



Annual Report & Accounts 2011

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

Registered as a Charity
SC009138

Phone : 0141 - 221 - 4043
Fax : 0141 - 204 - 0404
<http://www.hbs.org.uk>

Executive Committee Members

| | |
|---------------------|--|
| Chairman | Niall Anderson |
| Treasurer | Stephen Boardman |
| Programme Director | Niall Anderson (to 30/06/11) <i>acting</i> Philippa Murrey (from 30/06/11 to 09/10/11) David Bannerman (from 10/10/11) <i>acting</i> |
| Technical Director | David Bannerman |
| Annual Post Holders | Peggy Mack Isabel Vincent (to 01/10/11) |
| Co-Opted Members | Eileen Heuston (from 09/05/11) Charlie Murphy (from 09/05/11) Derek McHugh (from 09/05/11) |

Charity Number

SC009138

Principal Address

Suite 444
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Bankers

The Royal Bank of Scotland
1 Roadside
The Village
Cumbernauld
G67 2SS

Signed on behalf of the Executive Committee



Niall Anderson
Chairman
25th March 2012



Stephen Boardman
Treasurer
25th March 2012

Accounts independently examined



David Parsley
Divisional Financial Controller
25th March 2012

Cover Picture : HBS Members at Baltic Chambers

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 2011.

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 projects to upgrade the studios and the transmission rack to professional standards and other specific projects.

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 approximately three thousand patients in the following establishments:

- Beatson Oncology Centre (West of Scotland Cancer Centre)
- Blawarthill Hospital (*to be reconnected following site redevelopment*)
- Drumchapel Hospital
- Gartnavel General Hospital
- Glasgow Homoeopathic Hospital
- Royal Alexandra Hospital
- Western Infirmary

The majority of listeners have personal bedside radios although those in Drumchapel hospital listen via speaker systems in the day-rooms.

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 (last amended in March 2005) and managed by an Executive Committee elected by the membership at the Annual General Meeting each spring.

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 organised by the HBA plus Regional Meetings hosted by various hospital radio stations in Scotland.

The Hospital Broadcasting Service maintains a close working relationship with NHS Greater Glasgow and Clyde.

Review of Activities

Programming

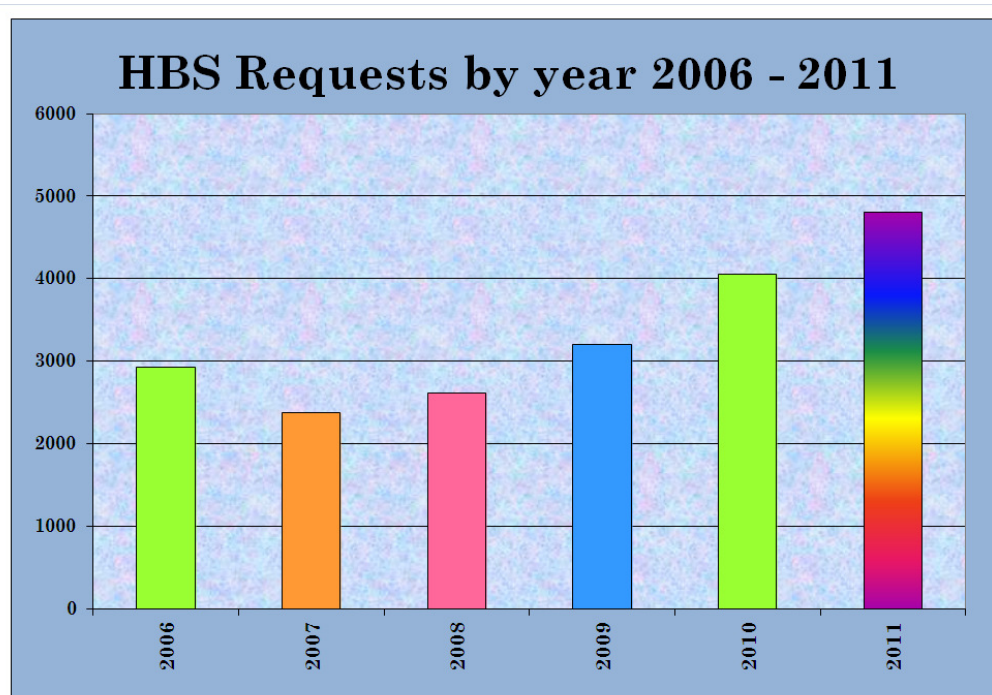
HBS has a long and distinguished track record of providing quality programmes to hospitals in the Greater Glasgow and Clyde area. Over the year, a number of changes were made to the programme schedule and to the delivery of the presenter training course. We've also added a considerable number of items to our already extensive music library which now holds over 65,000 tracks.

The Service transmits both live and automated programmes 7 days a week, 365 days a year. Every evening at 6 o'clock and 7 o'clock specialist music programmes are broadcast that are designed to appeal to specific tastes within an eclectic demographic. A new range of programmes were introduced in the 6 o'clock hour in order to give evenings a more clearly defined structure, and this also widened the scope of the genres covered.

Our nightly flagship programme, "The Open Line", gives listeners the opportunity to choose the music that they would like to hear, mixed with fun and entertainment. Patients can either ask for requests by talking to our nightly request collector teams, or by phoning us at any time of the day. If we are unable to find a requested track in our library, we have the resources to obtain a copy within minutes. Listener interaction is of prime importance during the programme, so competitions and phone-ins are run regularly, giving patients the chance to win prizes, and to speak on-air over the phone.

All request information is collated and entered into a constantly evolving database. This shows us the music that is the most popular, and allows us to guide the station's music policy. Across the year, the categories that were most popular were Easy Listening and songs from the 1970s and 1980s.

Presenter training has been revamped, and a team of 5 people has been organised to deliver this. This team looks after a number of areas including technical operations, production techniques, presentation techniques and after-care for those who have graduated from the course. The course teaches a variety of subjects required for programme presentation to a professional standard, and is flexible in terms of each trainee's abilities.



Technical Facilities

The year was very quiet in terms of technical work. Most tasks were of a first-line maintenance nature, although there were a couple of major faults that had to be repaired. The Southern General relocation project was still on hiatus, so there were no further engineering developments in this respect.

In the main, studio resources have performed admirably considering the age of most of the equipment. Studio ergonomics have been improved, and facilities which had been removed for repair have been restored. However, there were occasions when serious faults resulted in studios having to be briefly decommissioned, but due to the nature of these faults, disruption has been minimal.

Transmission facilities have proven to be reliable in general, although there have been a number of issues related to automated programme playout. It was found that the PC used for this purpose had been infected by a virus, so network security was increased. No further problems of this nature have since occurred.

Computers have been quite troublesome, and there have been frequent occasions when facilities on the network or on individual PCs were unusable. As a result, it was decided to rebuild each of the PCs, and at this time, this work is still ongoing.

Hospital reception is still hampered by the lack of working radios and availability of headsets, although the Easyview system at the Beatson, and the dayroom speaker system at Drumchapel once again prove to be the most reliable. Although the RAH has suffered from landline and distribution faults in the past, it's now on course for patients to be able to listen with the hospital management distributing new headsets.



Some of the things our volunteers do, to keep the Service running smoothly

- | | | |
|----------------------------------|-----------------------------------|-------------------------------------|
| 1. Broadcasting a Live Programme | 2. Working in the Production Room | 3. Providing PA at Highland Games |
| 4. Meeting with NHS Management | 5. Fund-Raising at Silverburn | 6. Collecting Requests on the Wards |

Record Library

The Record Librarian role continued to attract a steady number of enquiries through the year, though we were only able to offer positions to a small number of people. The librarians have continued working their way through a vast amount of material, concentrating on cataloguing donations of CDs and also dealing with transferring audio from 'older' formats into digital files.

Librarians also work closely with each of the evening production teams, identifying issues with the library database and with any of the recordings held.

Hospitals/Wards Served

A number of wards previously served were refurbished and in the process lost their bedside radio equipment. However the number was small and had no effect on listening figures which continued their upward pattern of recent years, with a 19% increase in patient record requests.

Membership

The number of volunteers dipped slightly with just under eighty people involved in the running of The Service. This drop was a result of stabilising the number of people required to run the Service effectively rather than a drop in interest. In 2006 we introduced a waiting list because the steady stream of interest from potential volunteers exceeded operational needs. The list remained in place during 2011, and maintains an average of between twenty and thirty names.

Accommodation

In 2007 NHS Greater Glasgow and Clyde advised that we were to be offered rent-free accommodation at the city's Southern General Hospital. The NHS continued to advise that there was a delay to implementing this, although the groups who were using the earmarked rooms have now been relocated, leaving the facilities currently vacant. A number of meetings were held between the NHS Estates team and the Hospital Broadcasting Service management, to confirm the facilities required and the associated costs.

Outline plans previously developed, continued to be discussed, with the year ending in anticipation that in 2012 approval would be granted for the project and works would be able to commence at some point in the year.

In the meantime, the organisation is continuing to operate from the cramped studio complex that it rents within Baltic Chambers in Glasgow City Centre. Due to the limited space available, a number of materials that have been donated for use in the relocated studio complex have continued to be stored at a combination of the Southern General Hospital and members' homes.



*Proposed New Studio Location at
Southern General Hospital*

The limitation of available working space at Baltic Chambers also means that there is a restriction on the number of people that can join our teams. This in turn limits the amount of development of new programme ideas that we are able to work on.

Operational Management

The Executive Committee continue to meet monthly to discuss the major strategic direction that the organisation should be taking and make appropriate decisions.

Management of each evening's operations is entrusted to a member who has the role of Supervisor. The Supervisors are appointed by the Executive Committee from within the Ordinary Membership and are responsible for ensuring the smooth running of the evening including the programme production and hospital visiting aspects. They also deal with any external or internal enquiries, providing guidance to fellow volunteers and ensuring that information is disseminated and agreed policies are followed.

The Supervisors and Executive Committee hold a joint meeting every two months to ensure procedures are kept up to date and that there is consistency across evenings.

The Supervisors team also held another of their very productive annual 'away days' to investigate in detail the best practice for operating the organisation. In addition to the opportunity of having a whole day to discuss ideas, there are the benefits of the social aspects too. These meetings have been felt to be extremely beneficial to all concerned and are now an established part of the annual cycle of events.

Outside Broadcasts

The Service has a wide array of specialist equipment which allows it to conduct outside broadcasts from hospital wards or even the middle of a muddy field. The equipment is used for regular recording and live programme inserts, in addition to the use of the equipment for providing music and Public Address facilities at fund-raising events.

Fund-Raising

There was on average, one fund-raising event per month during the year. Many of these were bucket collections at major stores and shopping centres. The main locations we collected at were IKEA, Braehead Shopping Centre and Silverburn Shopping Centre.

The average amount raised at bucket collection events has started to increase, having been noticeably down the previous year as a result of the economic downturn.

Individual members organised personal fund-raising events, and also successfully nominated the Service as a potential beneficiary for community cash funds from two Glasgow supermarkets.

The Annual General Meeting once more endorsed the policy that all active members have to support and share the fund-raising requirements of the Service.

Assets

The Service holds assets as valued at the lower of cost or valuations as follows:

| <u>Category</u> | <u>Value (£)</u> |
|--|------------------|
| Studio Electrical Equipment | 68,604 |
| Library Stock – CDs, records and tapes | 21,218 |
| Other contents | 5,000 |
| Total | 94,822 |

Future Development

Programming

It's hoped that the throughput of the presenter training course will be increased in order to enlarge the pool of available presenters. This would allow presenters to be re-allocated to different programmes, creating an option of a two-month-on, two-month-off approach to scheduling, potentially allowing the expansion of the types of programmes offered.

An increase in speech-based programmes is also under consideration. Documentaries, interviews, and discussions would be included within this field, and in the past, high quality dramas have been produced, so it is intended that this should continue.

To allow for more patient interaction, a live bingo game will be broadcast. Initially this will be dedicated to the Beatson, but it could potentially be extended to other hospitals in the future.

Hospitals

We will continue to work with the hospital sites to ensure the maximum numbers of patients are able to receive and participate in our broadcasts. It is anticipated that we will also have an increased presence of our volunteers on the wards recording 'get well messages' from visitors and relatives and also patients introducing their own requests, some of these being real-time live inserts using National Lottery-funded equipment.

Discussions will also continue with NHS management as the plans for the redevelopment of Blawarthill Hospital are finalised.

If the studio relocation proposals go ahead, the way that the broadcast output can be split among various hospitals will also be investigated further. This will provide the ability to run parallel request programmes so that we can be sure to offer the best possible service to our listeners.

Technical

Although we're still waiting to be given the go-ahead to begin the relocation of the Service to the Southern General, preparatory work has continued. Various site visits have taken place, and this has resulted in plans for two new studios to be constructed

Due to the expense of the overall project, research and development work has begun in order to find ways to reduce the budget for proposed technical facilities. This includes the implementation of equipment for signal distribution and routing, as well as the potential re-use of equipment currently installed at Baltic Chambers.

Other plans for the technical infrastructure to be commissioned at the Southern General complex have yet to be finalised. Once a decision is made to allow the relocation to begin, and the exact nature of the equipment to be installed is known, these plans will be completed.

In the meantime, it is planned to upgrade the existing computer network. New PCs are planned to be purchased, which will allow the current machines to be re-used for less demanding roles. It's also hoped that the server's storage capacity will be increased, as the current system is reaching its limit.



Glasgow Homoeopathic Hospital



Beatson Oncology Centre



Blawarthill Hospital



Gartnavel General Hospital



Royal Alexandra Hospital

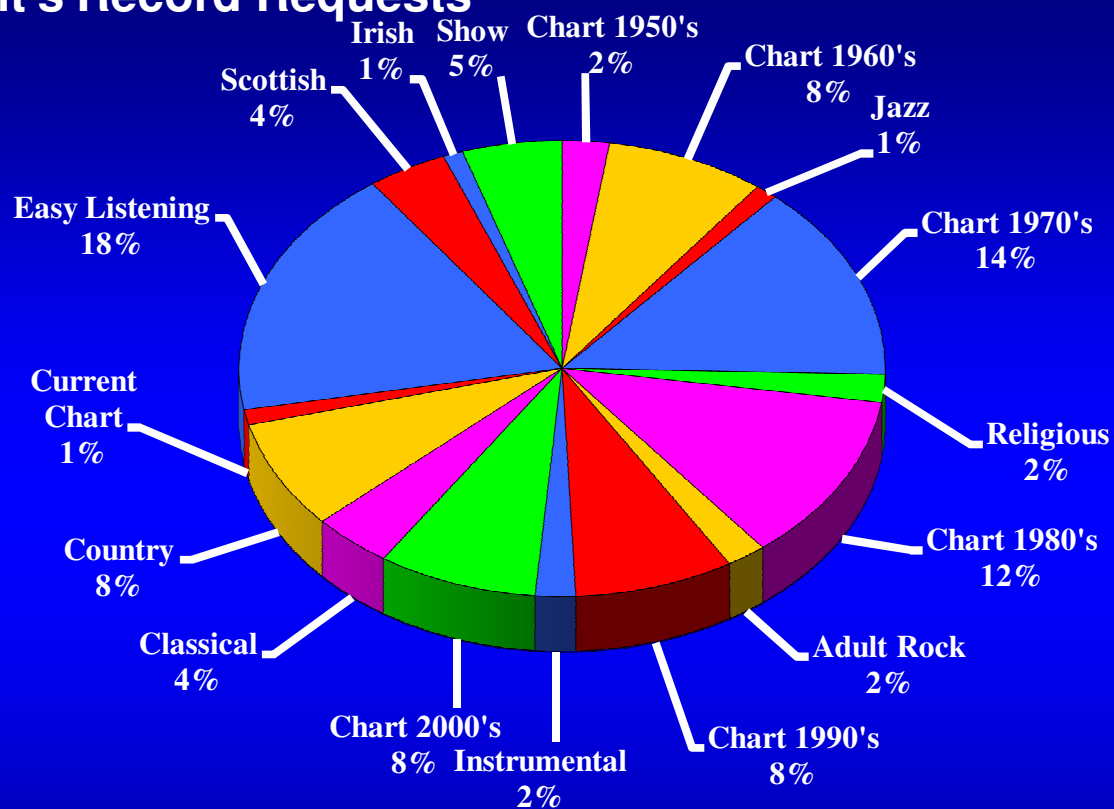


Drumchapel Hospital



Western Infirmary

Patient's Record Requests 2011



Receipts and payments accounts

| For the period from | Period start date | | | to | Period end date | | |
|---------------------|-------------------|---------|------|----|-----------------|----------|------|
| | Day | Month | Year | | Day | Month | Year |
| | 01 | January | 2011 | | 31 | December | 2011 |

Section A Statement of receipts and payments

| | Unrestricted funds | Restricted funds | Expendable endowment funds | Permanent endowment funds | Total funds current period | Total funds last period |
|---|--------------------|------------------|----------------------------|---------------------------|----------------------------|-------------------------|
| | to nearest £ | to nearest £ | to nearest £ | to nearest £ | to nearest £ | to nearest £ |
| A1 Receipts | | | | | | |
| Donations | 7,375 | 1,017 | | | 8,392 | 6,238 |
| Legacies | 200 | | | | 200 | |
| Grants | | 2,132 | | | 2,132 | 2,048 |
| Receipts from fundraising activities | 8,231 | | | | 8,231 | 7,916 |
| Gross trading receipts | | | | | - | |
| Income from investments other than land and buildings | | | | | - | |
| Rents from land & buildings | | | | | - | |
| Gross receipts from other charitable activities | | | | | - | |
| | | | | | - | |
| A1 Sub total | 15,806 | 3,149 | - | - | 18,954 | 16,202 |
| A2 Receipts from asset & investment sales | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| A2 Sub total | - | - | - | - | - | - |
| Total receipts | 15,806 | 3,149 | - | - | 18,954 | 16,202 |
| A3 Payments | | | | | | |
| Expenses for fundraising activities | | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | 13,325 | | | | 13,325 | 12,571 |
| Grants and donations | | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| Other | | | | | - | |
| | | | | | - | |
| A3 Sub total | 13,325 | - | - | - | 13,325 | 12,571 |
| A4 Payments relating to asset and investment movements | | | | | | |
| Purchases of fixed assets | | 1,713 | | | 1,713 | 2,503 |
| Purchase of investments | | | | | - | |
| A4 Sub total | - | 1,713 | - | - | 1,713 | 2,503 |
| Total payments | 13,325 | 1,713 | - | - | 15,038 | 15,074 |
| Net receipts / (payments) | 2,481 | 1,436 | - | - | 3,917 | 1,128 |
| A5 Transfers to / (from) funds | | | | | - | |
| Surplus / (deficit) for year | 2,481 | 1,436 | - | - | 3,917 | 1,128 |

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Section B Statement of balances

| Categories | Details | Unrestricted funds | Restricted funds | Expendable endowment funds | Permanent endowment funds | Total current period | Total last period |
|---------------|--|--------------------|------------------|----------------------------|---------------------------|----------------------|-------------------|
| | | to nearest £ | to nearest £ | to nearest £ | to nearest £ | to nearest £ | to nearest £ |
| B1 Cash funds | Cash and bank balances at start of year | 1,261 | 3,708 | | | 4,970 | 3,841 |
| | Surplus / (deficit) shown on receipts and payments account | 2,481 | 1,436 | | | 3,916 | 1,128 |
| | | | | | | - | |
| | | | | | | - | |
| | Cash and bank balances at end of year | 3,742 | 5,144 | - | - | 8,886 | 4,969 |
| | (Agree balances with receipts and payments account(s)) | - | 0 | - | - | - | 0 |

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

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

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



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

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

Signature

Print Name

Date of
approval

| | | |
|---|------------------------------|---------------|
|  | Stephen Boardman (Treasurer) | 25 March 2012 |
|  | Niall Anderson (Chairman) | 25 March 2012 |

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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 for specific projects.

| | Type of activity or project supported | Individual / institution | Number of grants made | £ |
|-----------|--|--------------------------|-----------------------|-------|
| C2 Grants | Purchase of Solid State Sound equipment | Red Nose Day | 1 | 1,139 |
| | Purchase of toolchest and sundry equipment | | 1 | 574 |
| | | | | |
| | | | | |
| | | | | |
| | | | Total | 1,713 |

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 |
|--|---|

| | Authority under which paid | £ |
|------------------------------------|----------------------------|---|
| C3b Trustee remuneration - details | None | |
| | | |
| | | |
| | | |
| | | |

C4a Trustee expenses

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

| | | Number of trustees | £ |
|--------------------------------|------|--------------------|---|
| C4b Trustee expenses - details | None | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | Nature of relationship | Nature of transaction | Transaction amount (£) | Balance outstanding at period end (£) |
|---|------------------------|-----------------------|------------------------|---------------------------------------|
| C5 Transactions with trustees and connected persons | None | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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 £ |
|--|------------------------------------|----------------------------------|--|---|--------------------------------------|-----------------------------------|
| M McCollum (member) Community work | 300 | | | | 300 | |
| Red Nose Day | | 975 | | | 975 | |
| Interest | | 2 | | | 2 | |
| Car Raffle | | 40 | | | 40 | |
| Donation for use of equipment | 100 | | | | 100 | |
| Peggy Mack (member) | 30 | | | | 30 | |
| MEB Charitable Trust | 1,100 | | | | 1,100 | |
| W Munro (Rehab) | 250 | | | | 250 | |
| Estate of Stephen McKee | 200 | | | | 200 | |
| Isabel Vincent (member) | 4 | | | | 4 | |
| Charities Trust | 378 | | | | 378 | |
| Fiona Palmer (member) | 110 | | | | 110 | |
| Maureen McCollum (member) | 26 | | | | 26 | |
| Dandy's Records Hull - purchase of surplus vinyl | 200 | | | | 200 | |
| The Endrick Trust | 2,500 | | | | 2,500 | |
| Waitrose Newton Mearns | 480 | | | | 480 | |
| Angela Campbell (member) | 50 | | | | 50 | |
| CAF Voucher from Ernst & Young | 500 | | | | 500 | |
| Waitrose Byres Road | 280 | | | | 280 | |
| NHS Greater Glasgow - FM Licence repayment | 662 | | | | 662 | |
| Broomhill Badminton Club | 50 | | | | 50 | |
| Various member donations | 355 | | | | 355 | |
| | | | | | - | |
| Total | 7,575 | 1,017 | - | - | 8,592 | - |
| | reference | - | - | - | reference | reference |

2 Grants

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|---------------------------------------|------------------------------------|----------------------------------|--------------------------------------|-----------------------------------|
| East Dunbartonshire Community Council | | 2,132 | 2,132 | |
| | | | - | |
| | | | - | |
| Total | - | 2,132 | 2,132 | - |
| | - | - | - | reference |

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 | 6,902 | | | | 6,902 | 6,902 |
| Electricity | 1,461 | | | | 1,461 | 1,393 |
| Telephone | 1,292 | | | | 1,292 | 1,302 |
| Insurance | 982 | | | | 982 | 1,081 |
| Equipment & Repairs | 941 | | | | 941 | 410 |
| Stationery & Administration | 678 | | | | 678 | 1,186 |
| Fundraising costs | 47 | | | | 47 | 57 |
| Miscellaneous | 360 | | | | 360 | 240 |
| FM Transmission Licence | 662 | | | | 662 | |
| | | | | | - | |
| Total | 13,325 | - | - | - | 13,325 | 12,571 |

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Additional analysis (2)**5 Breakdown of unrestricted funds**

| | Unrestricted fund 1 - enter name of fund below Main Fund | Unrestricted fund 2 - enter name of fund below | Unrestricted fund 3 - enter name of fund below | Unrestricted fund 4 - enter name of fund below | Total unrestricted funds | Total unrestricted funds last period |
|--|---|---|---|---|---|---|
| Receipts | | | | | | |
| Donations | 7,375 | | | | 7,375 | 5,374 |
| Legacies | 200 | | | | 200 | |
| Grants | | | | | - | |
| Receipts from fundraising activities | 8,231 | | | | 8,231 | 7,916 |
| Gross trading receipts | | | | | - | |
| Income from investments other than land and buildings | | | | | - | |
| Rents from land & buildings | | | | | - | |
| Gross receipts from other charitable activities | | | | | - | |
| Sub total | 15,806 | - | - | - | 15,806 | 13,290 |
| Receipts from asset & investment sales | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total receipts | 15,806 | - | - | - | 15,806 | 13,290 |
| Payments | | | | | | |
| Expenses for fundraising activities | | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | 13,325 | | | | 13,325 | 12,193 |
| Grants and donations | | | | | - | |
| Governance costs: | | | | | | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| Sub total | 13,325 | - | - | - | 13,325 | 12,193 |
| Payments relating to asset and investment movements | | | | | | |
| Purchases of fixed assets | | | | | - | |
| Purchase of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total payments | 13,325 | - | - | - | 13,325 | 12,193 |
| Net receipts / (payments) | 2,481 | - | - | - | 2,481 | 1,097 |
| Transfers to / (from) funds | | | | | - | |
| Surplus / (deficit) for year | 2,481 | - | - | - | 2,481 | 1,097 |

Nature and purpose of funds

To cover the day to day running expenses of the Service

Hospital Broadcasting Service

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Additional analysis (3)

6 Breakdown of restricted funds

| | Restricted fund 1 - enter name of fund below | Restricted fund 2 - enter name of fund below | Restricted fund 3 - enter name of fund below | Restricted fund 4 - enter name of fund below | Total restricted funds | Total restricted funds last period |
|--|--|--|--|--|---------------------------|--|
| | Studio Development Fund | | | | | |
| Receipts | | | | | | |
| Donations | 1,017 | | | | 1,017 | 864 |
| Legacies | | | | | - | |
| Grants | 2,132 | | | | 2,132 | 2,048 |
| 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 | 3,149 | - | - | - | 3,149 | 2,912 |
| Receipts from asset & investment sales | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total receipts | 3,149 | - | - | - | 3,149 | 2,912 |
| Payments | | | | | | |
| Expenses for fundraising activities | | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | | | | | - | 378 |
| Grants and donations | | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| Sub total | - | - | - | - | - | 378 |
| Payments relating to asset and investment movements | | | | | | |
| Purchases of fixed assets | 1,713 | | | | 1,713 | 2,503 |
| Purchase of investments | | | | | - | |
| Sub total | 1,713 | - | - | - | 1,713 | 2,503 |
| Total payments | 1,713 | - | - | - | 1,713 | 2,881 |
| Net receipts / (payments) | 1,436 | - | - | - | 1,436 | 31 |
| Transfers to / (from) funds | | | | | - | |
| Surplus / (deficit) for year | 1,436 | - | - | - | 1,436 | 31 |

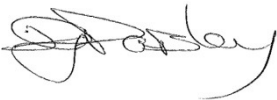
Nature and purpose of funds

For specific projects

APPENDIX 3

OSCr

Office of the Scottish Charity Regulator

| | | | | | | | | |
|--|--|---|-------------|----|-----------------|-----------------------------|-------------|--|
| Report to the trustees/members of Registered charity number On the accounts of the charity for the period | 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 | 2011 | to | 31 | 12 | 2011 | |
| Set out on pages | 9 to 13 | | | | | | | |
| 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> | | | | | | | |
| | <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> | | | | | | | |
| Basis of 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> | | | | | | | |
| Independent examiner's statement | <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <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> | | | | | | | |
| | <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> | | | | | | | |
| | Signed: |  | | | Date: | 25 th March 2012 | | |
| | Name: | David Parsley | | | | | | |
| Relevant professional qualification(s) or body (if any): | FFA FIAB MCIM | | | | | | | |
| | Address: | Trees Bowden Green Pangbourne RG8 8JL | | | | | | |