



# **WINCHESTER RADIO**

**A Charitable Incorporated Organisation  
registered in England and Wales,  
no. 1160752**

## **Trustees' Annual Report and Accounts 2020**

## **Trustees' Annual Report**

The Trustees present their Report and Accounts for the year ended 31<sup>st</sup> December 2020. The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts, and comply with the charity's Governing Document, the Charities Act 2011, and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) Second Edition (effective 1 January 2019)".

The Trustees have considered their duties in accordance with the Charity Commission's regulations. The review of activities and achievements is contained below, and the Trustees believe that it gives a true record of the work the charity has done in fulfilling its charitable purposes for public benefit.

The Trustees believe they have complied with their duty, contained in Section 4 of the Charities Act 2011, to have due regard to public benefit guidance published by the Charity Commission.

### **Organisation**

Winchester Radio is a Charitable Incorporated Organisation registered in England and Wales on 4<sup>th</sup> March 2015 and governed by a constitution signed on 26<sup>th</sup> November 2014. It merged with Winchester Hospitals Radio (WHR) in December 2015, and took over the provision of the hospital radio service at the Royal Hampshire County Hospital in Winchester. On 24<sup>th</sup> March 2019, the charity launched its new health and wellbeing community radio service, specifically for older people living in and around the Winchester area, broadcasting on 94.7FM, and online via its website and the UK Radioplayer app. During 2020, our Chief Engineer also released a "skill" enabling listeners to ask "Alexa" to "play Winchester Radio".

Winchester Radio is managed by the Charity Trustees, the majority of whom are elected by the membership. New Trustees receive a Trustee pack, which includes Charity Commission guidance on their role and responsibilities, and induction training during their first 6 months in office.

Louis Rogers, the manager of a local restaurant, became an Appointed Trustee in May 2020, to help Winchester Radio build relationships with the local business community, and to bring his business acumen to the Trustee Board. Unfortunately, the pressure of work and uncertainties affecting the hospitality sector during the pandemic meant that he had to step down only 4 months after appointment.

Jackie Smith, an existing volunteer with Winchester Radio was co-opted as an Elected Trustee by the Trustees in May 2020, with her appointment later being ratified at the AGM. She stepped down in November 2020, because of "developing commercial priorities in 2021".

Throughout the year, Winchester Radio continued to operate with no paid staff, being run entirely by a membership of volunteers.

### **Charitable Objects**

Winchester Radio has two objects:

1. "the relief of sickness, poor health and old age amongst people living in the area served by the Hampshire Hospitals NHS Foundation Trust or its successors by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; and
2. "the advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in the area served by the Hampshire Hospitals NHS Foundation Trust or its successors."

These objects are based on the model wording agreed between the Hospital Broadcasting Association (HBA) and the Charity Commission.

Winchester Radio provides a hospital radio service to patients at the Royal Hampshire County Hospital (RHCH) via the bedside entertainment system in furtherance of the first object.

It is in furtherance of the second object that Winchester Radio has launched its community radio service for the local population outside the hospital (primarily those aged over 50), with the intent of helping and encouraging them to live a healthy and active life in the local community, and thus requiring them to make less use of the health services.

### ***Related Organisations***

Winchester Radio is proud to be a member of a number of support organisations for the voluntary sector, and wish to extend our thanks and appreciation to them for the information and training they offer throughout the year.

Winchester Radio is a member of the Hospital Broadcasting Association (HBA), the national charity that supports and promotes hospital, health and wellbeing broadcasting in the UK; and the Community Media Association (CMA), the organisation which supports and advocates for community broadcasters. Our members regularly attend the national conferences and training events organised by the HBA and, during this year, the Trustees have also been represented at the CMA AGM / Training and Networking Event (these events, largely, being held virtually during the COVID-19 pandemic).

Winchester Radio is also a member of a number of other national volunteering support organisations: the National Council for Voluntary Organisations (NCVO), the Small Charities Coalition, and the Foundation for Social Improvement. Locally, Winchester Radio is a member of Action Hampshire and Community First, with our Trustees attending meetings, workshops, forums, and other events organised during the year (again, many of these networking meetings were held online in 2020 due to the pandemic).

Winchester Radio's Chairman represents Winchester Radio on a number of local community groups, forums and business networks, including: the Winchester Charity Leaders' Group; the Hampshire Volunteer Managers' Network; the Winchester Older People's Partnership; Dementia Friendly Winchester; and Winchester BID. Winchester Radio's Treasurer continues in his role as one of HBA's Trustees. Another of the charity's Trustees now represents us at the Community Radio Network meet-ups.

Winchester Radio, an active member of Dementia Friendly Winchester, works to raise awareness of dementia and promote support available to those living with dementia and their Carers. Our Chairman is a qualified "Dementia Friends Champion" with the Alzheimer's Society, and our volunteers are offered the opportunity to become "Dementia Friends".

Winchester Radio maintains a good working relationship with the nearby University of Winchester, and the team includes volunteers from the University.

Hampshire Hospitals NHS Foundation Trust (HHFT) manages the RHCH, where Winchester Radio's studio and FM transmitter are based, and where it delivers the hospital radio service. The RHCH is one of three hospitals managed by the Trust. Additionally, the NHS Trust provides community services from a range of locations. Winchester Radio's Chairman liaises throughout the year with members of HHFT's Senior Management Team, and does broadcast interviews with members of the Board and clinical staff, often to tie in with local events or current health campaigns.

Winchester Radio depends upon the services of Hospedia Ltd, the company that owns and runs the bedside entertainment system through which its programmes are delivered to patients at the RHCH.

**Review of Activities and Achievements*****Programming aims***

Winchester Radio's aim is that our service:

1. helps and encourages listeners to live a healthy, active, independent life, engaged in the social life of the local community; and
2. where this isn't possible (for example due to ill-health), to help reduce boredom and social isolation by playing a great selection of music and keeping listeners in touch with what is happening locally;

with the ultimate aim of improving the quality of people's lives as they get older, and thus reducing the need for support from the local health and care services.

Key commitments written into the Ofcom licence require that Winchester Radio provides a service:

- primarily for people aged 50 and over, living in Winchester and the surrounding area;
- to help improve health and wellbeing; and
- that offers music and speech to entertain and engage the local community;

consisting of:

- music: a wide variety of pop, rock, jazz, easy-listening, and country, all from the 1950s through to the present day, with classical and specialist music also featuring;
- speech: community information, local news, features and interviews, with a focus on content designed to encourage and promote good health and wellbeing;

with a minimum of 70 hours per week of original output (output that is first produced for and transmitted by Winchester Radio).

It is important that the tone of our service doesn't sound like we are preaching at people – that would just turn listeners off. We aim to provide a mix of music and information tailored to the needs and interests of the older generation in Winchester – who are under-served by other local radio stations. Our music mix is distinctive, and our hyper-local focus on Winchester and the immediately surrounding villages is unique in this area and, we believe, highly attractive. Having attracted our audience, we then use behavioural economics ("nudge theory") to subtly encourage listeners to make the best lifestyle choices for their own health and wellbeing. In pre-pandemic times, we told them about:

- all the enticing events happening on their doorstep;
- the range of local participative sports clubs they can join;
- the great number of other social groups, charities and other organisations they can get involved with;
- the wide range of local support groups for those with long-term health conditions;
- the cultural scene in and around the city; and
- important local government plans, consultations, and decisions that might affect their lives;

and encouraged listeners to get involved.

Some of the community events and gatherings in Winchester on local issues, during January and February which we were able to attend and/or cover with interviews and special features, pre-pandemic restrictions and lockdown kicking in, were:

The Wessex Wellness Hub event at the Guildhall; the Community Fair at Colden Common Community Centre to mark 'Village Halls Week'; the University of Winchester's "Volunteering and Community Champions Awards"; The Winchester Churches Nightshelter's Information Open Weekend; Winchester BID's launch of the "Winchester Business Excellence Awards" for 2020; the launch event for Winchester City Council's

new crowdfunding platform for the local voluntary/not for profit sector; plus, Winchester Rotary's annual fundraising Pancake Race in the grounds of Winchester Cathedral.

**Obviously, the coming together for community events all changed in March 2020 with the introduction of the UK's first lockdown due to coronavirus. However, despite the pandemic curtailing actual physical events, Winchester Radio did over 175 broadcast interviews during the year; and had an average of over 220 volunteer hours/week producing on average 97 hours of original programming per week.**

### ***COVID-19 information and support service***

As soon as it became clear that there was a major public health emergency about to hit the UK, the Trustees started putting emergency plans in place. We were fortunate that we already had the ability to securely remotely administer our computer systems. By the time the first lockdown was announced, with its stark instruction to "stay at home", we had rolled-out remote broadcasting to a small core of our presenters, and over the coming weeks and months, with financial support in the form of grants, we were able to extend this to all of our presenters and contributors, along with remote access to systems for a number of other volunteers.

Almost overnight, our service changed from encouraging listeners to get out of their homes and being active – physically, mentally, and socially – to being a source of information, support and comfort to everyone suddenly finding themselves unable to go out, or access their usual support networks. Much local support information was being made available only electronically, and with many of our older listeners either not having internet access, or not being confident in using technology, they were being digitally excluded. Within days, we introduced daily information bulletins in the 9am, 4pm and 7pm hours, relaying local information and signposting listeners to sources of support as the news came in; coverage included provision of hot food deliveries for the vulnerable, help getting shopping and prescriptions if shielding, and the local Coronavirus helpline for accessing further support. These additional bulletins continued throughout the first lockdown, and regular public service announcements, which replaced the bulletins once the situation stabilised and updates weren't needed several times a day, have continued.

We heard from listeners concerned that they would be isolated from their church community. As a result, we worked with Churches Together in Winchester to broadcast a streamed service from one of seven participating local churches every Sunday evening from the first weekend of lockdown – something that we are intending to continue until pandemic restrictions are finally lifted. From March until October, Winchester Cathedral produced and published online a daily reflection, which we obtained permission to rebroadcast each evening.

Recognising that living through lockdown was a shared experience by all our listeners, although each would have their own personal challenges and family situations, we introduced special uplifting features on "lockdown living", and "birthdays in lockdown" for our listeners (and our volunteers) to get involved with and inspire others, sharing the positives, and things that helped them, and inspiring others. Our Chief Engineer also produced a series of short "tech talks" for broadcast during the first lockdown, with beginners' guides to the various common forms of technology that could help people keep in touch with loved ones, such as "WhatsApp", "Facetime", and "Zoom".

Our volunteers learned new skills of interviewing guests "down the line", via the likes of "Zoom", from their homes and, like many other media outlets, we ended-up with probably a greater number and wider mix of guests – both local and national – than we would have expected, with everyone freely giving much more of their time than would usually be available.

We were also fortunate in being able to benefit from a range of features and programmes produced by professional independent programme-makers and made available free-of-charge to community radio stations as a result of funding from the Dept of Digital, Culture, Media & Sport via the Audio Content Fund:

- **60 Second Support** - Daily mental health advice packages, to help listeners deal with a range of mental health challenges being amplified by the coronavirus crisis;
- **Caring for Carers** - A series of short-form interviews with carers and those they care for, hosted by Gyles Brandreth;
- **Homeschool Helpers** - Home-schooling tips to parents that might benefit from a bit of extra advice, from helping their kids get the best out of learning at home, to looking after their own mental health;
- **Primetimers** - 15-min programmes for the over-70s, produced by the over-70s, and broadcast weekly during lockdown; and
- **The Wellness Workout** - a two-week series of twice-daily features with mindfulness experts at breakfast and later in the day.

In addition, we broadcast **Word on Health**, an editorially independent weekly radio series creating awareness on conditions and diseases that don't get coverage elsewhere on UK radio.

We also linked-up with virtually all other UK radio stations, large and small, to broadcast the **Mental Health Minute** at 10:59am on Monday 18<sup>th</sup> May.

All of these programmes/features helped us to further our underlying aim of promoting health and wellbeing.

As in previous years, we supported and ran awareness campaigns on-air for a number of health-related topics, and interviewed medical professionals including Dr Sarah Jarvis about both the flu-vaccination and later in the year, about COVID-19 vaccinations; Michael Smith, Lead Consultant Gynaecological Cancer Specialist at the world renowned Christie Hospital; and local NHS staff about their work through the pandemic, including members of the Board at HHFT, GPs, nurses, and mental health specialists.

With no government funding for the Community Radio sector being given for the broadcast of official government "Public Health England" COVID-19 centrally produced "Public Service Announcements" (despite money being paid to the commercial radio stations for broadcast of these, and to the press for publication of similar official full page health campaign COVID-19 advertisements), the Trustees of Winchester Radio felt it was essential for us as a charity, concerned with the health of our local population, to run the official COVID-19 trails. We did this throughout the pandemic, updating our broadcast systems with new PSAs as soon as government advice changed, and our team of volunteers, ensuring they stayed up-to-date with local changes too, and signposting our listeners to support services as needed. COVID-19 rates within the Winchester area remained relatively low throughout 2020.

The Trustees also remained mindful of mental health of its audience during the pandemic, and plenty of support information was shared in this regard too. In addition, Winchester Radio regularly broadcast the "Keep Talking" campaign public service announcements, independently produced and made available to us free of charge by John Calvert from "Voiceovers United" and featuring over 70 professional and well-known UK voice-over artists. An interview with John about how this ambitious project during the first lockdown came about also featured in our interviews of 2020.

We provided a range of cultural experiences for our audience in 2020, including:

- **Hampshire HistBites** – linking up with the team from Winchester Heritage Open Days who produce the podcasts "Hampshire Histbites", we started broadcasting these episodes on local heritage and social history.
- **Memory Lane** – we regularly cover environmental issues on-air at Winchester Radio, so it was great during lockdown to be able to broadcast this climate-change play by Holly Gammage, a student at the University of Winchester.
- **Macmillan Cancer Support "Follow the Stars" Concert** – a charity carol concert.
- **Carols by Candlelight** – a special local service from the Winchester Baptist Church.

- **NHS Christmas Carol Service** – held virtually this year, to celebrate our wonderful NHS.
- **Music and the Spoken Word** – A series of festive concerts and readings featuring The Tabernacle Choir at Temple Square, with celebrity guests, including Hampshire's Hugh Bonneville.
- **Carols on the Doorstep** – a national initiative which local organisers of the Chat-Tea Café in Winchester suggested to us it would be great if Winchester Radio could run locally, so we did! A beautiful event where we produced and circulated a carol sheet, got the community involved, sourced carol recordings from local churches and choirs, and got people singing on their own doorsteps, as they couldn't come together for traditional carol services. Many people engaged and thanked us for running this.

Winchester Radio also broadcast many nostalgic features for our older audience in 2020, including interviews with those who had first-hand memories of VE Day in 1945, a VJ Day specially-themed Readings and Concert including music from the young musicians who were part of the Hampshire Music Service; and coverage of the "Friends of King Alfred Buses" as part of the Winchester Heritage Open Days.

When restrictions lifted for a while in the summer, we also got out to the community events and did interviews, such as the re-opening to the public of the Winchester Science Centre and Planetarium with its new Sound Exhibition; and the archaeological dig organised by the Hyde 900 group. And we were pleased to take an active part and run special programmes for "Local Radio Day" in October.

2020 was clearly a difficult and sad year for many who lost loved ones, whether to COVID-19 or any other illness. So, in arrangement with the new Winchester Hospice and All Saints Church in Winchester, we broadcast the "Light Up A Life" service they organised, so listeners could take part through the radio, and remember loved ones.

### **Feedback and Recognition of our Entirely Voluntary Efforts**

#### **Some of the messages from our listeners**

"You are doing such a great job in the Winchester community! Radio is so important, and a lifeline for so many people."

"The Hospital Radio and Winchester Radio services are an invaluable way to keep in touch for those living alone or not getting out much. Thanks to all of you!"

"I would like to thank you, on behalf of myself and the family, you are doing a wonderful job at bringing families together through the power of music."

"Your service has gone a long way to making a difficult time for me and my family more bearable [...] I've really enjoyed listening to your radio whilst I've been in hospital."

"Our family really enjoyed [Carols on the Doorstep] - thank you for organising such a lovely community event."

#### **Some of the messages from local community organisations and charities**

*Badger Farm Community Centre's 'Chat-Tea Cafe':*

"Thank you so much for mentioning the lunch and your kind words on air. You all do a phenomenal job providing the community with a local radio station which is so important. An amazing resource and the cafe really appreciate the support."

*All Saints Church, Winchester:*

"Thank you for all you are doing to support the churches via the radio. We really appreciate it! I know of a number of folks who choose to listen to the services because they are not able to access the online content and they are hugely grateful for it."

*Winchester & Eastleigh Diabetes Support Group:*

"It was amazing coverage and we really appreciate it. I had over 40 at the meeting last night so encouraging. Thank you so much you do an amazing job. Thank you!"

*Home Instead Central Hampshire:*

"The Christmas Party had over 40 attendees following a piece from Winchester Radio, so thank you very much. We had loads of people come to the Christmas party at the Community Centre who told us that they had heard about the event on Winchester Radio."

### **Awards**

It was a real honour in 2020 that our volunteer efforts to support those in need during the pandemic were acknowledged at both a national and a local level.

#### **Community Radio Awards**

For the first time since we launched as a community radio station in 2019, we were able to enter the annual Community Radio Awards, and we were delighted that our Trustee and Chief Engineer volunteer, Paul Blitz, was shortlisted in the Top 5 of the "Sage Person" category (Volunteer over 60) – Paul had delivered broadcasting equipment and trained volunteers remotely or in their gardens very quickly on how to broadcast from home.

#### **Mayor of Winchester's "Local Hero Awards"**

The Mayor of Winchester's Local Hero Awards were launched in September 2020 to recognise those who have put others before themselves, and selflessly supported those in need with acts of kindness during the COVID-19 pandemic. The Local Hero Award offered residents the chance to celebrate unsung heroes from across the district. Winchester Radio received several nominations from the public and was over the moon to be given the award, along with our Chairman and trustee Anna O'Brien, who was also amongst the Local Heroes put forward by the public for her dedication as a volunteer helping others since the outbreak of COVID-19 and the resulting lockdown.

#### **University of Winchester "Community and Volunteering Champion Awards"**

For the second consecutive year, the University of Winchester held these awards to celebrate and recognise the volunteering efforts of both their students and staff in supporting others. It is uplifting and inspiring to hear the difference these volunteers are making in our community, and we were thrilled that, in 2020, our own volunteer, Joshua Dodd, won the "Student Community Volunteering Champion" category. The award was in recognition of supporting the community and the older generation in particular, through his sterling volunteering efforts with Winchester Radio.

### **Media coverage and publicity**

2020's long periods of social restrictions and lockdowns prevented many community gatherings and events taking place, which Winchester Radio would have had a presence at. We are very grateful therefore to local media who covered our charity's news stories, notably our "Carols on the Doorstep" event which featured in local press, radio and regional TV; plus our local churches, and community organisations who featured us in their newsletters, parish and community magazines and on their websites, helping to signpost local listeners to our hyper-local community radio service, and help keep them connected.

### **Acknowledgements**

All Winchester Radio's activities have only been possible through the sterling efforts of a dedicated team of around 25 regular volunteers, supplemented by a number of additional volunteers providing ad-hoc support, putting in literally thousands of hours of effort, and we'd like to take this opportunity to thank them for their continued time, energy and commitment throughout a very challenging year.

We remained mindful, through the year, of the welfare of members of our team who, as everyone else during the pandemic, were juggling priorities, some were working from home for their jobs, or in industries badly affected by the pandemic meaning they were furloughed, plus, of course they had their own family situations and restrictions on visiting loved ones, living further away, in care homes, or who were poorly. Some of our team also had to shield due to long-term conditions or being in the vulnerable age groups. When the first lockdown kicked in, the trustees introduced new ways for volunteers keeping in touch, including our Chief Engineer setting up a "WhatsApp" group

for volunteers; phone calls to older members of the team living alone, to catch-up and check-in; and we ran a number of online meetings and socials for the team as well. 2020 was a difficult year for everyone, but we are fortunate to have such a caring team of people who look out for each other, as well as the community we serve.

We are grateful also to our volunteers for their resilience and willingness to adapt to changing circumstances so quickly, and readily help the charity in new roles. Our ward visiting volunteers, who could no-longer visit patients in person due to the pandemic, engaged in other tasks: helping out with music library work etc, and one of them became our first "allotment correspondent"!

Overall, we conservatively estimate that the volunteer team has given over 11,500 hours of their time to the charity during the year. Using the standard Ofcom [volunteer rates](#), this is worth over £128,000.

In what has become a bit of a Winchester Radio tradition, after the formal business of the AGM, a number of "Certificates of Appreciation" were presented to members of the team who had gone the extra mile this last year in their volunteering for the station:

- **Paul Blitz** for dealing with technical emergencies at all hours of day and night, and for distributing remote broadcasting equipment at the start of lockdown.
- **Nigel Dallard** for editing the Daily Reflection from the Cathedral, and the weekly church service.
- **Jane Gill** for using her contacts to get a £1,000 sponsorship deal.
- **Kevin Gover** for his unwavering commitment to producing local news bulletins.
- **Jackie Smith** for her efforts hosting and sourcing prizes for the fundraising Coffee Morning.

We are thankful to Hampshire Hospitals NHS Foundation Trust for their ongoing support for what we do, and for continuing to provide us with free accommodation, worth almost £8,500.

Small charities such as Winchester Radio do not have the financial means to spend funds on professional services, cloud-based IT systems and advertising, so we are incredibly grateful that many businesses, large and small, have supported us during 2020.

We'd also like to thank the many individuals who have donated to Winchester Radio during 2020.

### ***Financial Performance***

Overall, Winchester Radio is financially sound and has significant cash reserves, even after the challenging year caused by the COVID-19 pandemic.

At the end of 2020, Winchester Radio had total cash reserves, in-hand and at the bank, of just over £53,000 (2019: just under £41,000), of which £7,850 (2019: approx. £2,600) is restricted funds.

The £3,800 of trade debt in the accounts is primarily made up of a grant from Winchester City Council, the conditions for payment of which were met before the end of the year, but which was received in early 2021. There is also just over £400 due from HMRC in the form of a VAT refund (2019: £6,500), as well as small amounts relating to text donations made in late December and Gift Aid on donations made in late December. All funds were received in Quarter 1 of 2021. The almost £900 (2019: £1,100) of prepayments relate to end-of-year adjustments, where the charity has paid in 2020 for a service to be delivered in partly 2021 (for instance, it includes the part of the £850 Ofcom licence fees, paid in March, that relates to the period after 31<sup>st</sup> December 2020). The £13 of trade creditors relates to a monthly bill the Direct Debit for which was not taken until January 2021. The £70 of stock is fundraising CDs produced by the predecessor charity, Winchester Hospital Radio, and which are sold on enquiry from members of the public.

The financial performance this year enabled the Trustees to have confidence in their calculation last year that the base running costs for providing both the community and

hospital radio services for a full year is around £7,500. On this basis, the Trustees formally designated an additional £7,000 of the unrestricted reserves (primarily being made up of the VAT repayment from December 2019, which was paid by HMRC in January 2020) as being for the studio relocation/re-equipping project.

Overall assets, including tangible and intangible fixed assets, totalled just over £88,000 (2019: just under £82,500).

**Income**

Total recorded income was £37,686 (2019: £22,676), consisting of £18,209 in grants, donations and other monetary gifts (2019: £8,940), £17,284 worth of donations-in-kind (2019: £13,666), £2,167 income from trading activities (2019: £18) and £26 of bank interest (2019: £52).

In May we successfully completed a crowdfunding campaign for funds towards our relocation to larger studio premises. This brought in £5,230, and another £1,204 in Gift Aid, with fees of only £238 – a net income of almost £6,200.

A number of significant grants were received during the year:

- £3,375 from Winchester City Council, as part of its "Priority Outcomes Framework grant-funding programme (this is the second of a 3-year grant programme, with £3,750 received in 2019 and £3,000 due in 2021);
- £1,400 from Hampshire County Councillors Dominic Hiscock, Jackie Porter and Martin Tod, together with £1,204 from the Hampshire & Isle of Wight Community Foundation, to cover the purchase of equipment and software licences to enable our volunteers to broadcast and manage our studio systems from home;
- £1,250 from Winchester City Council in the form of a COVID-19 business discretionary grant which covered some of the projected loss in advertising revenue due to the pandemic and subsequent lockdowns;
- £1,000 from the Rotary Clubs of Salisbury, Sarum, and Winchester, from the proceeds of the Clarendon Marathon;
- £1,000 from Anchor Hanover, the owners of the Bishopstoke Park Retirement Village;
- £1,000 from the Community Committee of Winchester Rotary; and
- £682 from the Hospital Broadcasting Association towards the cost of making our studio at the Royal Hampshire County Hospital COVID-Secure.

Donations-in-kind included:

- free-of-charge accommodation, provided by Hampshire Hospitals NHS Foundation Trust, worth £8,450;
- £2,901 worth of free syndicated programming funded by the Audio Content Fund, all of which furthered Winchester Radio's charitable objects of promoting health and wellbeing;
- accountancy services, namely the Independent Examination of this Trustees' Annual Report & Accounts, worth £2,475, from Jonathan Poulter of Rothmans;
- free access from Google to its Workspace email and collaboration software, worth over £1,300;
- donated server software licences from Microsoft, worth over £1,000;
- free cloud-hosted Voice-over-IP telephony services, providing the charity with a memorable telephone number and remote access to make and receive calls and messages, courtesy of Nimvelo, worth over £500.

Trading income arose from:

- sales of on-air advertising to local businesses: £1,472; and
- a fundraising coffee morning hosted free-of-charge by Rick Stein's restaurant in the High Street: £695.

The coffee morning had no associated costs. The production of the commercials cost £284, meaning that advertising sales brought in just under £1,200 net – significantly less than we were hoping for before the pandemic.

A car boot sale, due to take place in September courtesy of Winchester City Council, was cancelled because of the pandemic.

**Expenditure**

Capital expenditure, at just over £4,000, was reduced compared to 2019 (£6,700). In cash terms, it was even lower because over £1,000 of that came in the form of a donation of server software licences by Microsoft, as noted above. £1,372 was spent on additional laptops and £900 on additional playout system software licences to enable our presenters to broadcast from home and facilitate remote administration of the playout system (responsible for broadcasting all our programmes). In addition, a further £173 was spent on new music for the library – now purchased in digital form from a professional media download service, rather than in the form of CDs as previously.

As expected, with the launch of the community radio service, basic running expenses increased significantly compared with 2018 - £5,399 compared with £1,706.

By far the most-significant ongoing revenue expense is music copyright licensing fees, totalling over £2,000 this year. This is followed by the Ofcom licences required to broadcast as a community radio station (£850 per annum) and insurance (£726 this year). The next two most-significant ongoing costs are the broadband internet connection and the IRN news subscription, which provides us with hourly national/international news bulletins, plus access to news stories via their "Net Newsroom" facility.

In 2020, we paid for an additional year's support from Broadcast Radio for our playout system software, as we had required significant support during 2019. Based on our much-reduced recourse to the support service during the reporting period, despite the challenges of working from home, we have concluded that it is now more cost-effective to buy support on a pay-as-you-go basis.

Banking fees include:

- a £5 per month fee charged by CAF Bank; and
- payment processing fees from PayPal (donations and fundraising ticket sales), donr (text donations) and GoCardless (membership fee direct debits).

Wherever possible, use was made of products and services made available free-of-charge or at reduced price to charities. This includes:

- the VoIP telephone system from Nimvelo;
- the anti-virus software from Bitdefender; and
- the audio stream hosting from shoutca.st.

Communications and publicity costs were much-reduced this year, at £132 (2019: £1594), as no more branded polo shirts were purchased, and the launch publicity costs were a one-off. As the pandemic forced publication of the "Winchester Today" newspaper to be paused, the value of free advertising provided to Winchester Radio dropped from £1,024 in 2019 to just £174 in 2020.

**Financial Management and Reserves Policies**

Winchester Radio has a Financial Management Policy which defines the controls to be implemented to ensure that the charity's assets are secure. This policy meets all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities (CC8)".

The charity and its predecessor have been slowly building up a reserve for an inevitable re-equipping and move of studios. Winchester Radio is currently in a small temporary studio. Ahead of the launch of the community radio service, a complete new set of studio equipment and computers was purchased, and virtually all of this will be able to be relocated to new studios.

At the time of writing, "Heads of Terms" for a lease of 100m<sup>2</sup> of floor space within the Burrell Wing of the RHCH, for new studio and office accommodation, have been agreed with the NHS Trust, and the terms of the formal lease have been agreed, although the lease has yet to be signed.

Since the end of the reporting period, the NHS Trust has commenced building works adjacent to the agreed location of the new studios, fitting out the remainder of the floorspace for use as a pharmacy and for management offices. These works allow for Winchester Radio's planned relocation and include some enabling work to divide our planned accommodation from Pharmacy, and to avoid future disruption to hospital staff when our own building work commences. Tendering processes for building and fitting-out of the new studio accommodation were undertaken three years ago, with the costs significantly exceeding the charity's current reserves. A re-costing exercise will be undertaken once the NHS Trust's works are complete, so as to ascertain the current shortfall between reserves and project cost.

It is intended that, once the studio move is complete, unrestricted reserves will return to equivalent to 1 year's cash expenditure.

### **Management of Major Risks**

The launch of our community radio service in 2019, with the attendant significant increase in running costs, was (and remains) a significant risk to Winchester Radio. The project was approved on the basis of three major income streams, all of which have risks – grant funding, commercial advertising and sponsorship, and personal donations. However, with the financial buffer afforded by the current reserves, the Trustees are confident that the charity has a long-term future. Grant funding-wise, the 3-year agreement with Winchester City Council, and a long-term relationship with Winchester Rotary provides further confidence. The first advertising sales were made during the reporting period, but the pandemic effectively made it impossible to sell further advertising during the 2020 and the first half of 2021. The inability to attend community events throughout 2020 also significantly reduced the visibility of Winchester Radio, and affected our plans for increased personal donations and memberships.

Operating as a community radio station, with programming heard across the city brings risks in the form of libel and the requirement to comply with broadcasting legislation, including the Ofcom Broadcasting Code. The transmitter and antenna were installed and commissioned by professionals, and signed-off by Ofcom, ensuring that the transmissions are technically compliant with the engineering codes. All on-air presenters receive training, on joining and then annually, on the requirements of the Broadcasting Code, and on libel. The charity's insurance includes limited libel and slander protection in the unlikely event of a complaint.

The final major risk associated with the community radio service is technical equipment failure, taking the station off-air for a significant period of time. This is compounded by the charity having a core technical team of two volunteers, both of whom, in normal times, regularly work away from home. This risk has been mitigated by installing new equipment, including spares that, as far as possible, are intended to automatically switch over in case of failure, and by the provision of remote access to the computer systems. Whilst these mitigations have not proved 100% effective, there have been no extended periods with the station off-air, and lessons are being learned to improve the resilience. Insurance cover is in place for extreme cases of equipment failure.

Another major risk facing the charity is its accommodation. The current accommodation is simply not big enough for the charity in the medium term, restricting the types of programming that it is possible to produce. However, as the charity does not hold sufficient reserves to complete studio relocation at present, there is a major risk that, despite best efforts, funds will not be forthcoming, and that this will make the charity unsustainable in the longer term.

In the meantime, in the short- to medium-term, the charity has sufficient funds to continue to provide both a hospital and community radio service, despite the disruption to funding streams caused by the COVID-19 pandemic.

**Charity Trustees**

Anna O'Brien (Chairman)

Paul Blitz

Nigel Dallard

Louis Rogers (from 25<sup>th</sup> May 2020 to 22<sup>nd</sup> September 2020)

Jackie Smith (from 25<sup>th</sup> May 2020 to 28<sup>nd</sup> November 2020)

**Charity Number**

1160752 (England and Wales)

**Principal Address**

Mailpoint MP66

Royal Hampshire County Hospital

Romsey Road

Winchester

Hampshire

SO22 5DG

**Bankers**

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill

West Malling

ME19 4JQ

**Independent Examiner**

Jonathan Poulter FCA CTA

Rothmans LLP

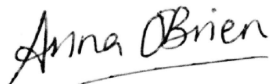
Avebury House,

6 St. Peter Street,

Winchester.

SO23 8BN

Signed on behalf of the Trustees,



Anna O'Brien

Chairman

15<sup>th</sup> September 2021



Nigel Dallard

Treasurer

15<sup>th</sup> September 2021

## **Independent Examiner's Report to the Trustees**

I report to the trustees on my examination of the accounts of Winchester Radio ("the Charity") for the year ended 31 December 2020, which are set out on pages 14 to 25.

### **Responsibilities and basis of report**

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

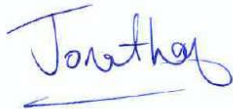
I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Jonathan Poulter FCA CTA  
Rothmans LLP  
Avebury House,  
6 St. Peter Street,  
Winchester.  
SO23 8BN

24 September 2021

**Statement of Financial Activities**  
**(incorporating an Income and Expenditure Account)**  
**for the Year Ended 31<sup>st</sup> December 2020**

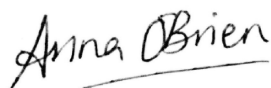
		2020		2019	
	Notes	Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
<b>Income and Endowments from:</b>					
Donations and legacies	2a	25,942	9,551	35,493	22,606
Non-charitable trading activities	2b	2,167	-	2,167	18
Investments	2c	26	-	26	52
<b>Total Income</b>		<b>28,135</b>	<b>9,551</b>	<b>37,686</b>	<b>22,676</b>
<b>Expenditure on:</b>					
Raising funds	3a	284	238	522	6
Charitable activities	3b	30,046	1,415	31,461	26,273
<b>Total Expenditure</b>		<b>30,330</b>	<b>1,653</b>	<b>31,983</b>	<b>26,279</b>
<b>Net income/(expenditure)</b>		<b>(2,195)</b>	<b>7,898</b>	<b>5,703</b>	<b>(3,603)</b>
<b>Transfers between funds</b>	9	2,679	(2,679)	-	-
<b>Net movement in funds</b>		<b>484</b>	<b>5,219</b>	<b>5,703</b>	<b>(3,603)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward					
Cash at bank and in hand		38,194	2,631	40,825	45,674
Fixed Assets		33,880	-	33,880	30,854
Debtors		7,815	-	7,815	9,600
Creditors		(106)	-	(106)	(116)
Stock		70	-	70	75
<b>Total funds carried forward</b>		<b>80,337</b>	<b>7,850</b>	<b>88,187</b>	<b>82,484</b>

# Balance Sheet

## as at 31<sup>st</sup> December 2020

				2020	2019
	Notes	Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	4a	22,750	-	22,750	25,589
Intangible assets	4b	7,617	-	7,617	8,291
<b>Total fixed assets</b>		<b>30,367</b>	<b>-</b>	<b>30,367</b>	<b>33,880</b>
<b>Current assets:</b>					
Stock	5	70	-	70	70
Debtors	6	4,684	-	4,684	7,815
Cash at bank and in hand	8	45,229	7,850	53,079	40,825
<b>Total current assets</b>		<b>49,983</b>	<b>7,850</b>	<b>57,833</b>	<b>48,710</b>
<b>Creditors:</b>					
Amounts falling due within one year	7	13	-	13	106
<b>Net current assets/(liabilities)</b>		<b>49,970</b>	<b>7,850</b>	<b>57,820</b>	<b>48,604</b>
<b>Total assets less current liabilities</b>		<b>80,337</b>	<b>7,850</b>	<b>88,187</b>	<b>82,484</b>
<b>Creditors:</b>					
Amounts falling due after one year	7	-	-	-	-
Provision for liabilities		-	-	-	-
<b>Total net assets or liabilities</b>		<b>80,337</b>	<b>7,850</b>	<b>88,187</b>	<b>82,484</b>

Signed on behalf of the Trustees,



Anna O'Brien  
Chairman  
15<sup>th</sup> September 2021



Nigel Dallard  
Treasurer  
15<sup>th</sup> September 2021

# Notes to the Financial Statements for the Year Ended 31<sup>st</sup> December 2020

## 1. ACCOUNTING POLICIES

### (a) Basis of accounting

These accounts have been prepared under the historical cost convention, with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) Second Edition (effective 1 January 2019);
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102); and
- the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

### (b) Income

#### i) Recognition of income

Income is recognised in the Statement of Financial Activities when:

- the charity becomes entitled to the resources;
- it is more likely than not that the Trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

#### ii) Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required by the FRS 102 SORP or FRS 102.

#### iii) Grants and donations

Grants and donations are only included in the Statement of Financial Activities when the general income recognition criteria, specified in the FRS 102 SORP, are met.

In the case of performance-related grants, income is only recognised to the extent that the charity has provided the specified goods or services, as entitlement to the grant only occurs when performance-related conditions are met.

#### iv) Gift Aid

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of the gift, and is treated as an addition to the same fund as the initial donation unless the donor of the terms of the appeal have specified otherwise.

#### v) Contractual income and performance-related grants

This is only included in the Statement of Financial Activities once the charity has provided the related goods or services, or met the performance-related conditions.

#### vi) Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

The cost of any stock of goods donated for distribution to beneficiaries is recognised on receipt at the fair value of those gifts at the time of their receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.

Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from the sale less any expected costs of sale, and recognised in "income from other trading activities", with the corresponding stock recognised in the balance sheet. On its sale, the value of stock is charged against "Income from other trading activities" and the proceeds from the sale also recognised as "Income from other trading activities".

Goods donated for ongoing use by the charity are recognised as fixed assets and included in the Statement of Financial Activities as incoming resources when receivable.

Gifts-in-kind for use by the charity are included in the Statement of Financial Activities as income from donations when receivable.

#### vii) Donated services and facilities

Donated services and facilities are included in the Statement of Financial Activities when received, at the value of the gift to the charity, provided the value of the gift can be measured reliably.

Donated services and facilities that are consumed immediately are recognised as income, with an equivalent amount recognised as an expense under the appropriate heading in the Statement of Financial Activities.

#### viii) Volunteer help

The value of any voluntary help received is not included in the accounts, but it is described in the Trustees' Annual Report.

## Notes to the Financial Statements

### for the Year Ended 31<sup>st</sup> December 2020 (continued)

- ix) **Income from interest, royalties and dividends**  
This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.
- x) **Income from membership subscriptions**  
Membership subscriptions, which are received in the nature of a gift, are recognised in Donations and Legacies.
- (c) **Expenditure and liabilities**
- i) **Liability recognition**  
Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources, and the amount of the obligation can be measured with reasonable certainty.
- ii) **Provisions for liabilities**  
A liability is measured on recognition at its historical cost, and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.
- iii) **Creditors**  
The charity has creditors which are measured at settlement amounts less any trade discounts.
- (d) **Assets**
- i) **Tangible fixed assets for use by the charity**  
These are capitalised if they can be used for more than one year, and cost at least £200. They are valued at cost or, if gifted, at the value to the charity on receipt.  
Depreciation is calculated on a "straight line" basis at a rate to write-off the cost of tangible fixed assets over their expected useful lives. The rates applied per annum are as follows:
- |                                |     |
|--------------------------------|-----|
| • fixtures and fittings        | 10% |
| • computers & computer systems | 20% |
| • other electronic equipment   | 10% |
| • physical music library       | 10% |
- ii) **Intangible fixed assets**  
The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but which are identifiable and are controlled by the charity through custody or legal rights. They are valued at cost or, if gifted, as the value to the charity on receipt.  
Amortisation is calculated on a "straight line" basis at a rate to write-off the cost of the intangible fixed assets over their expected useful lives. The rates applied per annum are as follows:
- |                         |     |
|-------------------------|-----|
| • software              | 20% |
| • visual branding       | 10% |
| • audio branding        | 20% |
| • digital music library | 10% |
- iii) **Stocks**  
Stocks held for sale as part of non-charitable trade are measured at the lower of cost or net realisable value. Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.
- iv) **Debtors**  
Debtors are measured on initial recognition at settlement amount after any trade discounts. Subsequently they are measured at the cash or other consideration expected to be received.

## Notes to the Financial Statements

for the Year Ended 31<sup>st</sup> December 2020 (continued)

## 2. INCOME

			2020	2019
	Unrestricted	Restricted	Total funds	Total funds
	funds	funds		
	£	£	£	£
<b>(a) Donations and legacies</b>				
Donations and gifts				
Studio relocation Crowdfunder	-	5,230	5,230	-
Donations via "Give As You Live"	49	-	49	30
Donations via Text Giving	17	-	17	5
Donations via "Amazon Smile"	15	-	15	12
Collection at Tesco, Winnall	-	-	-	75
Donations via PayPal Giving Fund	-	-	-	5
Other donations	383	-	383	146
Gift Aid	169	1,035	1,204	131
Grants (note 2d)				
Winchester City Council Priority Outcomes Framework	3,375	-	3,375	3,750
Hampshire County Council Councillor Grants	-	1,400	1,400	-
Winchester City Council Business Discretionary Grant	1,250	-	1,250	-
Hampshire & Isle of Wight Community Foundation	-	1,204	1,204	-
Clarendon Marathon	1,000	-	1,000	2,000
Bishopstoke Park Retirement Village	1,000	-	1,000	-
Winchester Rotary	1,000	-	1,000	-
Hospital Broadcasting Association	-	682	682	-
IBM UK Trust	-	-	-	1,560
Shentons Solicitors	-	-	-	576
Thomas Roberts Trust	-	-	-	250
Membership subscriptions	400	-	400	400
Donated goods, facilities & services (note 2e)				
Accommodation	8,450	-	8,450	8,450
Audio Content Fund Syndicated Programming	2,901	-	2,901	-
Independent Examination of accounts	2,475	-	2,475	2,475
Google Workspace	1,325	-	1,325	552
Microsoft SQL Server licences	1,097	-	1,097	-
VoIP phone system	576	-	576	528
Stream Hosting	180	-	180	150
Newspaper advertising	174	-	174	1,024
Anti-virus software	106	-	106	180
Room for Community Radio launch event	-	-	-	240
Community Radio launch event cake	-	-	-	67
<b>Total</b>	<b>25,942</b>	<b>9,551</b>	<b>35,493</b>	<b>22,606</b>
<b>(b) Non-charitable trading activities</b>				
Advertising Sales	1,472	-	1,472	-
Coffee Morning	695	-	695	-
CD sales	-	-	-	18
<b>Total</b>	<b>2,167</b>	<b>-</b>	<b>2,167</b>	<b>18</b>
<b>(c) Income from investments</b>				
Interest	26	-	26	52
<b>Total</b>	<b>26</b>	<b>-</b>	<b>26</b>	<b>52</b>

## Notes to the Financial Statements

### for the Year Ended 31<sup>st</sup> December 2020 (continued)

#### (d) Grants

##### i) Winchester City Council Priority Outcomes Framework

This is the second year of a 3-year grant award, based on Winchester Radio's activities furthering the City Council's priorities for community development.

##### ii) Hampshire County Council Councillor Grants

Councillors Dominic Hiscock, Jackie Porter, and Martin Tod provided grants to enable the purchase of equipment to enable Winchester Radio volunteers to broadcast from home during the COVID-19 pandemic.

##### iii) Winchester City Council Business Discretionary Grant

This is a business support grant from Winchester City Council to support local businesses and charities during the COVID-19 pandemic

##### iv) Hampshire & Isle of Wight Community Foundation

HIWCF provided a grant, using funding from the National Emergencies Trust, to enable the purchase of equipment to enable Winchester Radio volunteers to broadcast from home during the COVID-19 pandemic.

##### v) Clarendon Marathon

This unrestricted grant was made by the organisers of the marathon (the Rotary Clubs of Salisbury, Sarum and Winchester) from funds raised as a result of the 2020 event.

##### vi) Bishopstoke Park Retirement Village

This unrestricted grant was made by Anchor Hanover, the owners of the Bishopstoke Park retirement village, recognising the synergy between the organisations.

##### vii) Winchester Rotary

This unrestricted grant was made by Winchester Rotary to enable Winchester Radio to continue to provide its service to the community.

##### viii) Hospital Broadcasting Association

This grant was made by the HBA towards the cost of making Winchester Radio's studio, at the Royal Hampshire County Hospital, COVID-Secure, facilitating the return to the studio of those volunteers who wished to do so.

##### iii) IBM UK Trust

This grant was towards the purchase of a branded gazebo and other outside broadcasting equipment, to allow Winchester Radio to have a more prominent presence at local community events.

##### iv) Shentons Solicitors & Mediators

This grant was towards the cost of the launch event for Winchester Radio's community radio service.

##### v) Thomas Roberts Trust

This grant was towards the costs of launching Winchester Radio's community radio service.

#### (e) Donated goods, facilities & services

##### i) Accommodation

Hampshire Hospitals NHS Foundation Trust provides the charity with 26m<sup>2</sup> of accommodation free-of-charge. The Trust calculates that the cost of this accommodation is £325 /m<sup>2</sup>.

##### ii) Audio Content Fund Syndicated Programming

The Audio Content Fund distributes grants to independent production companies to produce distinctive, public service radio content for broadcast on commercial and community radio. The fund aims to support programming that is traditionally more difficult to support on a commercial basis (such as documentaries, comedy, drama, events). The monetary value represents the sum of the amount awarded to the production company of each series broadcast by Winchester Radio, divided by the number of community radio stations that broadcast that series.

##### iii) Independent Examination of accounts

Jonathan Poulter, and previously his father John Poulter, both of Rothmans have independently examined the charity's accounts free-of-charge for a number of years.

##### iv) Google Workspace email/collaboration service

Google makes its Workspace Business Starter email and collaboration service available free-of-charge to UK registered charities. The normal cost is US\$6 (approx £4.60) per user, per month. This represents the cost of Winchester Radio purchasing an appropriate number of accounts at standard prices.

##### v) Microsoft SQL Server licences

Microsoft donates software to UK registered charities through its agent Charity Digital Exchange. This donation represents the cost of the charity purchasing server software at the usual rate available to academic institutions and charities, less the admin fees charged by Charity Digital Exchange.

**Notes to the Financial Statements****for the Year Ended 31<sup>st</sup> December 2020 (continued)****vi) VoIP Phone System**

Nimvelo offers its cloud-hosted VoIP phone system free-of-charge to UK registered charities. The value of the donation is calculated based on the usual cost of the service features being used by Winchester Radio.

**vii) Stream Hosting**

streamerr offers its internet streaming service free-of-charge to UK registered charities. The value of the donation is calculated based on the usual cost of the service features being used by Winchester Radio.

**viii) Newspaper advertising**

Winchester Today kindly donated quarter-page ads in its January, February, and March editions, prior to the COVID-19 pandemic causing publication to be paused.

**ix) Anti-virus software**

Bitdefender donates its anti-virus software to UK registered charities through its agent Charity Digital Exchange. Winchester Radio took advantage of this offer in 2019 to acquire a year's licence. This donation represents the portion that relates to 2020 of the usual commercial cost of that licence (after promotional discounts), less the admin fees charged by Charity Digital Exchange.

**x) Room for Community Radio launch event**

The University of Winchester kindly provided a conference room on its West Downs Campus free of charge for use as a venue for the launch event of the Community Radio service.

**xi) Cake for Community Radio launch event**

Reeve the Baker provided the celebration cake for the Community Radio launch event at half price as Winchester Radio is a charity.

**Other information**

All income in the prior year was unrestricted except for grants from:

- IBM UK Trust (£1,560)
- Shentons Solicitors & Mediators (£576)
- University of Winchester (£240)
- Reeve the Baker (£67)

## Notes to the Financial Statements

for the Year Ended 31<sup>st</sup> December 2020 (continued)

## 3. EXPENDITURE

	2020		2019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>(a) Expenditure on raising funds</b>				
Cost of advertising sales	284	-	284	-
Crowdfunder fees	-	238	238	-
CD sales	-	-	-	6
<b>Total</b>	<b>284</b>	<b>238</b>	<b>522</b>	<b>6</b>
<b>(b) Expenditure on charitable activities</b>				
Station running expenses				
Music copyright licences				
Community Radio	1,972	-	1,972	1,457
Hospital Radio	46	-	46	197
Audio Content Fund Syndicated Programming	2,901	-	2,901	-
Google Workspace Email & Collaboration Service	1,325	-	1,325	552
Remote b'casting mixers, mics, mic stands, headphones	500	679	1,179	-
Ofcom Broadcasting licences	851	-	851	690
COVID-Secure Studio	-	736	736	-
Insurance	726	-	726	687
Broadcast playout system software support	709	-	709	-
VoIP telephone system	576	-	576	528
Broadband internet connection	331	-	331	341
IRN news licence	320	-	320	336
Stream hosting	180	-	180	150
Anti-virus software	158	-	158	280
TV licence	157	-	157	153
UK Radioplayer subscription	109	-	109	82
Equipment replacements / engineering	77	-	77	84
Banking fees	66	-	66	63
HBA membership fee	62	-	62	38
CMA membership fee	60	-	60	60
Broadcast playout system remote access licence	50	-	50	-
Community Radio Awards Entry Fees	35	-	35	-
Office consumables	5	-	5	19
Telephone calls	4	-	4	4
Volunteers' refreshments	4	-	4	40
VoIP telephones & terminal adaptors	-	-	-	143
Training	-	-	-	47
Communications and publicity				
Newspaper advertising	174	-	174	1,024
Website/internet domain hosting	106	-	106	105
Gazebo Weights	25	-	25	-
Mobile Phone Stand	1	-	1	-
Polo shirts	-	-	-	638
Community Radio service launch	-	-	-	699
Roller banners, flags, banners, table cloth	-	-	-	152
Accommodation	8,450	-	8,450	8,450
Independent Examination of accounts	2,475	-	2,475	2,475
Depreciation of tangible fixed assets	5,844	-	5,844	5,229
Amortisation of intangible fixed assets	1,747	-	1,747	1,550
<b>Total</b>	<b>30,046</b>	<b>1,415</b>	<b>31,461</b>	<b>26,273</b>

# Notes to the Financial Statements

## for the Year Ended 31<sup>st</sup> December 2020 (continued)

### 4. FIXED ASSETS

#### (a) Tangible fixed assets

	Music library £	Fixtures & fittings £	Computers £	Electronic equipment £	Total £
Cost as at 1 January 2020	5,000	4,227	19,428	28,630	57,285
Additions	-	-	2,953	52	3,005
Disposals	-	-	-	-	-
Cost as at 31 December 2020	<b>5,000</b>	<b>4,227</b>	<b>22,381</b>	<b>28,682</b>	<b>60,290</b>
Depreciation as at 1 January 2020	5,000	2,846	9,215	14,635	31,696
Charge for year	-	173	3,978	1,693	5,844
Elimination on disposal	-	-	-	-	-
Depreciation as at 31 December 2020	<b>5,000</b>	<b>3,019</b>	<b>13,193</b>	<b>16,328</b>	<b>37,540</b>
Net book value as at 1 January 2020	-	1,381	10,213	13,995	25,589
Net book value as at 31 December 2020	-	<b>1,208</b>	<b>9,188</b>	<b>12,354</b>	<b>22,750</b>

All tangible fixed assets relate to unrestricted funds.

There are no contractual commitments for the acquisition of tangible fixed assets.

#### (b) Intangible assets

	Digital Music Library £	Audio Branding £	Visual branding £	Software £	Total £
Cost as at 1 January 2020	69	3,000	6,000	2,085	11,154
Additions	173	-	-	900	1,073
Disposals	-	-	-	-	-
Cost as at 31 December 2020	<b>242</b>	<b>3,000</b>	<b>6,000</b>	<b>2,985</b>	<b>12,227</b>
Amortisation as at 1 January 2020	7	600	1,200	1,056	2,863
Charge for year	24	600	600	523	1,747
Elimination on disposal	-	-	-	-	-
Amortisation as at 31 December 2020	<b>31</b>	<b>1,200</b>	<b>1,800</b>	<b>1,579</b>	<b>4,610</b>
Net book value as at 1 January 2020	62	2,400	4,800	1,029	<b>8,291</b>
Net book value as at 31 December 2020	<b>211</b>	<b>1,800</b>	<b>4,200</b>	<b>1,406</b>	<b>7,617</b>

All intangible assets relate to unrestricted funds.

### 5. STOCKS

	Stock For distribution £	For resale £	Donated goods For distribution £	For resale £
<b>Fundraising CDs</b>				
Opening	-	70	-	-
Added in period	-	-	-	-
Expensed in period	-	-	-	-
Impaired	-	-	-	-
Closing	-	70	-	-

# Notes to the Financial Statements

## for the Year Ended 31<sup>st</sup> December 2020 (continued)

### 6. DEBTORS AND PREPAYMENTS

	2,020		2,019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Trade debtors	3,802	-	3,802	6,662
Prepayments and accrued income	882	-	882	1,153
<b>Total</b>	<b>4,684</b>	<b>-</b>	<b>4,684</b>	<b>7,815</b>

### 7. CREDITORS AND ACCRUALS

	2,020		2,019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>(a) Amounts falling due within one year</b>				
Trade creditors	13	-	13	-
Accruals and deferred income	-	-	-	106
<b>Total</b>	<b>13</b>	<b>-</b>	<b>13</b>	<b>106</b>
<b>(b) Amounts falling due after more than one year</b>				
Trade creditors	-	-	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### 8. CASH AT BANK AND IN HAND

	2,020		2,019	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
CAFCash current account	2,514	-	2,514	8,477
CAF Gold deposit account	42,379	7,850	50,229	32,203
PayPal account	336	-	336	145
Cash	-	-	-	-
<b>Total</b>	<b>45,229</b>	<b>7,850</b>	<b>53,079</b>	<b>40,825</b>

### 9. MOVEMENT IN FUNDS

#### (a) Current year

	Balance 01/01/2020	Income	Expenditure	Transfers	Balance 31/12/2020
<b>Unrestricted Funds</b>					
General (inc. fixed assets)	49,103	28,135	(30,330)	(4,321)	42,587
Studio relocation/re-equipment	30,750	-	-	7,000	37,750
<b>Total</b>	<b>79,853</b>	<b>28,135</b>	<b>(30,330)</b>	<b>2,679</b>	<b>80,337</b>
<b>Restricted Funds</b>					
Studio relocation/re-equipment	-	6,265	(238)	-	6,027
Outside Broadcast equipment	1,560	-	-	-	1,560
Computer systems	1,071	-	-	(808)	263
Remote Broadcasting	-	2,604	(679)	(1,925)	-
COVID-Secure Studio	-	682	(736)	54	-
<b>Total</b>	<b>2,631</b>	<b>9,551</b>	<b>(1,653)</b>	<b>(2,679)</b>	<b>7,850</b>
<b>Total Funds</b>	<b>82,484</b>	<b>37,686</b>	<b>(31,983)</b>	<b>-</b>	<b>88,187</b>

## Notes to the Financial Statements

for the Year Ended 31<sup>st</sup> December 2020 (continued)

## (b) Prior year

	Balance 01/01/2019	Income	Expenditure	Transfers	Balance 31/12/2019
<b>Unrestricted Funds</b>					
General (inc. fixed assets)	80,093	20,473	(25,082)	(26,381)	49,103
Studio relocation/re-equipping	-	-	-	30,750	30,750
<b>Total</b>	<b>80,093</b>	<b>20,473</b>	<b>(25,082)</b>	<b>4,369</b>	<b>79,853</b>
<b>Restricted Funds</b>					
Outside Broadcast Equipment	-	1,560	-	-	1,560
Computer systems	1,321	-	-	(250)	1,071
FM transmitter	4,673	-	-	(4,673)	-
Community Radio service launch	-	643	(1,197)	554	-
<b>Total</b>	<b>5,994</b>	<b>2,203</b>	<b>(1,197)</b>	<b>(4,369)</b>	<b>2,631</b>
<b>Total Funds</b>	<b>86,087</b>	<b>22,676</b>	<b>(26,279)</b>	<b>-</b>	<b>82,484</b>

## Purpose and restrictions of funds

## (a) General (inc. fixed assets)

This fund represents the general unrestricted assets of the charity, including the current value of fixed assets, stock and debts owed to the charity.

## (b) Studio relocation/re-equipping

There are both restricted and designated funds to cover the cost of relocating and re-equipping the studios - an ambition that stretches back to 2009, when the forerunner unincorporated charity was given notice of the need to vacate its previous studio accommodation. The current accommodation, which has been the charity's base since 2011 is too small to be sustainable, especially since the launch of the community radio service.

The restricted funds are the result of a successful crowdfunding campaign that completed this year.

In addition, in both 2019 and this year, the Trustees have formally designated reserves in excess of the charity's stated reserves policy (see Note 11) for this purpose.

## (c) Outside Broadcast equipment

This fund derives from a grant from the IBM UK Trust towards to cost of a branded gazebo and other equipment to facilitate Winchester Radio undertaking outside broadcasts at community events.

## (d) Computer systems

This fund consists of the residue of grants and donations in prior years towards replacing/upgrading the charity's computer systems, on which it is reliant to provide its 24 hour radio service. On purchase or upgrade of the computer systems, the funds are transferred to unrestricted funds as the purchases are made to generally further the charity's objects.

## (e) FM transmitter

This fund derived from grants from the Hampshire Hospitals Charity and the IBM UK Trust towards the cost of purchasing and installing a community radio FM broadcast transmitter. On installation of the transmitter, associated equipment, and cabling, the equipment was transferred to unrestricted funds as it was installed to generally further the charity's objects.

## (f) Community Radio service launch

This fund derived from a grant from Shentons Solicitors & Mediators towards the cost of the launch event for Winchester Radio's community radio service.

## 10. TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

## (a) Trustee remuneration and benefits

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.

## (b) Trustees' expenses

	2020	2019
Number of Trustees who were paid expenses	2	2
Reimbursement for products/services purchased on behalf of the charity	£4,767	£2,595
Travel and subsistence	-	£47
Accommodation	-	-
Other (specify)	-	-
<b>Total</b>	<b>£4,767</b>	<b>£2,642</b>

## **Notes to the Financial Statements for the Year Ended 31<sup>st</sup> December 2020 (continued)**

**(c) Transactions with related parties**

Paul Blitz, a Trustee of the charity, was paid £51 in the prior year to provide spares for the rack-mounted audio equipment he had previously designed and built, in order to improve the resilience of the audio distribution system in the event of failure. The other Trustees determined that this was in the best interests of Winchester Radio, given the critical part this equipment plays in keeping the station on-air.

**11. RESERVES POLICY**

The Trustees have determined that the charity should aim to hold unrestricted reserves at the bank equivalent to approximately 12 months operating costs. Discounting regular donations-in-kind, and based on the expenditure during the prior and current year, this equates to approximately £7,500. It has been the charity's long-term ambition to relocate to larger studio premises, and to this end, additional reserves have been built-up over a number of years. To improve the clarity of the charity's financial position, in 2019 the trustees, therefore, created a designated fund into which these additional reserves have been placed.