u>(6,526.56)</u>	
		£ 10,568.15
<b>Closing Balance</b>		<u>£ 29,678.79</u>

All funds held are unrestricted and available to be applied in furtherance of the WHR's charitable objectives at the discretion of the Trustees.

**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" computerised audio playout system  
 Music library consisting of approx 1300 CDs, 2700 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  
 TV/DVD player for training purposes

Signed on behalf of the Trustees,



Tony Knight  
Chairman  
23<sup>rd</sup> February 2006



Steve Feeney  
Vice-Chairman  
23<sup>rd</sup> February 2006

## Notes to the Financial Statements for the Year Ended 31<sup>st</sup> December 2005

	<u>2005</u>	<u>2004</u>
	£	£
<b><u>1. BALANCE OF ACCOUNTS</u></b>		
Natwest Current Account - balance as at 1st January	1,434.73	2,874.15
Deposit Accounts - balance as at 1st January	17,675.91	13,545.36
Total Funds Held at the Start of the Year	<u>£ 19,110.64</u>	<u>£ 16,419.51</u>
Net SURPLUS of Income over Expenditure during the Year	<u>£ 10,568.15</u>	<u>£ 2,691.13</u>
<u>TOTAL FUNDS HELD as at the 31st December</u>	<u>£ 29,678.79</u>	<u>£ 19,110.64</u>
<b><u>Represented by :-</u></b>		
Natwest Current Account - balance per cash book records	7,235.35	1,434.73
Deposit Accounts - balance per cash book records	<u>22,443.44</u>	<u>17,675.91</u>
<u>TOTAL FUNDS HELD as at the 31st December</u>	<u>£ 29,678.79</u>	<u>£ 19,110.64</u>
<b><u>2. FUNDRAISING INCOME</u></b>		
CD Sales ("WHR" label)	4,864.57	1,741.20
Collection Days	1,160.74	727.62
Supper Quiz	1,146.00	1,599.16
Car Boot Sales	630.50	-
Sponsored Broadcast	503.46	-
"Sound Remedy" Magazine	-	1,250.40
Book Sale	-	463.51
	<u>£ 8,305.27</u>	<u>£ 5,781.89</u>
<b><u>3. DONATIONS</u></b>		
Barclays Bank (matched funding for Steven Wills CD sales)	540.00	-
Donations from Individuals & Friends of WHR	355.50	377.94
Littleton and Harestock Show	125.00	250.00
Adjutant General's Corps	-	346.24
Leckford Estates	-	100.00
	<u>£ 1,020.50</u>	<u>£ 1,074.18</u>
<b><u>4. OTHER INCOME</u></b>		
Charities Online Accounts Awards Prize Money	5,000.00	-
OB Van sale	300.00	-
CD Sales ("Codename Music" label)	528.24	1,146.99
Gift Aid refund from Inland Revenue	218.17	144.07
Studio Hire	35.00	-
National Hospital Radio Awards Prize Money	-	50.00
Sale of WHR Polo Shirts	-	48.00
	<u>£ 6,081.41</u>	<u>£ 1,389.06</u>

**5. FIXED ASSETS**

Combination TV/DVD Player	134.94	-
Headphones	-	352.24
Uninterruptible Power Supply	-	274.93
Cassette Machine(s)	-	99.95
OB Link Transmitter Amplifier	-	91.00
	<b>£ 134.94</b>	<b>£ 818.12</b>

**6. MUSIC LIBRARY & BROADCASTING MATERIALS**

Music Library	62.89	302.68
Studio Consumables	180.55	33.42
	<b>£ 243.44</b>	<b>£ 336.10</b>

**7. STATION ADMINISTRATION EXPENSES**

Insurance	785.47	773.16
Licence Fees	599.31	238.50
Stationery and Computer Consumables	114.68	16.48
Telephone	101.33	169.76
HBA Annual Membership	37.00	37.00
Miscellaneous	36.22	24.97
Postage	29.05	148.35
Volunteers' Refreshments	8.51	-
	<b>£ 1,711.57</b>	<b>£ 1,408.22</b>

**8. TRANSPORT**

Insurance	140.16	441.15
Running Costs	-	227.64
Servicing/Repairs	-	142.89
	<b>£ 140.16</b>	<b>£ 811.68</b>

**9. FUNDRAISING EXPENSES**

Production/Licensing of CDs ("WHR" CD Label)	3,462.47	1,337.34
Supper Quiz	342.63	705.21
Sainsburys Collection Day/Roadshow	66.35	67.20
Car Boot Sale	75.00	-
Gala Ball	28.15	
Licences	17.50	17.50
Miscellaneous	7.82	
St Maurice's Covert Book Fair	-	28.00
	<b>£ 3,999.92</b>	<b>£ 2,155.25</b>

**10. TRUSTEES' EXPENSES**

No expenses were paid to any of the Trustees during the year, except to re-imburse them for purchases made on behalf of the charity.

**11. TRUSTEES' INDEMNITY INSURANCE**

No charitable funds have been used to purchase insurance to indemnify the Trustees against the consequences of any neglect or default on their part.

**12. ACCOUNTING POLICIES**

Winchester Hospitals Radio is a registered charity and, as such, is governed by the Charities Acts of 1992 and 1993. As it has both a gross income and a total expenditure of not more than £100,000 per annum, section 42(3) of the 1993 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.