

## **Woking Area U3A**

### **Annual Report for the year ending 31<sup>st</sup> August 2023**

#### **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 (Chair), Sue Holmes (Treasurer), Peter Grieve (Secretary), Hazel Buxton (Groups Co-ordinator), Anne Turvey (Venues Co-ordinator), Alan Chalmers (Special Projects), Christine Maunders (Beacon administrator). Derek Hancock and Regan Lewis were co-opted members. Regan has since decided not to continue.

The bankers are Barclays Bank PLC, Woking and the independent examiner is Mr Phillip Smitham, 107 Old Woking Road, West Byfleet, KT14 6HY.

#### **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 to review operational and financial matters. These are mostly face-to-face meetings, though some are on Zoom. Meetings with Group Leaders and new members were held at various times of the year while monthly meetings, open to all members, were maintained at St Andrews's Church.

#### **Overview**

Woking Area U3A was founded in 1993 as an offshoot from Guildford U3A. Membership on August 31 was 1,282 and rising, compared to a final total of 1,385 the previous year. With more expected, it seems WAu3a has returned to pre-pandemic levels.

To mark the 30<sup>th</sup> anniversary, a number of events were planned and a one-off reduction of the annual subscription fee to £10, the level charged in 1993, was implemented. The first event featured the Ukulele, Hootenanny, Movement and Exercise to Music and Singing for Fun groups opening the council's Summer Sounds season in Woking Park.

Genealogy created a fascinating and richly-researched display at Surrey History Centre, which was opened by the Mayor and attracted visitors throughout the summer. In the

meantime plans were laid for an 'Open Day' and a special AGM to celebrate the occasion. Dates for a number of other events have been decided, in a process that has taken a lot of time, behind-the-scenes work and planning.

Once again, a printed Guide for Members was published and distributed to members in July ready for the renewal process. The website is now being used for updates.

Following the death of the membership secretary in March, the secretary and treasurer dealt with membership queries. It is hoped the AGM will accept a new member to the committee who will take on the role next year.

Another change was that our Independent Examiner, Tom Allen, felt unable to continue in the role this year and Phillip Smitham agreed at short notice to take it on, for which the committee is very grateful.

The year began with a dispute between individual u3as and the parent organisation, the Third Age Trust, about planned increases in fees we pay to TAT. A number of options were considered and all rejected at the AGM. Subsequently, TAT found it could cope with no increases and a bit of restructuring.

Among the many changes this year were a reintroduction of renewal payments by BACS, an extra step in the way to pay through Beacon and the way two of the three annual newsletters are delivered. After a poll of members, most opted for email delivery of the WAu3a Times rather than postal. This has helped save costs.

## **Financial**

The attached statement sets out the financial position of Woking Area u3a as at 31<sup>st</sup> August 2023. The statement shows a surplus of £14,926 compared to a deficit of £3,165 for the previous year. This turnaround is mainly due to a slight increase in membership over 2021-22 and the raising of meetings fees to £2 per session, which was felt necessary due to the rising costs of venue hire.

The accumulated funds for Woking Area u3a as at 31<sup>st</sup> August 2023 were £64,141 compared to £49,125 for the previous year.

The accumulated surplus will help us celebrate our 30<sup>th</sup> anniversary in 2023/24 and to finance a reduction in the membership fee for one year to £10, which will reduce income and Gift Aid for 2023/24. The cost of the celebrations will be in the region of £10,000.



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

**19th October 2023**



## Independent Examiner's Report

I report to the trustees on my examination of the accounts of Woking Area U3A, Charity number 1031717 ('the charity'), set out on pages 4 to 6, for the year ended 31 August 2023.

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 did not accord with the accounting records; or
- the accounts did 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.

P Smitham  
Chartered Accountant  
107 Old Woking Road  
West Byfleet  
Surrey  
KT14 6HY



19 October 2023

## Woking Area U3A

### Statement of Financial Activities for the year ending 31st August 2023

	Notes	2023		2022	
		£	£	£	£
<b>Incoming Resources</b>					
Member subscriptions			20,110		19,785
Gift Aid and donations	2		3,376		4,784
Group meetings contributions			50,626		19,480
Outings contributions	3		26,726		23,736
PPS			252		-
Interest			208		178
Trees donations			-		440
Commission			-		200
Other			-		8
<b>Total incoming resources</b>			<u>101,298</u>		<u>68,611</u>
<b>Resources Expended</b>	4				
Third Age Trust and Membership system					
Capitation fees and Beacon		6,618		6,467	
PayPal fees		<u>252</u>	6,870	<u>329</u>	6,796
Meeting Costs					
Venue hire charges		35,938		27,877	
Monthly meetings expenses		1,473		1,311	
GL Expenses		1,510		-	
Speakers		<u>771</u>	39,692	<u>928</u>	30,116
Communications with members					
Third Age Matters		3,182		218	
Printing		2,826		3,904	
Postage, Phone & Website		<u>4,100</u>	10,108	<u>3,812</u>	7,934
Cost of Outings	3	27,439			23,793
Trees		-			650
CLA		64			-
Retirement presents		547			688
Group Leader and Zoom Costs		149			794
30th Anniversary Expenses		621			-
Sundry expenses		184			362
Examiner's Honorarium		100			100
Depreciation		<u>598</u>	29,702		543
<b>Total resources expended</b>			<u>86,372</u>		<u>71,776</u>
<b>Net incoming resources</b>	7		14,926		(3,165)
<b>Funds at start of year</b>			49,215		52,380
<b>Funds at end of year</b>			<u>64,141</u>		<u>49,215</u>

**Woking Area U3A**  
**Balance Sheet as at 31st August 2023**

	Notes	£	2023 £	£	2022 £
<b>Fixed Assets</b>	5				
Equipment			1,792		1,630
<b>Current Assets</b>					
Cash	8	75,614		62,810	
Prepayments	9	<u>2,119</u>		<u>2,523</u>	
			77,733		65,333
<b>Less: Liabilities, amounts falling due within one year</b>	10		<u>15,384</u>		<u>17,748</u>
			62,349		47,585
<b>Net Current Assets</b>					
<b>Total Assets less Liabilities</b>			<u>64,141</u>		<u>49,215</u>
<b>Represented by</b>					
<b>Funds</b>					
General Fund	6		64,141		49,215
<b>Total Funds</b>			<u>64,141</u>		<u>49,215</u>

Barbara Nicholson, Chairman



Susan Galliflent-Holmes, Treasurer



For and on behalf of the Committee

## Woking Area U3A

### Notes to the Accounts for the year ending 31 August 2023

#### 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, audio-visual and groups' equipment and presentation aids.

		2023	2022
		£	£
Cost	At beginning of year	17,065	17,065
	Additions	760	-
	At end of year	<u>17,825</u>	<u>17,065</u>
Depreciation	At beginning of year	15,435	14,892
	Charge for year	598	543
	At end of year	<u>16,033</u>	<u>15,435</u>
Net book value		<u>1,792</u>	<u>1,630</u>

#### 6 Funds

The funds are mainly unrestricted.

#### 7 Net Incoming Resources

The net increase/(decrease) in funds during the year is made up as follows:

	2023	2022
	£	£
Main fund	15,639	(2,928)
Outings	(713)	(237)
Total	<u>14,926</u>	<u>(3,165)</u>

#### 8 Cash

Cash is made up as follows:

	2023	2022
	£	£
Community Account	8,584	7,797
Business Saver Account	35,938	22,034
Groups Account	1,362	990
Outings Account	2,565	362
MOTO Account	1,816	1,591
Skipton BS Bond	18,749	18,646
PayPal	6,600	11,390
Petty Cash	-	-
Total	<u>75,614</u>	<u>62,810</u>

#### 9 Prepayments

	2023	2022
	£	£
Payments for 2023/24 outings and theatre	2,119	2,523

#### 10 Creditors

	2023	2022
	£	£
2023/24 subscriptions received in advance	11,310	14,490
Advance payments for outings	3,974	3,158
Examiner's honorarium	100	100
Total	<u>15,384</u>	<u>17,748</u>