

POTTERS BAR UNIVERSITY OF THE THIRD AGE

Registered Charity Number 1079721

ANNUAL REPORT -Year Ended 31 July 2020

Constitution

Potters Bar University of the Third Age was established under a constitution signed on 10 September 1999 . The current version was formally adopted at the Special General Meeting held on 13 January 2020 .

The Charity Commission confirmed by a letter that the Charity was entered in the Central Register of Charities with effect from 9 March 2000.

Trustees

Vacant (Chairman)
Pat Patterson (Vice Chairman)
Nicola Hirschle (Secretary)
Margaret Mathews (Membership Secretary)
Nick Buckland (Treasurer)
Linda Holdway
Yvonne Bennett
David Collins
Linda Bradish (appointed October 2019)
Shirley Goodman -Philips (appointed October 2019)
Divya Shah (appointed October 2019)

Bankers

HSBC
31 Chequer Street
St Albans Herts AL1 3YN

Independent Examiner

Anne Clarke

Objectives

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 , in Potters Bar and its surrounding locality .

Finance

During the year the Charity had an excess of income over expenditure of £ 4,278 on general activities and of -£ 2,039 on group activities (comparable figures for 2019 were £775 and £747 respectively) .The effect of the Covid 19 pandemic makes comparison of this year's figures with those of last year very difficult .

As at 31 July 2020 there were unrestricted funds of £ 14,732 in the General Fund and £ 4,929 for specific group activities.

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In relation to the General Fund the Trustees' aim is to hold not less than 6 months expenditure in reserve to cover future eventualities. In relation to group activities reserves are needed as some individual trips / events operate at a loss and costs are often met before the income has been received and banked. The reserves as at 31 July 2020 comply with this policy.

Year ended 31 July 2020

The Charity has provided facilities for continuing learning and physical activities for its membership which numbered 831 as at 31 March 2020.

There are about 65 educational and recreational groups, all of which are self financing. A broad spectrum of subjects is offered including languages, music and art appreciation, bridge, golf, crafts, physical activities and social events.

The Future

The Charity intends to continue running the activities undertaken in 2019 and to expand them in accordance with the needs and wishes of the membership.

Signed on behalf of the Trustees



Pat Patterson
Trustee and Vice Chairman



Nick Buckland
Trustee and Treasurer

13 August 2020

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Income and Expenditure Account for Year Ended 31 July 2020

	2019				2020		
	General	Groups	Total		General	Groups	Total
	£	£	£		£	£	£
Income							
Subscriptions	9,956				9,918		
Gift Aid	3,187				1,618		
Groups-CHG outings		24,592				21,390	
Groups-Theatre outings		10,227				13,142	
Groups -Other		3,642				4,237	
Sundries					154		
Total Income	13,143	38,461	51,604		11,690	38,769	50,459
Expenditure							
Capitation Fees	2,866				2,859		
Herts Affiliation	40						
U3A News Direct Mail	1,409						
Local News Letters	2,587				1,926		
Hire of Halls	2,115				43		
Monthly Speakers	870				514		
Printing, Stationery	215				275		
Postage	89				56		
Computer Costs	232				250		
AGM Costs	223				455		
Group Co ordinators meeting	578						
Equipment	604				410		
National Conference	275				295		
Groups- CHG outings		24,262				22,626	
Groups-Theatre outings		10,326				13,976	
Groups -Other		3,126				4,206	
Sundry Costs	265				329		
Total Expenditure	12,368	37,714	50,082		7,412	40,808	48,220
Excess (shortfall) of income over expenditure	775	747	1,522		4,278	-2,039	2,239
Funds brought forward	9,679	6,221	15,900		10,454	6,968	17,422
Funds carried forward	10,454	6,968	17,422		14,732	4,929	19,661

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Balance Sheet as at 31 July 2020

	General	2019 Groups	Total		General	2020 Groups	Total
	£	£	£		£	£	£
Assets							
Bank Accounts	17,837	17,297	35,134		14,756	4,798	19,554
Plus payments in advance	0	7,686	7,686		0	131	131
Less income received in advance	-7,383	-18,015	-25,398		- 24	0	- 24
Net Current Assets/unrestricted funds	10,454	6,968	17,422		14,732	4,929	19,661

Notes to the Accounts

1. Payments in advance are
payments made for outings /events which will take place after 1 August 2020

2. Income received in advance are
members subscriptions received in the year ended 31 July 2020 for membership effective 1 August 2020 and payments received for outings/events which will take place after 1 August 2020

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Independent Examiner's Report to the Trustees for the year ended 31 July 2020

I report on the accounts of the Charity for the year ended 31 July 2020, which appear on pages 3 and 4

Respective responsibilities of the Trustees and the Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to :

- * examine the accounts under section 145 of the Charities Act 2011
- * to follow the procedures laid down in general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011) and
- * to state whether particular matters have come to my attention

Basis of the Independent Examiner's report

My examination was carried out in accordance with general directions given by the Charity Commission. 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 the seeking of 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect :

- * accounting records were not kept in accordance with section 130 of the Charities Act 2011 or
- * the accounts do not accord with the accounting records

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

Anne Clarke 

Date 13th August 2020

61 Redhoods Way West
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