

APPENDIX 3



Independent examiner's report on the accounts

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Report to the trustees/members of

Charity name
Forth Valley Broadcasting Service

Registered charity number

SC 047488

On the accounts of the charity for the period

Period start date				Period end date		
Day	Month	Year	To	Day	Month	Year
01	02	2024		31	01	2025

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

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 (as amended). 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.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - 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

Sign

Na

Relevant professional qualification(s) or body (if any)

Address

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

** OSCR will accept digital or typed signatures

Forth Valley Broadcasting Service - Radio Royal
Charity No: SC047488

Statement of Receipts and Payments - For the Year Ended
31 January 2025

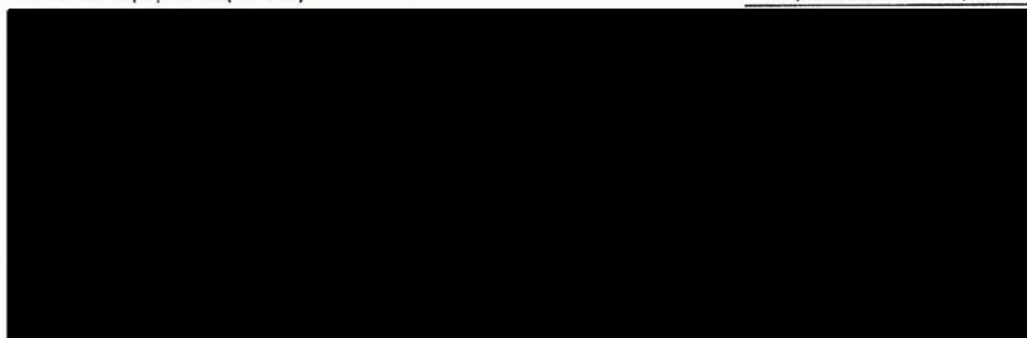
	Note	Unrestricted Funds £	Restricted Funds £	Total 2024/25 £	Total 2023/24 £
Receipts					
Voluntary Receipts					
Grants	3	-	-	-	-
Donations		65.00	-	65.00	59.85
Receipts from Charitable Activities					
Membership Subscriptions		945.00	-	945.00	780.00
Adverts		850.00	-	850.00	-
Sponsorships		1,000.00	-	1,000.00	700.00
Roadshows		-	-	-	-
Other Income		3,482.63	-	3,482.63	521.00
Total Receipts		6,342.63	-	6,342.63	2,060.85
Payments					
Development Worker		-	-	-	-
Technical Equipment		-	-	3,567.94	1,661.49
IT Software		-	-	231.68	14.39
IT Hosting/Domain Name Fees		-	-	1,310.39	1,296.00
Web Streaming/Telecoms		-	-	443.40	409.96
Stationery & Postage		-	-	259.44	228.30
CDs, Downloads		-	-	-	-
Insurance		-	-	862.29	794.45
HBA Subscription		-	-	50.00	50.00
Other Expenditure		-	-	965.93	3,813.10
Total Payments		-	-	7,691.07	8,267.69
Surplus/(Deficit) for the year		-	-	(1,348.44)	(6,206.84)

The notes on page 3 form an integral part of these accounts

Forth Valley Broadcasting Service - Radio Royal
Charity No: SC047488

Statement of Balances - As at 31 January 2025

	Unrestricted Funds £	Restricted Funds £	Total 2024/25 £	Total 2023/24 £
Funds Reconciliation				
Opening Cash at Bank & In Hand	-	-	6,654.67	12,861.51
Surplus/(Deficit) for the year	-	-	(1,348.44)	(6,206.84)
Closing Cash at Bank & In Hand	-	-	5,306.23	6,654.67
Bank & Cash Balances				
Treasurer's Bank Account	-	-	5,218.44	6,624.67
Cash in Hand	-	-	87.79	30.00
			5,306.23	6,654.67
Other Assets				
Technical Equipment (at cost)			98,659.43	95,272.25



Forth Valley Broadcasting Service - Radio Royal

Charity No: SC047488

Notes to the Accounts - For the Year Ended 31 January 2024

1 Basis of Accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in pursuit of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of Radio Royal.

Restricted funds may only be used for specified purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. During the year Radio Royal received no restricted grants.

3. Grants & Donated Goods Received

	Unrestricted Funds 2024/25	Restricted Funds 2024/25	Total Funds 2024/25	Total Funds 2023/24
	£	£	£	£
Sir Iain Stewart Foundation	-	-	-	-
The Soutar Charitable Trust	-	-	-	-
The W M Mann Foundation	-	-	-	-
Community Response Recovery & Resilience Fund (Foundation Scotland)	-	-	-	-
N.L. Communities Recovery Fund - Supplementary Payment	-	-	-	-
The Robertson Trust	-	-	-	-
The Pump House Trust	-	-	-	-
Hugh Fraser Foundation	-	-	-	-
M&G plc Community Fund	-	-	-	-
Scotmid Co-op	-	-	-	-
Thistledown Trust	-	-	-	-
The ASDA Foundation	-	-	-	-
The Russell Trust	-	-	-	-
National Lottery (Community Fund)	-	-	-	-
Friends of Forth Valley Royal Hospital	-	-	-	-
NHS Forth Valley Endowment Fund	-	-	-	-
Falkirk Council (Community Fund)	-	-	-	-
Todhill Wind Farm (Foundation Scotland)	-	-	-	-
The JTH Charitable Trust	-	-	-	-
Stirling Council	-	-	-	-
	-	-	-	-

Forth Valley Broadcasting Trustees' Annual Report For the Year Ended 31 January 2025

Charity Name

Forth Valley Broadcasting Service. Broadcasting as Radio Royal.

Charity Number

SC047488.

Address

Radio Royal Hospital Radio, Forth Valley Royal Hospital, Stirling Road, Larbert, FK5 4WR.

Trustees

Radio Royal is managed by the Trustees who conduct their activities through an executive committee which is elected every year at the AGM and comprises four office bearers:

- Chairman
- Secretary
- Station Manager
- Treasurer

- (Vacant)

and the following departmental managers:

- Engineering Manager
- Fundraising Manager
- Information Technology Manager
- Presentation & Production Manager
- Volunteer Manager
- Ward Visiting Manager
- Library Manager
- Training Manager
- Social Media Manager

Charitable Purposes

The Objects of the organisation shall be to entertain and inform the patients, staff and visitors of Forth Valley Royal Hospital and other healthcare establishments by the provision of live and recorded radio programmes. We achieve this by broadcasting three radio channels: 'Radio Royal', which provides a wide range of programme types for all tastes and ages, 'Royal 2', which specialises in broadcasting modern chart music and 'Royal Gold', which specialises broadcasting music from the 1960s through to the 1990s. All channels provide output twenty-four hours a day, seven days a week and when live programmes are not being broadcast by presenters, a computerised sustaining service provides either repeat broadcasts of presenter-led programmes, themed non-stop music programmes, or packaged news, entertainment and information programmes.

Reserves Policy

Our objective is to always maintain a minimum of £1000 in our bank account to cover the cost of any emergencies.

Summary of Activities Carried Out

The profile of Radio Royal within the context of NHS Forth Valley and, in particular, Forth Valley Royal Hospital continues to be very important to us. During the last twelve months Radio Royal continued to work hard at building and maintaining our profile amongst clinical and administrative staff and with patients, staff and users of hospital services. We have also worked hard at building relationships with organisations and the community out-with the hospital and the Trust e.g. we continue to provide a 'Noticeboard' platform for NHS Forth Valley staff and associated organisations to promote their public health messages to the public; we believe that this is a very important aspect of the work that we do, and will continue to develop this further.

Our profile as a hospital-based and health-focused radio station is continuing to grow. In 2024 we had over 18,000 people listen at least once to our online output for nearly 37,000 hours in total. While figures for DAB+ are harder to ascertain, our signal has the potential to reach nearly 230,000 people in the Forth Valley and this could grow to a little over 280,000 in 2025. In addition, hospital staff, patients and visitors can access Radio Royal at the bedside entertainment units, the Serco restaurant, clinic waiting areas and the refuge areas across the Forth Valley Royal Hospital.

We have completed our first full year on DAB+ and despite a couple of outages of internet or power due to power cuts, the DAB audio has remained resilient. We have an offsite cloud facility that DAB+ reverts to in the unlikely event the main feed from the studio disappears and this has worked as intended when required.

The past year has been one of steady progress and implementing effective change to Radio Royal's IT infrastructure. Our focus has been on improving efficiency, enhancing reliability and implementing new systems to support both our broadcast and administrative operations:

Server Upgrades

- Two new servers were purchased and deployed to support broadcasting operations, back-end tasks and audio storage.
- The older servers were re-purposed to create redundancy and take on tasks such as handling studio logins, thereby adding resilience to our IT setup.

New HR System Implementation

- A new HR system was implemented to streamline administrative processes and improve the management of volunteer data and records.

Web-Based Systems Development

- We have developed a web-based time tracking system which will allow us to monitor and manage volunteer activity more efficiently.

Request System

- A new request system has been designed and implemented that enables requests to be seamlessly integrated across all shows, including voice-tracked ones. This system will also provide updates to the person who made the request, informing them when their request will be played.

Office Equipment Enhancements

- A donated laptop and a new printer have been installed in the office to improve functionality.

The monthly meetings of the Executive Committee of Radio Royal continued to be held throughout the year either in a face-to-face format or in a virtual capacity using Microsoft Teams.

Receipts and Payments

Income

Looking at the Receipts and Payments Account we can see that our membership income continues to be a very healthy source of revenue at £945; up £165 on last year. The Executive Committee has

decided to keep the annual subscription fee at £40 for full members and £20 for concessionary members; those full members who are retired, unemployed or are students. We will also continue our reducing fee structure for members who join at different times of the year.

Our programme sponsorship & advertising initiative generated £1850, which is £1150 more than last year, but this amount in no way reflects the potential for this form of fundraising; the businesses who sign up get a very effective way of increasing their profile in our local community at a very modest cost. We intend to devote more time and energy into this form of fundraising during the next twelve months.

You will see from our Statement of Receipts and Payments that £3482.63 is recorded under miscellaneous income. This money includes £3248.63 from the NHS Forth Valley Endowments Fund as a refund for payments made by Radio Royal for items included in our Service Level Agreement.

Our main income came from the following activities:

- £945 – Membership Subscriptions
- £65 – Miscellaneous Donations
- £1850 – Advertising and Programme Sponsorships

Expenditure

As usual, the majority of our expenditure has gone towards investing in our engineering and IT infrastructures and software licenses; this year we spent £2448 to buy two new servers, we replaced our UPS batteries at a cost of £320, we invested in an Axia QOR Console at £285 and a new office printer at £282.

IT software expenditure included £131 for the UK Radioplayer annual licence fee and £96 to renew our Dropbox subscription.

We renewed our subscription with Aiir for our website and app hosting at a cost of £1296.

We decided to invest in Radio Royal branded materials which we can give to sponsors and advertisers; we spent £200 on branded pens and £51 on flyers.

Finally, we renewed our insurance policy this year with PolicyBee who provided us with additional cover for community radio broadcasting. The renewal cost was £862 – an increase of £68 on last year.

A breakdown of our main expenditure is as follows:

- £3568 – Technical Equipment
- £232 – IT Software
- £1310 – IT Hosting / Domain Name Fees
- £862 – Insurance
- £443 – Telecoms / Web Streaming
- £260 – Stationery / Postage
- £50 – HBA Subscription

Plans for the Future

- Increase the number of programme sponsorships taken out by local businesses and organisations.
 - Restart the delivery of fundraising roadshows.
 - Continue providing a platform for Forth Valley staff to promote their health messages to the public.
 - Continue generating funds to keep Radio Royal on a stable financial footing.
 - Re-establish comprehensive ward visiting support
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