

# **Woking Area U3A**

## **Annual Report for the year ending 31<sup>st</sup> August 2022**

### **Constitutional and administrative information**

Woking Area U3A was established via a Constitution in September 1993 and is registered with The Charity Commission (No. 1031717). The correspondent is the Secretary, Peter Grieve, whose address is 4 Church Close, Horsell, Woking, Surrey, GU21 4QZ.

The trustees are the members of the committee; they are elected or re-elected annually by the members at the Annual General Meeting or appointed or co-opted by the Committee in the interim. The members of the committee as of the date of this report are: Barbara Nicholson (Chairman), Sue Holmes (Treasurer), Peter Grieve (Secretary), Cathy Wooden (Groups Secretary), Monica Moorcroft (Membership Secretary), Anne Turvey (Venues Secretary), Alan Chalmers (Special Projects), Christine Maunders (Beacon administrator). Hazel Buxton was a co-opted member.

The bankers are Barclays Bank PLC, Woking and the independent examiner is Mr Tom Allen, Willowside, Elmstead Road, West Byfleet, KT14 6JB

### **Objectives and organisation**

Woking Area U3A is a self-help organisation for people who are no longer in full-time employment. Its primary objective is providing educational, creative and leisure opportunities for its members by its members. The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

The committee usually meets monthly from September to June to review operational and financial matters. Owing to the many changes in Covid rules, this was initially using Zoom, until it was considered safe to meet face-to-face. Meetings with Group Leaders and new members resumed in May and June while monthly meetings, open to all members, were maintained, though in a new venue, St Andrews's Church.

### **Overview**

Woking Area U3A was founded in 1993 as an offshoot from Guildford U3A. Membership is 1385, up from 1200 the previous year.

Due to the uncertainty caused by the Covid pandemic, a printed programme of groups and events was not possible for the 2021-22 year so all information was made available on the website. However, for the 2022-23 year, the new committee managed to put together a Guide for Members, a successor to the old Green Book, despite a late start to the planning process. The website is now being used for updates.

A number of new faces were elected on to the committee at the AGM in November after four long-standing members chose to retire. Despite help from their predecessors, the learning curve for the new committee cannot be understated – especially at a time when Covid was still being unhelpful.

Among the problems to overcome was a wrangle over the recording of Gift Aid payments on the Beacon computer system. This required many hours of research by committee members and former treasurer Dave Andrew. In the end, it required a poll of members and we are now confident that both the 2021 and 2022 submissions should be accurate. Covid also caused cancellations at venues, then became sufficiently controlled to allow face-to-face groups to resume. Then, when planning for the 22-23 year started, many venues started to give indications that we could expect significantly higher charges. Parkview, one of our major sites, began to become less attractive and will soon be lost altogether. Some groups moved out, and the u3a's equipment was also removed to another safe store at Bisley.

In May, group leaders' meetings were finally held and two decisions came out of them. One was that if costs had to rise, it was felt that meeting fees should go up rather than the annual subscription. Secondly, there was a strength of feeling for a printed programme. So, in a timeframe two months shorter than usual, a Guide for Members was collated and included in the July mailing package to all members. It was decided that, as a precaution, we would raise most group meeting fees from £1 to £2 – believed to be only the third rise in 30 years and open to review later in the year.

A demonstration of how to use Beacon so GLs could easily communicate with members was also set up.

Elsewhere a cake and books sale was organised at the April monthly meeting to help raise funds for a copse of trees within the u3a's forest in the Brecon Beacons.

The financial year ended with ominous warnings of more price rises from the Third Age Trust, the power companies and, consequently, venues once again.

## Financial

The attached Financial Statement sets out the financial position of Woking Area U3A as of 31<sup>st</sup> August 2022. The statement shows a deficit for the second year in succession - of £3,165 for this year compared to £5,289 previously. This is mainly due to lower subscriptions, a reduction in group meeting contributions caused by cancellations due to the pandemic and rising costs.

The accumulated funds for Woking Area U3A as at 31<sup>st</sup> August 2022 were £49,125 compared to £52,380 the previous year.

While funds remained volatile, the organisation has been able to remain operational throughout. However, it was felt that for safety, a rise in group fees was advisable to counter rising costs in every field of activity. This is open to review later this year.



P N Grieve, Secretary, (on behalf of the committee)

6th October 2022

### **Independent Examiner's Report**

I report to the trustees on my examination of the accounts of Woking Area U3A, charity number 1031717 ('the charity') for the year ended 31<sup>st</sup> August 2022.

As the charity's trustees, 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 2011 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.

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

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



TW Allen  
Chartered Accountant  
Willowside  
Elmstead Road  
West Byfleet  
Surrey KT14 6JB

6<sup>th</sup> October 2022


# Woking Area U3A

## Statement of Financial Activities for the year ending 31st August 2022

	Notes	2022		2021	
		£	£	£	£
<b>Incoming Resources</b>					
Member subscriptions			19,785		12,570
Gift Aid and donations	2		4,784		-
Group meetings contributions			19,480		916
Outings contributions	3		23,736		579
Interest			178		469
Trees donations			440		-
Commission			200		-
Other			8		-
<b>Total incoming resources</b>			<u><u>68,611</u></u>		<u><u>14,534</u></u>
<b>Resources Expended</b>	4				
Third Age Trust and Membership system					
Capitation fees and Beacon		6,467		5,710	
PayPal fees		<u>329</u>	6,796	<u>305</u>	6,015
Meeting Costs					
Venue hire charges		27,877		1,865	
Monthly meetings expenses		1,311		-	
Speakers		<u>928</u>	30,116	<u>210</u>	2,075
Communications with members					
Third Age Matters		218		2,597	
Printing		3,904		3,912	
Postage, Phone & Website		<u>3,812</u>	7,934	<u>2,955</u>	9,464
Cost of Outings	3		23,793		262
Trees			650		-
Retirement presents			688		-
Group Leader and Zoom Costs			794		1,099
Sundry expenses			362		83
Examiner's Honorarium			100		100
Depreciation			543		725
<b>Total resources expended</b>			<u><u>71,776</u></u>		<u><u>19,823</u></u>
<b>Net incoming resources</b>	7		(3,165)		(5,289)
<b>Funds at start of year</b>	1		52,380		57,669
<b>Funds at end of year</b>	1		<u><u>49,215</u></u>		<u><u>52,380</u></u>

**Woking Area U3A**  
**Balance Sheet as at 31st August 2022**

	Notes	£	2022 £	£	2021 £
<b>Fixed Assets</b>	5				
Equipment			1,630		2,173
<b>Current Assets</b>					
Cash	8	62,810		65,786	
Prepayments		<u>2,523</u>		<u>668</u>	
			65,333		66,454
<b>Less: Liabilities, amounts falling due within one year</b>					
Subsequent year's subscriptions received before 1st September		14,490		14,280	
Creditors	9	100		742	
Advance receipts for outings		<u>3,158</u>		<u>1,225</u>	
			17,748		16,247
<b>Net Current Assets</b>			47,585		50,207
<b>Total Assets less Liabilities</b>			<u>49,215</u>		<u>52,380</u>
<b>Represented by</b>					
<b>Funds</b>	6				
General Fund			49,215		52,380
<b>Total Funds</b>			<u>49,215</u>		<u>52,380</u>



Barbara Nicholson, Chairman



Susan Galliflent-Holmes, Treasurer

For and on behalf of the Committee

06.10.22

# Woking Area U3A

## Notes to the Accounts for the year ending 31 August 2022

### 1 Accounting Policies

#### General

These accounts have been prepared on the accruals accounting basis under the historical cost convention in accordance with applicable accounting standards and the Statement of Practice on Accounting for Charities.

#### Depreciation

Depreciation is provided on equipment in use at 25% per annum on the reducing balance basis.

### 2 Gift Aid

In 2021, discrepancies were discovered in Beacon's categorisation of members' Gift Aid position. The position has now been rectified and Gift Aid claims resumed in 2022.

### 3 Outings

Outings include visits to places of historical and cultural interest, theatres and visits in connection with specific group interests. The costs are funded by the members participating in the outings.

### 4 Expenditure

Substantially the whole of the expenditure is direct charitable expenditure.

### 5 Fixed Assets

Miscellaneous computer and audio-visual equipment and presentation aids.

		2022	2021
		£	£
<b>Cost</b>	At beginning of year	17,065	17,065
	Additions	-	-
	At end of year	<u>17,065</u>	<u>17,065</u>
<b>Depreciation</b>	At beginning of year	14,892	14,167
	Charge for year	<u>543</u>	<u>725</u>
	At end of year	<u>15,435</u>	<u>14,892</u>
<b>Net book value</b>		<u><u>1,630</u></u>	<u><u>2,173</u></u>

### 6 Funds

The funds are mainly unrestricted.

### 7 Net Incoming Resources

The net decrease in funds during the year is made up as follows:

	2022	2021
	£	£
Main fund	(2,928)	(5,606)
Outings	<u>(237)</u>	<u>317</u>
Total	<u><u>(3,165)</u></u>	<u><u>(5,289)</u></u>

### 8 Cash

Cash is made up as follows:

	2022	2021
	£	£
Community Account	7,798	8,507
Business Saver Account	22,034	14,105
Groups Account	990	1,606
Outings Account	362	570
MOTO Account	1,591	1,101
Skipton BS Bond	18,646	39,312
PayPal	11,390	585
Petty Cash	-	-
Total	<u><u>62,810</u></u>	<u><u>65,786</u></u>

### 9 Creditors

Creditors are venue hire charges for which invoices were not received prior to the year end (2021) plus the Examiner's honorarium.

	2022	2021
	£	£
Venues	-	642
Examiner's honorarium	<u>100</u>	<u>100</u>
Total	<u><u>100</u></u>	<u><u>742</u></u>