



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2023		31	12	2023

### 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 **PO Box 3664**

**Wokingham**

**Berkshire**

**Postcode RG40 9PA**

### 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	<b>Juliet Hanfling</b>	<b>Chair</b>		
2	<b>Glynis Leeson</b>	<b>Vice Chair</b>		
3	<b>Linda Penny</b>	<b>Secretary</b>	<b>Elected 14 March 2023</b>	
4	<b>Juliet Hurwitt</b>	<b>Treasurer</b>		
5	<b>Gillian Gardner</b>	<b>Finance and Systems Coordinator</b>		
6	<b>Jim Callaghan</b>	<b>Website Coordinator</b>		
7	<b>Mike Luff</b>	<b>Speakers Secretary</b>		
8	<b>Rodney Fox</b>	<b>Groups Coordinator</b>	<b>Elected 14 March 2023</b>	
9	<b>Pam Hares</b>	<b>Chair</b>	<b>Retired 14 March 2023</b>	
10	<b>John Waddington</b>	<b>Treasurer</b>	<b>Retired 14 March 2023</b>	
11	<b>Chris Melhuish</b>	<b>Groups Coordinator</b>	<b>Retired 14 March 2023</b>	

## Section B      Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

**Constitution adopted 1995: amended 2005, 2009, 2013, 2018 & 2021**

How the charity is constituted  
(eg. trust, association, company)

**Trust**

Trustee selection methods  
(eg. appointed by, elected by)

**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, 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 2023 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 Pam Hares and John Waddington who retired at the 2023 AGM on completion of their maximum terms of nine years and to Chris Melhuish after seven years' service.**

Two new trustees were elected at the 2023 AGM, Linda Penny and Rodney Fox as Secretary and Groups Coordinator respectively and we are pleased to welcome them both to the Wokingham u3a committee.

Juliet Hanfling and Juliet Hurwitt took the roles of Chair and Treasurer respectively at the 2023 AGM and Glynis Leeson took the role of Vice-Chair.

#### 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.

Return to usual Wu3a activities following the restrictions arising from the Covid pandemic continued through 2023 and the trustees have noted a continuing gradual return to usual, mainly face- to-face activities. We currently have around 190 interest groups covering a wide range of subjects, and these are overseen by our Groups Coordinator, Rodney Fox.

During 2023 there was further large intake of over 300 new members, following the record number of 320 who joined our u3a in 2022. Membership at the end of Feb 2024 stood at 2380.

This number is close to the previous Wokingham u3a all time high membership of 2493, immediately before the onset of the Covid epidemic in 2020.

Consequently, membership income has remained at a high level in 2023.

Meetings for new members were held on Zoom monthly with a more formal face to face meeting for new members being held in September 2023.

#### 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 very well produced and informative bi-monthly email newsletter News Edit.





**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.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Wokingham u3a, established in 1990, is one of the largest u3a organisations nationally.

Following a small fall in Membership numbers during the Covid years, Membership further recovered to 2380, in March 2023 (2250 at March 2022). The trustees are delighted that membership on 31 December 2023 stood at a very satisfactory 2349 (31 December 2022, 2325).

Activity groups number around 190. 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 meetings through the year. These are held as a combination of digital, effectively to minimise travel and encourage wider attendance, and face to face, for the essential personal contact and networking which this provides.

Membership subscriptions were maintained at £8pp for 2023, which we are proud to say has not increased since July 1992. For the coming year 2024 we are offering free membership to all our existing members (as of 31<sup>st</sup> December 2023) as a reward for their loyalty.

Payment of subscription by bank transfer continues to be offered and was taken up by around 80% 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 private Wu3a Facebook group and provide many members with advice and remote assistance in the use of IT & Zoom (and related) facilities. Thanks are due to Sylvia Mason and the team of volunteers.

Monthly speaker meetings continued and have fully returned to the regular face to face meetings at St Pauls Rooms, attracting very good attendances. Thanks go to Rosie Tamkin, Lynn Rossi and their team of volunteers who assist with the running of these meetings whose efforts are much appreciated.

Wu3a held a very successful meeting for convenors in June 2023, which was well attended with contributions from several committee members. Groups form an integral part of our u3a. The help and support of our many group convenors is greatly appreciated by the committee and all our members.

Events had been curtailed during the pandemic. Our events team has been very active and produced a range of well received activities for our members. Led by Libby Good with a number of committee members and volunteers, their efforts are 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 Simple Membership (SM) in early 2022, so we have now successfully completed two calendar years using SM. This is a dedicated u3a management system, providing all 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. The SM director is proactive in reviewing further enhancements.





The new computer system has proved to meet our requirements and expectations. Work began in 2022 to provide an online new member application facility and to integrate the Wu3a website within the system. Both these initiatives were successfully implemented in March 2023, providing greater efficiency and flexibility, with an associated cost saving as Wu3a had previously contracted for a separate stand-alone website through a local firm. Thanks are due to Gill Gardner and Jim Callaghan for their work in planning and implementing these two initiatives.

## 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.

2023 membership renewal rate continued at a high rate, close to 90%, in line with our expectations and new members in 2023 were close to 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 2023 budget.

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

A material financial surplus resulted for 2023, providing future financial security for the charity. Funds are held with secure banks.


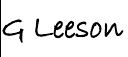

The trustees decided that with total reserves standing at around 12 months expenditure, free membership will be offered for 2024 to all our existing members as of 31 December 2023. The financial situation was monitored constantly & reports provided regularly to the trustees.

## 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	<b>Juliet Hanfling, Chair</b> 	<b>Glynis Leeson, Vice Chair</b> 
Full name, Signature, Position	<b>Juliet Hurwitt, Treasurer</b> 	
	<b>Date:</b>	<b>28 February 2024</b>

# Wokingham u3a YE 2023 Reports - FINAL v2

Receipts and Payments Account for year end:

31/12/2023

	£	£	£
	2023	2022	Increase/D ecrease
<b>Wu3a Main Receipts</b>			
Subscriptions	18,704	18,728	-24
Gift Aid	1,999	3,230	-1,231
Donations	259	171	88
Interest received	74	23	51
Meetings receipts	1,461	1,591	-131
	22,496	23,743	-1,247

## Notes:

Down by 3 net of joiners/renewals/leavers memberships, consistent with previous year.  
Only one reclaim in 2023.  
Duplicate receipts of subs/other over payments.  
Rate increases and higher balance.  
Speaker meeting bookings less TicketSource fees.

## Wu3a Group Receipts

Subscriptions	93,645	71,965	21,680
<b>Total Receipts</b>	<b>116,141</b>	<b>95,708</b>	<b>20,433</b>

Increase in Groups activities, weekly/monthly meetings, days out, theatres etc. Timing differences on receipts/payments. Buffers to cover absent periods of hall/court hires. Members starting to rejoin group events.

## Wu3a Main Payments

Bank Charges	121	190	-69
Capital Equipment purchase/sale	441	-75	516
Communications	2,472	2,546	-74
Computer, website, IT	2,975	3,665	-690
General expenses	122	75	47
Group development	35	108	-73
Meetings expenses	1,378	2,040	-663
Third Age Trust Membership subscription	9,584	9,096	489
Trustee expenses	23	47	-24
	17,151	17,691	-540

CAF monthly fee x2 accounts, cheque processing fees.  
Purchase of laptop and software for speaker and other non-Groups meetings.  
Consistent year-on-year.  
Transfer from Beacon to Simple Membership with reduced costs. No Sage Accounting costs.  
Committee leaving gifts. Convenor Meeting Refreshments  
Room hire trial session  
Room hire, external speaker meeting fees.  
Increased uptake and timing difference on year end members to when the invoice is paid to TAT.  
Travel expense to TV u3a regional meeting.

## Wu3a Groups Payments

General	5,601	3,906	1,695
Outings	23,093	18,186	4,906
Room Hire	51,186	37,479	13,707
Tutors	9,335	8,727	608
	89,215	68,298	20,841

Increase in one-off Outings and Events e.g. Arundel (Drivers tip), Wine tasting License.  
Various trips - theatre, house and garden visits, Arundel, golf.  
Some payments in advance e.g. quarterly. Greater groups activities.  
Tai Chi, Pilates etc, where external, trained professional required.

<b>Total Payments</b>	<b>106,365</b>	<b>85,989</b>	<b>41,217</b>
Main increase/Decrease in funds :	5,346	6,052	-707
Groups increase/Decrease in funds :	4,430	3,667	764
<b>Total Increase/Decrease in funds:</b>	<b>9,776</b>	<b>9,719</b>	<b>57</b>

Receipts and Payments consistent YoY.  
Receipts and Payments consistent YoY.

*J. Hurwitt*  
TREASURER 20/03/24

*J. Hurwitt*  
20/03/24  
Prepared by Juliet Hurwitt 11/03/2024 22:55  
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Wokingham u3a YE 2023 Reports - FINAL v2

BALANCE SHEET at

31/12/2023

£ 2023 £ 2023

£ 2022 £ 2022

CURRENT ASSETS: U3A Main Account

Bank Accounts:

NatWest u3a account

Charities Aid Foundation account

Total Main Banks

0  
33,997  
33,997

5,313  
18,910  
24,223

Wu3a Cash in hand

0

0

Less: liability Third Age Matters see note

78

-39

CURRENT ASSETS: Groups

Bank Accounts:

NatWest Groups bank account

Charities Aid Foundation groups account

Total Groups Banks

0  
12,302  
12,302

7,735  
5,496

13,230

Groups cash balances

4,503

3,690

TOTAL ASSETS

50,880

41,104

REPRESENTED BY:

Wokingham Main U3A reserves

Accumulated fund b/f

Current year's surplus / deficit

24,184  
5,346

29,530

18,132  
6,052

24,184

Wokingham u3a Group funds

Accumulated fund b/f

Current year's surplus / deficit

16,920  
4,430

21,350

13,253  
3,667

16,920

TOTAL U3A FUNDS

50,880

41,104

J. Hurwitt  
TREASURER 20/03/24

2013/2024  
Prepared by Juliet Hurwitt 11/03/2024 22:55





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Wokingham University of the Third Age (Wokingham U3A)

On accounts for the year  
ended

31 December 2023

Charity no  
(if any)

1049995

Set out on pages

1-2

*remember to include the page numbers of additional sheets*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023.

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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 11/03/2024

20/3/24

Name: Rob Melhuish

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

ICAEW

Address:

Accountwise Ltd

Innovation House, Molly Millars Close, Wokingham, Berkshire, RG41 2RX