



West Kent Community Radio
A Charitable Incorporated Organisation (CIO)
Charity Number: 1180738
Companies House: CE 015639 registered externally as 1180738
Address: 1b Camden Road, Tunbridge Wells, Kent TN1 2PS
Annual Report and Financial Statements
Year Ended 31 March 2023



Report of the Trustees for the year ending 31 March 2023

The Trustees are pleased to present their annual report and financial statement for the charity to 31 March 2023. Having been granted a licence by Ofcom to operate a community radio station for the Tonbridge & Tunbridge Wells area in March 2020 on FM, the service was launched in October 2021. So we were in operation throughout the period covered by this report.

Thanks to a grant awarded by Ofcom in March 2022 we were able to appoint two part time members of staff, these were eventually recruited from within the existing volunteer membership. We therefore had a Sale Executive from August 2022 and a Grant Finder from September 2022. As the names suggest they were responsible for advertising sales and fundraising activities via grant applications. Both roles brought us additional income.

We continued to experience some issues with our FM coverage, so in October 2022 an application was made to Ofcom to review our existing transmitter outputs, with a view to increasing the power and adding a third transmitter to improve the reception within our coverage area. The application was successful and funding was obtained to buy and install the additional transmitter, this would be completed after the period covered by this report.

Issues with damp in the existing studios at 1B Camden Road have continued to hamper our programming, with a number of presenters deciding to do shows remotely due to the poor air conditions in the studio. Work started during the period covered by this report to find a new location, with a view to moving out at the earliest opportunity. This would eventually take place after the period covered by this report.

The Trustees would like to acknowledge the continued support of the volunteer members, who produced and presented their shows throughout the year and to the various teams who managed or co-ordinated other activities including training, engineering and technical support. The charity remained in a reasonable healthy state financially managing to cover the costs of running the service and undertake projects to improve it's future.

Name Chris Manser.....*Chris Manser*
Position Acting Treasurer.....
Date: 10/01/2024.....



Reference and administration details

West Kent Community Radio, of 1b Camden Road, Tunbridge Wells, Kent TN1 2PS is registered with the Charity Commissioners (Charitable Incorporated Organisation 1180738). The charity is administered by a board of Trustees.

In the period covered by this report, the following Trustees were in office: Chris Manser, Jason Sonance, Dominic Cole and Lesley Wooders with Adam Howe being made an appointed Trustee from Dec 2022.

Structure, governance, and management

The charity is governed by a constitution dated 16 November 2018 as amended 25 January 2021. Trustees are elected by the membership at General Meetings for renewable terms or appointed by the Trustees for a fixed term, in accordance with the constitution.

Objectives and activities

The Charity was established in November 2018 in order to:

- apply to Ofcom for a Community Radio licence for the areas of Tonbridge and Tunbridge Wells.
- operate the Community Radio licence if and when it was granted.

The objects of the Charity are:

- (1) the relief of sickness, poor health and old age amongst people living in Tunbridge Wells, Tonbridge, Pembury, Sevenoaks and surrounding areas of West Kent 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 Tunbridge Wells, Tonbridge, Pembury, Sevenoaks, and surrounding areas of West Kent, using FM radio, digital radio, online and through social media.

Financial review

Thanks to the appointment of our Sales Executive and the Grant Finder the charity had a reasonable successful year and remains on a stable footing financially with funds to cover the running of the charity and fund some projects to help build a secure and successful future.

These accounts were approved by the board of trustees on 10 January 2024

and signed on their behalf by

Name	Chris Manser..... <i>Chris Manser</i>
Position.	Acting Treasurer.....

West Kent Community Radio
Financial Statement for the year to 31 March 2022

Accounts Summary Financial Year 2022-23		
Current account		
Transaction Type	Revenue	Expenditure
Donations Received: From Members	£1,129.00	£0.00
Donations Received: From Others	£910.00	£0.00
Equipment Purchase: Capital Equipment	£0.00	£999.88
Equipment Purchase: Other Equipment	£0.00	£378.72
Fundraising: Amazon Smile	£19.73	£0.00
Fundraising: Easyfundraising	£18.86	£0.00
Fundraising: Event Income	£742.69	£0.00
Fundraising: Text Giving (Donr)	£18.05	£0.00
Fundraising: Tw Lotto	£272.50	£0.00
Grants: Restricted	£14,040.00	£0.00
HMRC: Fines Due	£0.00	£200.00
HMRC: Employee Tax & NI	£0.00	£974.20
HMRC: Vat Rebate	£1,796.67	£0.00
Licenses: Domain Names	£0.00	£40.78
Licenses: Ofcom Broadcast	£0.00	£850.00
Licenses: PRS/PPL	£0.00	£1,874.22
Licenses: Software	£0.00	£1,311.37
Membership: Membership Fees	£2,340.00	£40.00
Merchandise: Sale	£20.00	£0.00
Operating Costs: Equipment Maintenance	£0.00	£300.00
Operating Costs: Telecommunications	£0.00	£2,335.07
Operating Costs: Website	£0.00	£982.79
Other Expenditure: Bid Levy	£0.00	£525.45
Other Expenditure: Consumables	£0.00	£163.43
Other Expenditure: Expenses Re-Embursement	£0.00	£168.13
Other Expenditure: Miscellaneous Payments	£0.00	£748.54
Other Expenditure: Venue Hire	£0.00	£25.00
Other Income: Bank Interest Received	£118.17	£0.00
Premises: Energy	£0.00	£1,731.91
Premises: Insurance	£0.00	£1,194.65
Premises: Rent	£0.00	£4,800.00
Premises: Water	£167.36	£429.93
Professional Associations: HBA	£0.00	£50.00
Professional Services: Legal & Planning	£0.00	£10.00
Sales: Advert Production Costs	£0.00	£780.00
Sales: Advertising Sales	£4,836.50	£0.00

Sales: Sponsorship Sales	£3,356.00	£0.00
Staffing Costs: Pensions	£278.92	£375.95
Staffing Costs: Salaries	£0.00	£8,905.28
Staffing Costs: Payroll Services	£0.00	£170.20
Transfers: Incoming	£16,551.93	£0.00
Transfers: Outgoing	£0.00	£16,270.48
Totals to date 2022-23	£46,616.38	£46,635.98

Less Transfers

£30,064.45

£30,365.50

Summary for Annual Return 2023		
Type	Revenue	Expenditure
Donations Made		£0.00
Donations Received	£2,039.00	
Equipment Purchased		£1,378.60
Fundraising	£1,071.83	
HMRC	£1,796.67	£1,174.20
Licenses		£4,076.37
Membership Fees	£2,340.00	£40.00
Merchandise	£20.00	£0.00
Merger Funds (Unrestricted)	£0.00	£0.00
Operating Costs		£3,617.86
Other Expenditure		£1,630.55
Other Income	£118.17	
Premises	£167.36	£8,156.49
Professional Memberships		£50.00
Professional Services		£10.00
Sales - Advertising	£4,836.50	£780.00
Sales - Sponsorship	£3,356.00	
Staff Costs (Incl refunds)	£278.92	£9,451.43
Sub-Total (excl Grants & transfers)	£16,024.45	£30,365.50
Grants (Restricted)	£14,040.00	£0.00
Grants (Unrestricted)	£0.00	£0.00
Sub-Total (incl Grants)	£30,064.45	£30,365.50
Inter-Account Transfers	£16,551.93	£16,270.48
Total (incl Grants & Transfers)	£46,616.38	£46,635.98

Receipts	Unrestricted	Restricted	Total 2023	Total 2022
Grants & Donations				
Grants Received	£0.00	£14,040.00	£14,040.00	£28,941.00
Donations	£2,039.00		£2,039.00	£1,145.00
From HRTW (Merger funds)				£15,423.00
Refunds & Rebates (Incl VAT)	£2,242.95	-	£2,242.95	£4,618.00
Sub-total - Grants & Donations	£4,281.95	£14,040.00	£18,321.95	£50,127.00
Activities to generate funds				
Membership Fees	£2,340.00		£2,340.00	£2,300.00
Fundraising & Events	£1,071.83		£1,071.83	£1,230.00
Advertising Income	£4,836.50		£4,836.50	£624.00
Merchandise	£20.00		£20.00	£1,134.00
Sponsorship	£3,356.00		£3,356.00	£466.00
Sub-total - Activities to generate funds	£11,624.33		£11,624.33	£5,754.00
Investment Income				
Bank Interest Earned	£118.17		£118.17	£1.00
Sub-total - Investment Income	£118.17		£118.17	£1.00
Total Receipts	£16,024.45	£14,040.00	£30,064.45	£55,882.00

Payments	Unrestricted	Restricted	Total 2023	Total 2022
Charitable Activities				
Equipment purchase	£1,378.60		£1,378.60	£2,485.00
Membership fee refunds	£40.00		£40.00	£0.00
Broadcast Operations	£3,617.86		£3,617.86	£14,802.00
HMRC	£1,174.20		£1,174.20	£0.00
Licenses	£4,076.37		£4,076.37	£1,652.00
Premises	£8,156.49		£8,156.49	£7,251.00
Professional Memberships	£50.00		£50.00	£0.00
Professional Services	£10.00		£10.00	£0.00
Merchandise				£1,136.00
Staff costs - Pensions	£375.95		£375.95	£0.00
staff costs - Salaries	£8,905.28		£8,905.28	£0.00
Staff costs - Payroll Services	£170.20		£170.20	£0.00
Advertising production costs	£780.00		£780.00	£4,568.00
Other costs	£1,630.55		£1,630.55	£1,680.00
Total Expenditure	£30,365.50		£30,365.50	£33,574.00

Net Payments for Year	£14,341.05	£14,040.00	-£301.05
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Cash Funds - 31st Mar 2022	£3,986.00	£28,980.00	£32,966.00
Cash Funds - 21st Mar 2023	£3,966.40	£28,698.55	£32,664.95

Outside Broadcast Equipment retained for Charity's own use	£1,749.00		
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Statement of assets and liabilities as 31 March 2023

Cash funds

	Unrestricted funds	Restricted/Reserve funds	Total funds 31 Mar 2023	Comparative 31 Mar 2022
	£	£	£	
Bank current account	3,966		3,966	3,986
Bank reserve account		28,698	<u>28,698</u>	<u>28,980</u>
			<u>32,664</u>	<u>32,966</u>

Notes to the accounts

Accounting policies

These accounts have been prepared on a receipts and payments basis in accordance with section 133 of the Charities Act 2011.

Capital expenditure is charged to the receipts and payments account for the year in which it is incurred.

Charitable funds

Restricted funds represent awards for specific projects. Unrestricted funds are available for any of the purposes of the charity.

Trustees' expenses and remuneration

No members of the trustees have received, or any person connected with them has received, or is due to receive, any remuneration or expenses for the year directly or indirectly from the charity's funds.

Restricted/Reserve funds

The funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes. Reserve funds are those that the trustees have reserved for specific purposes.

As at 31/03/2023

Project	Source	Balance	
Sales & Grant Finder	OFCOM	£ 7,333	Restricted
Ofcom/PRS/PPL	Kent Community Foundation	£ 265	Restricted
Core Costs	Colyer Ferguson	£ 2,800	Restricted
Transmitter Upgrade	National Lottery	£ 8,300	Restricted
Hospital Radio T.Wells	Funds transferred on closure	£10,000	Reserve

Total restricted/reserve funds **£ 28,698**

Approved by the Board of Trustees on 10 January 2024 & signed on its behalf by

Name Chris Manser.....*Chris Manser*.....

Position Acting Treasurer.....

West Kent Community Radio

Financial Statements for the year ended 31 March 2023

Independent Examiner's Report to the Trustees of West Kent Community Radio

I report on the Financial Statements for the year ended 31 March 2023, which are set out on pages 4 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether any particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

44 Church Lane
East Peckham
Tonbridge
Kent
TN12 5JH

Elizabeth Seal
Accountant (retired)



Date: 4/1/24