

# Trustees' Annual Report for the period

Period start date

Period end date

From

To

## Section A Reference and administration details

Charity name **Wokingham U3A**

Other names charity is known by

Registered charity number (if any) **1049995**

Charity's principal address **c/o J D Waddington, Hon Treasurer**

**16 Waterloo Road**

**Wokingham, Berkshire**

**Postcode**

**RG40 2JH**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Pam Hares	Chair		
2	Juliet Hanfling	Vice Chair	Co-opted 7 June 2022	
3	John Waddington	Treasurer		
4	Chris Melhuish	Groups Coordinator		
5	Pauline Williams	Secretary	Resigned 17 November 2022	
6	Neil Goodhand	Website Coordinator	Retired 8 March 2022	
7	Gill Gardner	Finance and Systems Coordinator		
8	Glynis Leeson	News Edit Editor		
9	Denise Allen	Events Chair		
10	David Spinks	New Members Secretary	Resigned 7 April 2022	
11	Jim Callaghan	Website Coordinator	Elected 8 March 2022	
12	Mike Luff	Speakers Secretary	Elected 8 March 2022	
12	Juliet Hurwitt	Assistant Treasurer	Co-opted 5 July 2022	

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Constitution adopted 1995: amended 2005, 2009, 2013, 2018 & 2021
How the charity is constituted	Trust
Trustee selection methods	Trustees elected annually by ballot at the Annual General Meeting

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is a member of the Third Age Trust which is an association of u3as within the United Kingdom. Third Age Trust provides additional information & educational facilities, together with advice / services on a wide range of matters relating to the management and operation of individual member u3as.

The Third Age Trust provides comprehensive Committee advice, including sections on Trusteeship & Charity responsibilities which is made available to existing / new Trustees/Committee members. The Trust also provides training events.

The Charity is a member of the South East Region of the Third Age Trust.

Within the South East Region, the Charity is a member of the Thames Valley Network which is an association of u3as which are located along the Thames Valley from Maidenhead to Newbury, to Oxford. This provides a valuable facility for Wokingham u3a to network with neighbouring u3as and also enables joint activities to be undertaken with these neighbouring u3as.

In accordance with applicable regulations, this Wokingham u3a Trustees Annual Report 2022 covers the following areas:

Structure, Governance and Management.

Objectives and Activities.

Achievements.

Future Plans.

Financial Review.

#### Structure, Governance and Management

Wokingham u3a is governed under its Constitution, last amended in 2021.

In addition to committee members who are elected annually at the Annual General Meeting, the Committee may co-opt additional committee members and appoint committee members with special expertise during the year. Committee members may serve for up to nine years. The Chair may serve for a maximum of three years.

Thanks are due from the committee and membership to committee members Pauline Williams who stood down as Secretary in November 2022 after two years service, Neil Goodhand who retired as webmaster at the 2022 AGM after seven years' service and David Spinks who stood down as New Members Secretary.

Two new trustees were elected at the 2022 AGM, Mike Luff and Jim Callaghan, to serve as Speakers Secretary and Web Coordinator respectively.

During the year, the trustees were pleased to co-opt Juliet Hanfling and Juliet Hurwitt as Vice Chair and Assistant Treasurer respectively and to welcome them to Wokingham u3a committee.

#### Organisation:

- Management of the Wokingham u3a is vested in its Committee, whose duty it is to carry out its general policy and to provide for the administration, management and control of the affairs and property of the u3a.
- All matters not provided for & not requiring amendment in the constitution, relating to the u3a, are to be dealt with by the Committee.
- The principal governance mechanism of the Charity is the monthly Committee meeting of all the Trustees.
- Interest Groups are led by Group Convenors, appointed by their Group members, whose role is to facilitate the group activity and encourage participation by the group members.

#### Trustee Induction:

The Committee provides access to appropriate documents and training as required, to update new and existing Trustees' knowledge and awareness on current developments, including briefings on:

- their legal obligations under Charity and Company Law.
- the operational framework of Wokingham u3a including its Constitution.
- the budget & current financial position of Wokingham u3a.
- future plans and objectives.

#### Risk Management:

During the year, the trustees identified and monitored potential risks to its activities & considered / implemented measures to mitigate these risks. These included financial risks should membership fall and the risks that groups may not be able to meet for a long period of time.

Restrictions to Wu3a activities arising from the Covid pandemic were only eased in mid 2022, since when the trustees noted a successful, gradual return to usual, mainly face- to-face activities. Only a small number of groups closed during the year and several new groups commenced.

During 2022 there was a resurgence in the number of new members, with a record number of 320 joining our u3a. To encourage membership growth and retention, in October 2022 Wu3a held a very successful Open Day, which attracted 85 new members.

#### Operations

Monthly trustee meetings were held through the year to manage the u3a affairs, taking advice where required from the Third Age Trust.

Regular communications were maintained with members, primarily by email, including our u3a's well produced bimonthly email newsletter.

Summary of the objects of the charity set out in its governing document

The objectives and principal activities of the Wokingham u3a are:

The advancement of education and, in particular, the education of older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development.

The committee continues to take account of these objectives in its management and stewardship of Wokingham u3a's affairs and finances.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Summary of the main activities undertaken for the public benefit in relation to these objects:

What

- Education / Training
- Medical / Health / Sickness
- Disability
- Arts / culture
- Sport / recreation
- Environment / Conservation / Heritage
- Economic / Community development

Who

- Individuals no longer in Full Time Employment
- People with disabilities
- Minority Groups
- General public

How

- Provides advocacy / advice / information
- Sponsors or undertakes research
- Acts as umbrella or resource body

The trustees confirm they have had regard to the guidance issued by the Charity Commission on public benefit.

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The trustees of Wokingham U3A gratefully acknowledge the efforts of the many members and group convenors who volunteer freely of their time to contribute to the operation and development of the Charity and its interest groups.

Summary of the main achievements of the charity during the year

Wokingham u3a, established 30 years ago, is one of the largest u3a organisations nationally.

Following a small fall in Membership numbers during the Covid years, Membership recovered to 2,250 at March 2022. The trustees are delighted that membership at 31 December 2022 now stands at an encouraging 2,325.

Activity groups number close to 200. Activities covered by groups include education, arts & culture, research, sport/recreation, environmental study and support for single members. The trustees would like to thank our excellent group convenors for their contribution to the success of our u3a.

Representatives attended Third Age Trust and Thames Valley Network mainly digital meetings through the year.

Membership subscriptions were maintained at £8pp for 2022 and will be held at the same amount for the coming year 2023. We are proud to say that this is exactly the same as our subscription was in July 1992!

Payment of subscription by bank transfer continues to be offered and was taken up by 70% of members.

We are fortunate to have the invaluable services of a group of members who form a knowledgeable and effective IT panel, provide a closed Wu3a Facebook group and provide many members with advice and remote assistance in the use of IT & Zoom (and related) facilities

Monthly speaker meetings continued and have returned successfully to the regular monthly face to face meetings at St Pauls Rooms.

Events had been curtailed during the pandemic. Our events team has commenced a programme of activities for our members, which is much appreciated.

The Charity's membership and financial information was held from 2017 to the end of 2021 on the Beacon computer system, managed by the Third Age Trust. Wokingham u3a trustees, having reviewed available options, decided to move to the Simple Membership system. This is a dedicated u3a management system, providing already the enhanced features which were to have been included in the cancelled Beacon upgrade project, notably financial accounts, including groups finances to Charity Commission standards and automated renewal subscription processing.

#### Future Plans

The new computer system has proved to meet our requirements and expectations. Work is currently in progress to provide online new member application facility and to integrate Wu3a website within the system, providing greater efficiency and flexibility, with an associated cost saving.

As noted above, Wu3a held a very successful Open Day on October 2022. This was attended by over 600 people, including 85 members who joined on the day and a large number of existing members. Thanks are due to all who contributed to this excellent event, including many of our group convenors. It is hoped to repeat this event in coming years.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

The Charity's policy is to have sufficient reserves in order to:

- 1) Meet unexpected outlays required for the operation of the Charity in accordance with its charitable objectives
- 2) Hold a prudent amount of cash reserves to provide for working capital requirements
- 3) Replace obsolete equipment
- 4) Fund the development of new Groups within the Charity
- 5) Fund approved activities carried out by a Group that are available to all members of the Charity

Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Membership subscriptions represent our main source of funds.

2022 membership renewal rate was at a very high rate, in the region of 90%, in line with our best expectations and new members in 2022 were at a record high.

Subscription fees to the National body, the Third Age Trust represent our major cost item: in 2022 they increased to £4 for each of our members, which was allowed for in our 2022 budget.

Communication costs in the year were again at a low level, contact is mainly by email.

A material financial surplus resulted for 2022, providing future financial security for the charity. Funds are held with secure banks.

The trustees decided that with total reserves standing at around 12 months expenditure, 2023 subscriptions will be maintained at the current £8pp. The financial situation was monitored constantly & reports provided regularly to the trustees.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Full name, Signature, Position

Pam Hares, Chair

*P Hares*

Juliet Hanfling, Vice Chair

*J Hanfling*

Full name, Signature, Position

John Waddington, Treasurer

*J Waddington*

Date:

8 February 2023

# WOKINGHAM USA

## BALANCE SHEET at 31 December 2022

	31st December 2022	31st December 2021
	£	£
<u>CURRENT ASSETS: USA Main Account</u>		
Bank Accounts		
NatWest usa account	5,313	9,943
Charities Aid Foundation account	18,910	8,160
WUSA Cash in hand	nil	100
Less: liability Third Age Matters	see note	
	-39	-71
	24,184	18,132
<u>CURRENT ASSETS: Groups</u>		
Bank Accounts		
NatWest Groups bank account	7,735	5,859
Charities Aid Foundation groups account	5,496	4,373
Groups cash balances	3,690	3,221
	16,920	13,253
	41,104	31,385
<u>TOTAL ASSETS</u>		
	41,104	31,385
<u>REPRESENTED BY:</u>		
<u>Wokingham USA reserves</u>		
Accumulated fund	b/f	b/f
2021 surplus	18,132	12,444
see General Note 2	6,052	5,688
	24,184	18,132
<u>Wokingham USA Group funds</u>		
Accumulated fund	b/f	b/f
2020 surplus	13,253	14,718
	3,667	-1,465
	16,920	13,253
	41,104	31,385
<u>TOTAL USA FUNDS</u>		
	41,104	31,385

Wokingham USA accounts are prepared on a cash basis in the form of a Receipts and Payments Account, compatible with the Return made annually to the Charity Commissioners

Signed on behalf of the trustees

  
John D Waddington, Treasurer Wokingham USA

  
Signed by Terry Convey, Independent Examiner

# WOKINGHAM U3A

## Receipts and Payments Account for the year ended 31 Dec 2022

Year to 31 December 2022	
	£
Subscriptions	18,728
Gift Aid	3,230
Donations	171
Interest received	23
Meetings receipts	1,591
	23,743

Total WU3a Receipts

Year to 31 December 2021	
	£
Subscriptions	17,866
Gift Aid	3,137
Donations	27
Interest received	0
Meetings receipts	1,559
	22,589

Total WU3a Receipts

Less WU3a Payments	
	£
Bank Charges	190
Capital Equipment sale	-75
Communications	2,546
Computer, Website, IT	3,665
General expenses	75
Group development	108
Meetings expenses	2,040
Third Age Trust Membership subscription	9,096
Trustee expenses	47
	-17,691

Total WU3a Payments

Surplus year 2022  
£6,052

££ to Balance Sheet, WU3a Reserves

Less WU3a Payments	
	£
Bank Charges	192
Capital Equipment sale	-93
Communications	3,940
Computer, Website, IT	3,599
General expenses	170
Group development	70
Meetings expenses	1,248
Third Age Trust Membership subscription	7,774
Trustee expenses	nil
	-16,901

Total WU3a Payments

Surplus year 2021  
£5,688

££ to Balance Sheet, WU3a Reserves

Less WU3a Payments	
	£
Subscriptions	71,965

Total WU3a Payments  
£27,440

Less WU3a Payments	
	£
General	3,906
Outings	18,186
Room hire	37,479
Tutors	8,727
	-68,298

Groups increase in funds :  
£3,667

££ to Balance Sheet, Groups Funds

Groups reduction in funds :  
£1,465

££ to Balance Sheet, Groups Funds



## **WOKINGHAM u3a**

### **Notes to the accounts for the year ending 31 December 2022**

#### **Report on Accounts**

##### **Note 1 2022 Receipts & Payments.**

New Member numbers returned to very high levels during the year and renewal rates were again excellent, so membership income in the year remained strong.

Newsletters were issued by email at minimal cost, resulting in low communication costs.

Consequently, 2022 produced a surplus of £6,052 (2021 surplus £5,688).

The committee considers our financial position remains secure and that we hold adequate cash reserves to meet current and anticipated future requirements. The situation will continue to be closely monitored.

##### **Note 2 Reserves.**

The committee considers that Wokingham u3a should maintain reserve funds in accordance with Charity Commission guidelines and advice received from the Third Age Trust.

The committee keeps our reserves policy under regular review.

##### **Note 3 Membership Subscriptions.**

Wokingham u3a 2023 receipts and payments budget projections have approved by the committee and reflect £8pa membership subscription, held at this figure since 2017 & continuing for the 2023-24 renewals year.

##### **Note 4 Groups**

Cash held by groups and Groups' bank balances held in Wokingham u3a Groups Bank accounts are included in the annual accounts.

Cash held by groups is within the control of group convenors, who make half yearly returns to the committee stating their Group/s' receipts and payments, together with opening & closing cash & bank balances. These returns are monitored by the committee, together with Group Outings returns.

**/ See next page**

## Notes to the Accounts

### Note 1 Subscriptions / Membership.

- 2023-24 subscriptions are held at the current rate of £8pa.
- Membership of Wokingham u3a (at February 2023) is around 2,350 members (February 2022 2,250).

### Note 2 Meetings costs

Receipts £1,591; Payments £2,040; Net cost £449.

Speaker Meetings – surplus £452 (2021 surplus £603)

Other meetings costs (AGM, Group convenors, New Members, etc) £496 (2021 £293)

Open Day cost £405

### Note 3 Fixed Equipment

Value of fixed assets held by Wokingham u3a has been fully charged against the u3a's funds. Wokingham u3a maintains records of the equipment held, location & person/s responsible. Schedule is attached to these accounts.

### Note 4 Third Age Trust costs

Third Age Trust membership: Subscriptions increased 14% in April 2022, to £4 per member of each u3a nationally. The Trust proposed further increases at its 2022 AGM, but the resolution was not approved. This cost is funded from Wokingham u3a membership subscription income.

Third Age Matters magazine The post & packaging rate increased to £3.35 in April 2022 and will increase again in April 2023 to £3.60. Wokingham u3a members wishing to receive the magazine pay this cost individually: 10% of Wu3a households currently subscribe.

### Note 5 Bank accounts.

Wokingham U3A continue to use NatWest for banking arrangements, currently free of bank charges, following NatWest's business terms for charity accounts.

Two accounts were opened 2019 with Charities Aid Foundation (CAF), cleared through HSBC, to facilitate online banking receipts from members & groups. CAF provide online statement access & payments with a dual mandate facility. Account charges increased to £8pm in January 2021, but were reduced to £5pm during 2022.

There were increases to interest rates nationally during 2022 and CAF Bank resumed interest payments on current account balances. This rate is currently 0.2%pa.

Wokingham u3a committee keeps under review whether to use a deposit savings account, depending on interest rates offered and withdrawal notice terms.

## Independent examiner's report to the trustees of Wokingham U3A

I report to the trustees on my examination of the accounts of WOKINGHAM UNIVERSITY OF THE THIRD AGE, registered charity 1049995, (the Trust) for the year ended 31 December 2022.

### Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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.

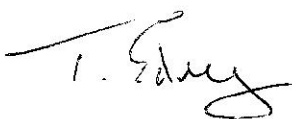
### Independent examiner's statement

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 Trust 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.

Signed:



Date

22/2/23

Name:

TERENCE EDNEY

Relevant professional qualification or membership of professional bodies (if any):

FIPD

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CROFTHOPE  
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