

WINCHESTER HOSPITALS RADIO



**Registered as a Charity
in England and Wales, no. 290553**

**Trustees' Report
and Accounts
2008**

Trustees' Report

The Trustees of Winchester Hospitals Radio are pleased to submit their report and accounts for the year 1st January to 31st December 2008.

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 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 national conferences organised by the HBA and the Regional Meetings hosted by various hospital radio stations in southern England. In February, we hosted a HBA regional training day, when over 50 hospital radio volunteers from across southern England came together to a series of seminars on programming techniques, including a presentation by WHR on broadcasting live from the wards.

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

Review of Activities and Achievements

Programming and Ward Visiting

During 2008, 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 volunteers. Whenever WHR is not broadcasting live programmes, a music jukebox service broadcasts a carefully chosen selection of easy listening music.

WHR's programmes received national recognition in March at the National Hospital Radio Awards, where all of our entries made the shortlist.

Sarah Williams took Gold as "Best Newcomer". Mary Stanley's "Out and About" feature on Winchester Farmers' Market won Bronze for "Best Speech Package". Jimmy Luff was highly-commended in the "Male Presenter of the Year" category, whilst Anna O'Brien and Sarah Williams were commended in the "Female Presenter of the Year" category. WHR's overall service was also commended in the prestigious "Station of the Year" award.

The "Sound Remedy" programme format requires a team of volunteers who, in addition to presenting the programme, visit patients on the wards and, whenever possible, broadcast the first hour of the programme from one of the wards. Due to insufficient trained volunteers, the "Sound Remedy" has continued to be the only regular live programme to be broadcast. Additional programmes were, however, broadcast on Bank Holidays and throughout the Christmas and New Year period.

The way in which patients actively take part in the "Sound Remedy", either by talking to presenters who are by their bedside, or by using the Hospedia telephone system to call the studio, making requests for music and/or taking part in the "Brain Tickler" quiz, proves that our service is very well received. Patients regularly take the time to leave a message on our answerphone before being discharged from hospital, thanking us for keeping them entertained.

Behind-the-Scenes Support

Due to both members of our Engineering team having regular work commitments away from home, they have been unable to dedicate as much time to supporting WHR as in previous years. Despite this, good progress has been made on installing and configuring a new computer network. This is now largely complete and early in 2009, upgraded "Myriad" music and programme playout software will be purchased, replacing the original version purchased in 2005.

During 2008, work continued behind-the-scenes in the Music Library, led by David Addis. Updates were made to the databases used to collate music requests by patients and to generate playlists and running orders for the "Sound Remedy" programme. Towards the end of the year, half a dozen of our new volunteers joined the library team, helping to keep the CD catalogue up-to-date.

Strategic Planning

Studio Location and Service Provision

Like many other NHS hospitals, the RHCH has faced an uncertain future. This uncertainty now appears to be coming an end. A new senior management team has produced a plan for the future of the hospital which involves it providing largely the same services as now, but from a site significantly reduced in size. However, the economic situation means that the NHS Trust is unable to proceed with its ambitious plans at the current time. The hospital management is, however, planning to apply to become a Foundation Trust, which would provide further financial freedom and remove some of the financial barriers restricting its redevelopment plans for the hospital.

The Trustees have been in regular contact with the NHS Trust management over the relocation of our studio facilities that will be required under the NHS Trust's plans and have been assured that suitable facilities will be made available when the redevelopment is able to progress.

During 2008, it had been the Trustees' plan to revise and update 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. The uncertainty surrounding the future of the hospital and the timetable for WHR having to move studios has meant that this was not possible. The Trustees have, however, invested a significant amount of time in considering the short-, medium-, and long-term plans for the organisation and the services it provides. At the time of writing, these plans are being finalised ahead of being presented to the membership at the Annual General Meeting in March 2009. The 5-year Plan will subsequently be updated.

Recruitment and training of volunteers

A focussed effort was made during 2008 to recruit, induct and train more members to reduce the workload on our existing volunteers, and to work towards utilising our upgraded computer playout system to full effect by introducing a full range of programmes aimed specifically at the hospital audience. This effort has paid off, with around 20 new volunteers joining the team during the year. Approximately half of WHR's volunteers have joined in the last 2 years. The strong focus on recruitment will continue in 2009.

Financial Performance

At the end of 2008, WHR had funds totalling just under £40,000, having raised £10,608 and spent £7,097 during the year.

Income

2008 was another good year as far as income was concerned. £2,714 net income was due to fundraising activities, and £1995 came from investment income on the reserves held in anticipation of a studio move. A £1,000 legacy from member Ron Cruse boosted total

donations to £1974. The trustees have agreed that Ron's legacy will be spent on upgrading/replacing the current flightcase-based equipment used to broadcast live from the hospital wards.

During 2008, WHR made a net surplus of £1,918 (2007: £2,285) from selling CDs produced by volunteer Steven Wills and released on WHR's own record label. The small increase was mainly due to increased production costs. A new double-CD release titled "Watch With Teacher" was released in April and all 500 copies had sold out by the end of the year. Steven's employer, Barclays Bank, match-fund specific fundraising efforts by their staff, and WHR has benefited to the tune of £520 during 2008. Finally, WHR received £94 from sales of previous CDs that Steven had released on his own "Codename Music" label in aid of WHR. Plans are in place for pressing a further 500 copies of "Watch With Teacher" during 2009, together with the release of a revised double-CD version of "Girl in a Suitcase", a CD Steven first released in 2001 and which is still much sought-after.

In November, volunteer Ruth Churchill arranged a fundraising music gig in aid of WHR. All the bands – *Capital X*, *Endless Dissent* and *Moscow Flyer* – appeared free of charge and sponsorship from "Stinky Fish Clothing" covered the cost of venue hire, resulting in net income of £270.

Thanks to the efforts of volunteer Laura-Louise Ancell, our Christmas Programme Guide was printed free-of-charge by Culverlands Press Ltd and included advertising that brought in £125.

The annual "road show" outside broadcast and collection day at Sainsbury's supermarket at Badger Farm netted £363 (2007: £564). The reduced income is thought to be due to a combination of the store having only recently re-opened after an extensive refit and the beginnings of the "credit crunch".

The big disappointment was the car boot sale. Due to appalling weather, an event that, on past performance, should have produced a net income of several hundred pounds failed to generate income sufficient to even cover the fee payable to Winchester City Council.

Expenditure

A tight control has been maintained on general expenditure during 2008.

The increase in cost of the broadband internet connection is due entirely to the fact that it was only installed late in 2007.

Increased printing of programme guides, music request forms etc. has resulted in an increase in paper and printer toner costs. The hospital have changed their central photocopy provision which was previously used by WHR extensively. Each department now has to provide its own paper when using the main photocopier. The practicalities of carrying large amounts of paper across the hospital site has meant that we have switched to printing using WHR's laser printers.

Postage costs have increased as a direct result of the number of recruitment packs sent out to potential volunteers.

The £815 spent on the computer upgrade went on various computer components, an uninterruptible power supply for the new server computers, and on building and fitting-out a new air-conditioned server room, fitted with a professional air-conditioning unit instead of the domestic units used to cool the existing cupboard which have proved unreliable. The air-conditioning unit was provided free-of-charge by the supplier, Vvair.

Following a compelling demonstration at the tradeshow at the HBA conference, and positive reviews from a number of other hospital radio stations, a replacement audio processor was purchased to improve the technical quality of the audio delivered to Hospedia. Testing immediately after installation showed that the technical quality of WHR's output is now much more consistent than previously.

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 has been slowly building up a reserve for an inevitable move of studios at some point in the future. As noted under "Strategic Planning" above, it appears that a move from our current studios (in a time-expired wooden building alongside the Orthodontics Dept.) in the short- to medium-term future is highly likely. The move to the present site from St. Paul's Hospital, in 1992, cost WHR approximately £50,000. A future move is likely to cost significantly more than this.

Reserves have been held in fixed-term bonds so as to give a good rate of return without any exposure to the stock market, however, with the onset of the current financial crisis, no appropriate bonds have been available. The Trustees have more-recently, therefore, held the reserves in deposit accounts. Whilst not providing such a good rate of interest, the charity's money is fully protected under the Financial Services Compensation Scheme, which would not be the case in most of the alternative options providing an enhanced return on investment.

Major Risks

At the time of writing, there is a small possibility that the NHS Trust will not provide alternative accommodation to WHR when it sells the land on which our studios are currently situated. The Trustees are in discussion with the NHS Trust regarding the relocation and believe that, whilst any new facilities available to WHR will likely be smaller than our current facilities, it is very unlikely that no accommodation will be available.

WHR's service is distributed to patients by the bedside entertainment system run by Hospedia Ltd. This company has purchased the UK operations of the former Patientline plc. The company planned to merge with competitor Premier Bedside in an attempt to cut costs, but this was blocked by the Competition Commission. The company has subsequently given no indication as to its future plans.

The Trustees consider that, whilst the risk of Hospedia being forced into liquidation is less than that of its predecessor, it is still a real possibility. This would mean that WHR would be unable to deliver its service to patients until a replacement system was in place. There are a number of alternative technologies that could be deployed to distribute our service to patients, but they would all take a number of months to install and cost a significant amount of money.

The Trustees have contacted the NHS Trust regarding their contingency plans to cover this eventuality. We understand that the NHS Trust management believe that it is important that a bedside entertainment system is available at the RHCH, and that they have the option to purchase the Hospedia equipment installed at the RHCH if Hospedia are unable or unwilling to provide a service.

The Trustees are monitoring developments closely and intend to move quickly to put in place appropriate contingency plans once the situation is clearer.

Charity Trustees

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

Charity Number

290553

Principal Address

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

Bankers

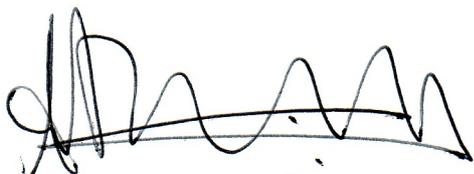
National Westminster Bank plc
Winchester Old Bank
105 High Street
Winchester
Hampshire
SO23 9AW

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

Independent Examiner

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

Signed on behalf of the Trustees,



Tony Knight
Chairman
16th March 2009



Steve Feeney
Vice-Chairman
16th March 2009

Independent Examiner's Report to the Trustees

I report on the accounts of Winchester Hospitals Radio for the year ended 31st December 2008, which are set out on pages 7 - 10.

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 CTA
Rothman Pantall & Co
Avebury House,
6 St. Peter Street,
Winchester.
SO23 8BN
14th March 2009

Receipts and Payments Account for the Year Ended 31st December 2008

		<u>2008</u>		<u>2007</u>	
	<i>NOTE</i>	£	£	£	£
<u>INCOME</u>					
Membership Subscriptions		725.00		710.00	
Fundraising	<i>Note 2</i>	5,500.36		7,046.23	
Donations	<i>Note 3</i>	1,973.76		1,742.04	
Other Income	<i>Note 4</i>	413.79		390.98	
			8,612.91		9,889.25
<u>Investment Income</u>					
Interest on Capital Deposit Accounts		1,994.73		1,109.30	
			1,994.73		1,109.30
			£ 10,607.64		£ 10,998.55
<u>EXPENDITURE</u>					
<u>Charitable Expenditure</u>					
Station Administration	<i>Note 5</i>	2,257.91		1,866.90	
Fixed Assets	<i>Note 6</i>	1,278.95		1,003.43	
Engineering		409.69		377.44	
Music Library & Broadcasting Materials		318.53		127.95	
Communications (inc. Publicity)		45.97		-	
			(4,311.05)		(3,375.72)
<u>Costs of Generating Funds</u>					
Fundraising Expenses	<i>Note 7</i>	2,786.29		2,235.23	
			(2,786.29)		(2,235.23)
			(£ 7,097.34)		(£ 5,610.95)
<u>Surplus of Income Over Expenditure</u>					
	<i>Note 1</i>		£ 3,510.30		£ 5,387.60

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 31st December 2008

NatWest Current Account

Balance per Bank Statement dated 31/12/2008

£
4993.28

Less: Outstanding Cheques to clear at bank

<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	£	
12/05/2008	001801	Anna O'Brien	85.00	
03/07/2008	001809	WDSC	20.00	
31/12/2008	001830	Paul Blitz	155.42	
31/12/2008	001831	David Addis	11.49	
31/12/2008	001832	Nigel Dallard	9.00	
31/12/2008	001833	Anna O'Brien	253.64	
			<u>253.64</u>	(534.55)

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

£ 4,458.73

Deposit Accounts

Standard Life "Direct Access Business" Account

£
161.98

Standard Life "Business 10 Day Notice" Account

35,748.12

35,910.10

Total Funds Held

£ 40,368.83

CONFIRMATION OF TOTAL FUNDS HELD:-**Opening Balance**

£ 36,858.53

Add: Financial results for 2008:

Total Income including bank interest

10,607.64

Total Expenditure

(7,097.34)

£ 3,510.30

Closing Balance

£ 40,368.83

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 1400 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 PCs and photocopier

TV/DVD player for training purposes

Signed on behalf of the Trustees,



Tony Knight
Chairman
16th March 2009



Steve Feeney
Vice-Chairman
16th March 2009

Notes to the Financial Statements for the Year Ended 31st December 2008

	<u>2008</u>	<u>2007</u>
	£	£
<u>1. BALANCE OF ACCOUNTS</u>		
Natwest Current Account - balance as at 1st January	6,943.16	2,664.86
Deposit Accounts - balance as at 1st January	29,915.37	28,806.07
	<u>£ 36,858.53</u>	<u>£ 31,470.93</u>
Total Funds Held at the Start of the Year		
Net SURPLUS of Income over Expenditure during the Year	<u>£ 3,510.30</u>	<u>£ 5,387.60</u>
TOTAL FUNDS HELD as at the 31st December	<u><u>£ 40,368.83</u></u>	<u><u>£ 36,858.53</u></u>
<u>Represented by :-</u>		
Natwest Current Account - balance per cash book records	4,458.73	6,943.16
Deposit Accounts - balance per cash book records	<u>35,910.10</u>	<u>29,915.37</u>
TOTAL FUNDS HELD as at the 31st December	<u><u>£ 40,368.83</u></u>	<u><u>£ 36,858.53</u></u>
<u>2. FUNDRAISING INCOME</u>		
CD Sales ("WHR" label)	4,383.65	4,036.51
Collection Days	469.71	588.29
Fundraising Gig	400.00	-
Christmas Programme Guide Advertising	125.00	-
Car Boot Sale	82.00	-
Sponsored Parachute Jump	40.00	471.43
Longstock Garden Open Day	-	1,950.00
	<u>5,500.36</u>	<u>£ 7,046.23</u>
<u>3. DONATIONS</u>		
Legacy - Ron Cruse	1,000.00	-
Barclays Bank (matched funding for Steve Wills CD sales)	520.00	526.00
Donations from Individuals & Friends of WHR	203.26	151.54
1st Winchester Scout Group	150.50	1,014.50
Leckford Estates	100.00	-
Adjutant General's Corps	-	50.00
	<u>£ 1,973.76</u>	<u>£ 1,742.04</u>
<u>4. OTHER INCOME</u>		
Gift Aid refund from HM Revenue & Customs	219.77	66.74
Sale of Air Conditioning Unit	100.00	-
CD Sales ("Codename Music" label)	94.02	94.25
Refund for broken Air Conditioner	-	229.99
	<u>£ 413.79</u>	<u>£ 390.98</u>

5. STATION ADMINISTRATION EXPENSES

Insurance	728.46	718.28
Licence Fees	478.88	502.88
Broadband Internet Connection	431.30	177.17
Stationery and Computer Consumables	317.34	124.92
Postage	151.11	57.95
Volunteers' Refreshments	98.68	-
HBA Annual Membership	37.00	37.00
Miscellaneous	15.14	51.73
Studio Locks and Keys	-	156.97
Health & Safety Training	-	40.00
	<u>£ 2,257.91</u>	<u>£ 1,866.90</u>

6. FIXED ASSETS

Upgrade of Music playout system and office computers	814.82	66.59
Audio Processor for Station Output to Hospedia	464.13	-
New Studio Chairs	-	428.88
Office Filing Cabinets	-	336.00
Microphone Pre-Amps	-	137.01
Air Conditioner for Computer Cupboard	-	34.95
	<u>£ 1,278.95</u>	<u>£ 1,003.43</u>

7. FUNDRAISING EXPENSES

Production/Licensing of CDs ("WHR" CD Label)	2,464.79	1,751.08
Fundraising Gig	130.00	-
Sainsburys Collection Day/Roadshow	106.50	24.00
Car Boot Sale	85.00	-
Longstock Garden Open Day	-	234.59
Sponsored Parachute Jump	-	205.00
Miscellaneous	-	20.56
	<u>£ 2,786.29</u>	<u>£ 2,235.23</u>

8. 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.

9. 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.

10. ACCOUNTING POLICIES

Winchester Hospitals Radio is a registered charity and, as such, is governed by the Charities Acts of 1992, 1993 and 2006. 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.