

Annual Report & Accounts 2021



HBS Hospital
.org.uk Broadcasting
Service

The hospital radio station for Glasgow and Paisley

For a request, phone 0141 221 4043

Email: studio@hbs.org.uk

www.hbs.org.uk

Facebook: [/HBSGlasgow](https://www.facebook.com/HBSGlasgow)

The National Hospital Radio Awards 2021

BEST MALE PRESENTER

Ross Turnbull

Hospital Broadcasting Service

★ BRONZE WINNER

Sponsored by PRS

#hbauk2021

The Hospital Broadcasting Service
Suite 444
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Registered as a Charity
SC009138

Phone : 0141 - 221 - 4043
Email : studio@hbs.org.uk
<http://www.hbs.org.uk>

Executive Committee Members

Chairman	Niall Anderson
Treasurer	Robert Craw
Programme Director	Spence Canniffe
Technical Director	David Bannerman
Annual Post-Holders	Fraser Barbour (<i>From 28-Apr-2021</i>)
	Francis Dunn CBE
	Peggy Mack (<i>Until 28-Apr-2021</i>)
	Norman Ross
	George Smart

Charity Number

SC009138

Principal Address

Suite 444
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Bankers

The Royal Bank of Scotland
18 Tay Walk
Town Centre
Cumbernauld
G67 1DE

Signed on behalf of the Executive Committee



Niall Anderson
Chairman
27th April 2022



Robert Craw
Treasurer
27th April 2022

Accounts independently examined



Jordan Abraham
27th April 2022

Executive Committee's Report

The Executive Committee of The Hospital Broadcasting Service are pleased to submit their report and accounts for the year 1st January to 31st December 2021.

The Hospital Broadcasting Service (also known On-Air as 'HBS') is registered with the Office of the Scottish Charity Regulator and governed by a Constitution.

This report and attached accounts have been prepared in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006. The accounts are prepared on a Receipts and Payments basis.

The accounts are produced on a cash basis and do not take account of any future anticipated income or expenditure. As such there are no reserves held to fund future projects. The Studio Development fund contains donations for specific projects e.g. upgrade studios and provision of recording equipment, but these funds are not available for running costs.

Charitable Objects

The objects of The Service shall be to relieve sickness, infirmity, handicap and old age amongst persons living in the area served by providing a local broadcasting service for hospitals, residential homes, nursing homes for the elderly and other similar establishments.

The radio station currently broadcasts to bedside radios of approximately three thousand patients in the following establishments:

- Beatson Oncology Centre (West of Scotland Cancer Centre)
- Gartnavel General Hospital
- Queen Elizabeth University Hospital
- Royal Alexandra Hospital

Most hospital-based listening is via the bedside entertainment equipment. Increasingly though patients are accessing programmes through internet streaming.

Organisation

The Hospital Broadcasting Service is run entirely by volunteers, who pay an annual membership subscription. Members are not reimbursed for any out-of-pocket expenses. It is an unincorporated association governed by a Constitution and managed by an Executive Committee elected by the membership at the Annual General Meeting.

Related Organisations

The Hospital Broadcasting Service is a member of the Hospital Broadcasting Association (HBA), the national charity that is an umbrella organisation which supports and promotes hospital broadcasting in the UK. Our members regularly interact with the office bearers of HBA and when available attend the annual conference and training days they organise.

The Hospital Broadcasting Service maintains a close working relationship with NHS Greater Glasgow and Clyde including, where possible, formal quarterly management meetings.

"Thank you to all the team at HBS for keeping me entertained while I was in the Queen Elizabeth. It was wonderful to hear requests from my family and friends being played for me"

One of many comments received during the year

Review of Activities

The entire year saw various levels of restrictions placed on the activities of our volunteers as continued social distancing significantly impact the operations of The Service.

The biggest impact to volunteering was the inability to get access to hospital wards and meet directly with patients, a core activity of the organisation for the previous 50 years. This resulted in a number of our long-serving members having no role to perform as they are entirely focussed on face-to-face patient interaction, preferring not to try their hand at broadcasting.

The main hospital site (Queen Elizabeth University Hospital) suffered from some local technical issues meaning our programmes were not available on the bedside entertainment units for more than three months, a situation exacerbated by lockdown restrictions and the ability of the system provider's technical staff to travel to site and investigate the problem. Our internet streaming option did however remain available throughout the year and provided an alternate listening option for those with personal digital devices.

Alternate ways of connecting with patients were attempted during the year. Ongoing discussions with NHS management to review these and find suitable Covid-compliant options were also undertaken, however none were as effective as our traditional ward-visiting approach.

Despite the restrictions, programmes continued to be broadcast with only minimal impact on the schedule. The nightly request show was reduced by one edition per week but all other programmes continued to be broadcast although in some cases this was achieved with a rota of presenters as some volunteers reviewed their ongoing availability.

Last year (2020) the production office was refurbished to make it more suitable for people with physical disabilities and also remodelled to suit a 'digital audio' environment with vinyl, tape and CD no longer in daily use. This year the continuation of the refurbishment project saw the studios being refreshed. This was done in parallel to an additional project funded by the National Lottery 'Awards for All' scheme, designed to deal with keeping the studio temperatures at a more acceptable level for a working environment.

The initial temperature-control solution was going to be based on air-conditioning equipment however a review of both Covid mitigation and equipment running costs identified that a significantly increased flow of fresh air would be a more appropriate solution. The majority of this work was completed during the year with final completion works rolling-over to 2022.



Through the year many of the team returned to broadcasting from the central studios in Baltic Chambers, plus we also added a new show from a former volunteer who re-joined with programmes from his home in America.



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	January	2021		31	December	2021

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	12,826				12,826	1,772
Legacies					-	
Grants	2,500				2,500	12,500
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings	1				1	12
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	15,327	-	-	-	15,327	14,284
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	15,327	-	-	-	15,327	14,284
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	14,629	6,522			21,151	20,460
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	14,629	6,522	-	-	21,151	20,460
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	14,629	6,522	-	-	21,151	20,460
Net receipts / (payments)	698	(6,522)	-	-	(5,824)	(6,176)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	698	(6,522)	-	-	(5,824)	(6,176)

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	4,718	9,850			14,568	20,726
	Surplus / (deficit) shown on receipts and payments account	698	(6,522)			(5,824)	(6,176)
						-	
						-	
	Cash and bank balances at end of year	5,416	3,328	-	-	8,744	14,550
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-


	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Robert Crow	07 January 2022

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

The unrestricted funds are used to meet the day-to-day running costs of the Service. The restricted funds are donations/grants for specific projects.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b) **X**

C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b) **X**

C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

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Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
John Laurie (Member)	625				625	542
John Douglas (Member)	600				600	600
Various donations via PayPal	266				266	
HMRC Giftaid	466				466	
Robert MacKenzie (Member)	15				15	
Charlie Murphy (Member)	5				5	
Anonymous Donations	10,400				10,400	
David Semple (Member)	17				17	
Robert Crow (Member)	127				127	148
Membership Fees	165				165	173
Online Foundation/Everyclick/Give as you live	109				109	147
Amazon SMILE refund	31				31	5
Jim Brannigan					-	45
Postage refund					-	14
Music Magpie					-	60
Scratchcard fundraisers					-	50
Total	12,826	-	-	-	12,826	1,784

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
National Lottery			-	8,000
Templeton Goodwill Trust	1,500		1,500	1,500
The Corra Foundation			-	3,000
Dentons UK - MEB Charitable Trust	1,000		1,000	
Total	2,500	-	2,500	12,500

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Total	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Rent	10,072				10,072	10,102
Electricity	1,182				1,182	2,138
Telephone	869				869	875
Insurance	1,410				1,410	1,237
Equipment and Repairs	-				-	427
Internet Radio	127				127	131
PPL Licence	529				529	
HBA Membership	50				50	
IRN Subscription	390				390	
Air Conditionion upgrade		6,522			6,522	
Misc expenses					-	2,333
Production office upgrade					-	3,217
Total	14,629	6,522	-	-	21,151	20,460

Additional analysis (2)

5 Breakdown of unrestricted funds

Main Fund

					Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	12,826				12,826	1,784
Legacies					-	-
Grants	2,500				2,500	12,500
Receipts from fundraising activities					-	-
Gross trading receipts					-	-
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	-
Gross receipts from other charitable activities					-	-
Sub total	15,326	-	-	-	15,326	14,284
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
Sub total	-	-	-	-	-	-
Total receipts	15,326	-	-	-	15,326	14,284
Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	14,629				14,629	17,243
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
Sub total	14,629	-	-	-	14,629	17,243
Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
Sub total	-	-	-	-	-	-
Total payments	14,629	-	-	-	14,629	17,243
Net receipts / (payments)	697	-	-	-	697	(2,959)
Transfers to / (from) funds					-	-
Surplus / (deficit) for year	697	-	-	-	697	(2,959)

Nature and purpose of funds
 To cover the day to day running expenses of the service

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Additional analysis (3)


6 Breakdown of restricted funds

	Studio Development Fund				Total restricted funds	Total restricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total					-	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total					-	-
Total receipts					-	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	6,522				6,522	3,217
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	6,522				6,522	3,217
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total					-	-
Total payments	6,522				6,522	3,217
Net receipts / (payments)	(6,522)				(6,522)	(3,217)
Transfers to / (from) funds					-	
Surplus / (deficit) for year	(6,522)				(6,522)	(3,217)
Nature and purpose of funds	Air Conditioning project					

APPENDIX 3



<p>Report to the trustees/members of</p> <p>Registered charity number</p> <p>On the accounts of the charity for the period</p> <p>Set out on pages</p>	Independent examiner's report on the accounts v2						
	The Hospital Broadcasting Service						
	SC009138						
	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2021	to	31	12	2021
	4 to 9						

Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.</p>		
Basis of independent examiner's statement	<p>My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the 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 accounts.</p>		
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> • to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and • to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations <p>have not been met, or</p> <ol style="list-style-type: none"> 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 		
Signed:		Date:	27/04/2022
Name:	Jordan Abraham		
Relevant professional qualification(s) or body (if any):	Graduate Trainee Accountant		
Address:	9 James Hamilton Drive Bellshill ML4 1AZ		

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.