

# THE CHILTERN UNIVERSITY OF THE THIRD AGE

England & Wales · Charity number 1082794

## Details

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Other names	CHILTERN U3A
Status	Registered
Legal form	Other
Registered	2000-10-06
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Amersham & District Community Assoc Chiltern Avenue Amersham Bucks HP6 5AH
Phone	01494726915
Email	<a href="mailto:enquiries@chiltern-u3a.org.uk">enquiries@chiltern-u3a.org.uk</a>
Website	<a href="http://www.chiltern-u3a.org.uk">www.chiltern-u3a.org.uk</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUBLIC AND IN PARTICULAR THE EDUCATION OF MIDDLE AGED AND OLDER PEOPLE WHO ARE NOT IN FULL TIME GAINFUL EMPLOYMENT, PARTICULARLY IN AMERSHAM AND CHESHAM AND THE SURROUNDING LOCALITY. THE PROVISION OF FACILITIES FOR LEISURE TIME AND RECREATIONAL ACTIVITIES WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE ABOVE PERSONS IN THE INTERESTS OF THEIR SOCIAL WELFARE.

**Activities:** To advance the education of middle-aged and older citizens not in gainful employment and living in the locality of the Chilterns; to provide facilities for leisure time and recreational activities aimed at improving the life-style and social welfare of those citizens.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** Elderly/old People

## Geography

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- **Area of benefit:** AMERSHAM AND CHESHAM AND THE SURROUNDING LOCALITY.
- Buckinghamshire
- Hertfordshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£78,488	£76,777	-	-
2024-03-31	£68,185	£64,456	-	-
2023-03-31	£47,227	£47,446	-	-
2022-03-31	£36,669	£36,118	-	-
2021-03-31	£44,347	£18,581	-	-

## Trustees

Name	Role	Appointed
Ann Margaret Shepherd		2026-02-19
Christian Nicholas Scott		2020-05-21
Dr Michael Arthur Hender		2015-05-20
Elizabeth Anne Caine		2024-06-20
HELEN JEAN BEAUMONT		2010-05-19
Jean Elsie Routly		2022-08-18
Jennifer Jobson		2016-10-20
Jennifer Susan Harold-Barry		2012-05-16
Linda Anne Walton		2020-05-21
Sarah Myfanwy Jones		2017-05-17
Stephen John Zealey		2025-05-21

**THE CHILTERN UNIVERSITY OF THE THIRD AGE**

England & Wales - Charity number 1082794

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# Accounts

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## **Chiltern University of the Third Age**

### **Annual Report of the Trustees**

**Year Ended 31 March 2025**

#### **Reference and Administrative Information**

Charity Name: Chiltern University of the Third Age  
(hereinafter referred to as "Chiltern u3a")

Charity registration number: 1082794

#### **Trustees**

The following served during the year:

Helen Beaumont	
Anne Caine	Co-opted 20 June 2024
Lee Elton	Resigned 15 May 2024
Petrus Franciscus Jozef de Groot	(Elected as Chair 15 May 2024)
Jennifer Susan Harold-Barry	(Treasurer)
Mike Hender	
Jenny Jobson	
Sarah Jones	(Chair to 15 May 2024, trustee thereafter)
Ernest Newhouse	(Secretary)
Jean Routly	
Christian Scott	
Linda Walton	(Vice-Chair from 15 May 2024)
Wallace Wormley	

All the trustees in office at the end of the year were still in office when this report was signed.

#### **Location**

Chiltern u3a does not have premises of its own. The majority of its activities take place at the various premises of the Amersham Community Centre adjacent to and within the Chilterns Lifestyle Centre, Chiltern Avenue, Amersham, Bucks, HP6 5AH. The former will accept correspondence addressed to Chiltern u3a.

#### **Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling ME19 4JQ.

#### **Independent Examiner**

Alex Hughes, ACCA, 95 Hundred Acres Lane, Amersham, Bucks. HP7 9BP

## **Structure, Governance and Management**

### **Governing Document**

The Constitution of Chiltern u3a was adopted on 6 April 2000 and amended on 16 October 2002, 19 April 2004, 16 May 2012, 21 May 2014 and 24 February 2021.

### **Recruitment and Appointment of Trustees.**

Trustees are elected for 2 year terms at the Annual General Meeting and may be re-elected. They are drawn from the membership of Chiltern u3a. When necessary, trustees may be co-opted from the membership.

### **Risk Management**

Risk Assessment procedures and appropriate insurances are in place. Appropriate protective software is installed on Chiltern u3a's IT equipment and users are trained as necessary.

### **Objectives, Activities and Public Interest**

The objectives of the charity are to advance the education of middle-aged and older citizens not in full time gainful employment and living in Amersham and Chesham and the surrounding locality; to provide facilities for leisure time and recreational activities aimed at improving the lifestyle and social welfare of those citizens.

Chiltern u3a traditionally holds one general meeting each month, at most of which a presentation by a member or an outside speaker is the main item on the agenda. A variety of interest groups meet, generally once or twice a month. These cover a range of academic, exercise, cultural and social matters according to the expressed wishes of the members and the willingness of organisers to come forward. Excursions are also arranged.

The trustees are satisfied that the objectives of the Trust meet the public interest.

### **Employees**

Chiltern u3a does not have any employees.

### **Achievements and Performance**

Following the end of the pandemic, Chiltern u3a's activities returned to their customary formats, with minimal use being made of Zoom. Most take place in the remaining buildings of the old Amersham Community Centre or its rooms in the new Chilterns Lifestyle Centre, although increasing use is being made of other venues in the area.

Particular efforts have been made to publicise Chiltern u3a in the area. These have included adverts and editorial matter in some of the monthly free publications which circulate in the area, attendance at fetes and similar events. An open day was held in the autumn which resulted in 88 new members signing up on the spot.

It is pleasing to note that membership is now on the increase. The membership at the year end was 1440, which is above the pre-pandemic level of 1352. [March 2024: 1364] About 8-9% of the membership is lost each year, which is not surprising given its age profile.

At the end of the year there were 101 interest groups, including excursions, [March 2024: 94], ranging from Ancient Cultures to Yoga for Beginners. 12 new groups were formed and 4 were closed.

The series of sessions for the benefit of older drivers run by the Police Road Safety Team using Virtual Reality has been continued. Some 200 members have now attended and several more events have been booked.

There is a continuing drive to involve more members in the running of the organisation. Teams totalling about 25 ordinary members are now assisting with publicity and the administration of organisation wide events.

### **Plans for Future Periods**

The trustees are continuing to focus on attracting new members, particularly from those recently retired. They are also concerned about the difficulty of finding people to take on leadership roles in the various activities, which seems to be a common problem in many community groups.

### **Financial Review**

#### **Reserves Policy**

The reserves are significantly larger than the general policy of 6 months' expenditure. This is in anticipation of cost increases and the possibility of a liability in respect of a portion of the Gift Aid received in the past which has not yet been resolved.

#### **Fixed Assets**

Chiltern u3a has no Fixed Assets apart from computers and similar equipment, which are written off to expenditure on acquisition.

### **Results for the Period**

The accounts for the year are presented with this report.

### **Statement of Trustees' Responsibilities**

The trustees are required to prepare accounts for each financial period which give a true and fair view of the state of affairs of the charity at the end of the financial period and of its surplus or deficit for that period. In preparing the accounts, suitable accounting policies have been used consistently and reasonable and prudent judgements made. The trustees are also responsible for maintaining accounting records, for safeguarding the assets of the trust and for preventing and detecting fraud and other irregularities. The trustees are satisfied that Chiltern u3a is a going concern.

### **Audit**

Under the terms of the Charities Act 2011, the size of Chiltern u3a is such that the trustees may choose between an audit and an independent examination. The trustees have determined that the accounts should be independently examined and the corresponding report follows the accounts.

This report was approved by the trustees on 15 May 2025 and signed on their behalf by:

Chair

**CHILTERN UNIVERSITY of the THIRD AGE (Cu3a)**

Registered Charity Number 1082794

**INCOME & EXPENDITURE ACCOUNT for YEAR to 31 MARCH 2025**

	Notes	2024/25 £	2023/24 £
<b><u>OPERATING ACCOUNT</u></b>	(1)		
<b>INCOME</b>			
Subscriptions	(2)	39,354	36,272
Charges for additional printed Newsletters	(3)	1,359	0
Bank Interest		1,488	1,320
Sundries	(4)	573	868
		<u>42,773</u>	<u>38,460</u>
<b>EXPENDITURE</b>			
Accommodation		25,699	24,659
Guest Speakers - Fees & Expenses		753	737
Broadband, Telephone Fees & IT		400	370
Newsletter - Production and Distribution		6,569	5,154
Administration		886	637
Simple & Membership cards		1,500	1,500
Software for Administration	(5)	176	176
Gift Aid Costs	(6)	1,140	0
Banking Costs		229	258
Membership Fees to Third Age Trust	(7)	5,456	5,376
Equipment Purchases & Maintenance	(8)	868	700
Sundries	(9)	1,171	1,491
		<u>44,846</u>	<u>41,056</u>
<b>SURPLUS/DEFICIT FOR THE YEAR</b>		-2,073	-2,596
Funds brought forward from 1 April 2024		38,838	41,434
<b>FUNDS AS AT 31 MARCH 2025</b>		<u><b>36,765</b></u>	<u><b>38,838</b></u>

**BALANCE SHEET AS AT 31 MARCH 2025**

<b>ASSETS</b>			
Bank Balances		77,964	73,304
Prepaid Expenses		0	0
<b>TOTAL ASSETS</b>		<u><b>77,964</b></u>	<u><b>73,304</b></u>
<b>LIABILITIES &amp; RECEIPTS IN ADVANCE</b>			
Subscriptions for 2025/26		40,919	34,224
Other Liabilities		280	242
<b>TOTAL LIABILITIES</b>		<u><b>41,199</b></u>	<u><b>34,466</b></u>
Specific Reserve for Equipment	(10)	<b>10,000</b>	<b>10,000</b>
General Reserve		<b>26,764</b>	<b>28,838</b>
<b>NET ASSETS (OPERATING)</b>	(11)	<u><b>36,764</b></u>	<u><b>38,838</b></u>

<b><u>EXCURSIONS &amp; GROUPS ACTIVITIES ACC</u></b>	(12)		
<b>RECEIPTS</b>		35,715	29,725
<b>PAYMENTS</b>		31,930	23,400
<b>SURPLUS FOR THE YEAR</b>		3,785	6,324
Funds brought forward from 1 April 2024		14,603	8,279
<b>FUNDS AS AT 31 MARCH 2025</b>		<u><b>18,388</b></u>	<u><b>14,603</b></u>

**BALANCE SHEET AS AT 31 MARCH 2025**

<b>ASSETS</b>			
Bank Balance		18,387	14,603
<b>LIABILITIES</b>			
Group Activities for future years		4,692	5,220
<b>NET ASSETS (EXCURSIONS &amp; GROUPS)</b>		<u><b>13,695</b></u>	<u><b>9,383</b></u>

<b>TOTAL INCOME</b>	(13)	<b>78,488</b>	<b>68,185</b>
<b>TOTAL EXPENDITURE</b>	(13)	<b>76,777</b>	<b>64,456</b>
<b>TOTAL NET ASSETS</b>	(13)	<b>50,460</b>	<b>48,220</b>

## Notes to accompany end of year accounts to 31 March 2025

The Operating Account is presented on an Accrual basis, showing Income and Expenditure together with a Balance Sheet. The notes below focus on material items. Assets are written off in the year of purchase. The Excursions & Groups Activities Account is presented on a Receipts & Payments basis.

### OPERATING ACCOUNT

- 1 The accounts are shown separately for the monies used to run Chiltern u3a (Operating Account) and for the monies held on behalf of excursions organisers and groups (Excursions & Groups Activities Account).
- 2 Subscription income for the year of £39,354 was received from 1,489 members, up from 1385 members in the previous year. The main rate was increased to £28 from its 2023/24 level of £27.
- 3 Members received four issues of the Cu3a Newsletter electronically, one of which was also distributed in print. 151 members opted to pay £9 each to receive the printed version of all issues for the year.
- 4 Sundries income for 2024/25 comprises a donation from Riviera Travel's Affinity scheme, and sale of diaries.
- 5 Other software costs are included under Equipment or Newsletter, as appropriate.
- 6 Costs are for professional advice (see Note 11).
- 7 TAT Membership Fees of £5,456 are calculated on £4 per member, based on the number of members at 31 March 2024, and payable to the Third Age Trust for National Office services and insurances.
- 8 Includes Zoom licences.
- 9 Sundries expenditure includes cost of u3a Matters, licences, the Cu3a website, affiliation to the A&DCA, promotional material and activities, and start-up costs for a new group.
- 10 £10,000 has been set aside for future equipment updates for the Barn Hall and the Pottery Room.
- 11 There is a contingent liability potentially arising in respect of the entitlement to a portion of Gift Aid received. Our membership subscription covers the cost of accommodation for our interest groups, and guidance from the Third Age Trust has suggested that this money should have been excluded from our Gift Aid claims. The Committee has sought professional advice and assistance on determining whether the circumstances specific to Chiltern u3a maintain eligibility to claim the full Gift Aid. Should Chiltern u3a have claimed Gift Aid for which it is not eligible, the repayment is not expected to exceed £25,000.

### EXCURSIONS & GROUPS ACTIVITIES ACCOUNT

- 12 Monies collected by convenors and excursions organisers are held in a dedicated bank account. Expenditure of these monies for groups activities and general excursions is administered by the Treasurer and overseen by the Committee. Funds collected by any individual group are only made available for use by that group for a specific activity. Activities normally include visits to theatres, art galleries, gardens, museums and other places of interest; dancing, yoga, and pilates tuition; and specialist speakers.

### TOTALS

- 13 Because the Operating Account is presented on an Accrual basis and the Excursions & Groups Activities Account is presented on a Receipts & Payments basis, these figures are indicative of scale only.

### Independent Examiner's Report to the trustees & members of Chiltern u3a (Ref. No. 1082794)

I report on the accounts and notes for the year ended 31 March 2025 which are set out above and on the previous page.

The Charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. It is my responsibility: to examine the accounts (under section 145 of the Act); to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and to state whether particular matters have come to my attention.

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 Chiltern u3a and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be requested 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 matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act, have not been met; or
- ~~2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.~~



Alex Hughes ACCA  
95 Hundred Acres Lane  
Amersham  
HP7 9BP

16<sup>th</sup> April 2025

**THE CHILTERN UNIVERSITY OF THE THIRD AGE**

England & Wales - Charity number 1082794

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# Accounts

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## Chiltern University of the Third Age

### Annual Report of the Trustees

Year Ended 31 March 2024

#### Reference and Administrative Information

Charity Name: Chiltern University of the Third Age  
(hereinafter referred to as "Chiltern u3a")

Charity registration number: 1082794

#### Trustees

The following served during the year:

Helen Beaumont	
David Bender	Resigned 17 May 2023
Lee Elton	Co-opted 19 October 2023
Jennifer Susan Harold-Barry	(Treasurer)
Mike Hender	
Jenny Jobson	
Sarah Jones	(Chair)
Ernest Newhouse	(Secretary)
Jean Routly	
Christian Scott	
Nick Smith	Elected 17 May 2023. Resigned 19 October 2023
Linda Walton	
Wallace Wormley	

All the trustees in office at the end of the year were still in office when this report was signed.

#### Location

Chiltern u3a does not have premises of its own. The majority of its activities take place at the Amersham Community Centre and the nearby Chilterns Lifestyle Centre, Chiltern Avenue, Amersham, Bucks, HP6 5AH. The latter will accept correspondence addressed to Chiltern u3a.

#### Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling ME19 4JQ.

#### Independent Examiner

Alex Hughes, ACCA, 95 Hundred Acres Lane, Amersham, Bucks. HP7 9BP

## **Structure, Governance and Management**

### **Governing Document**

The Constitution of Chiltern u3a was adopted on 6 April 2000 and amended on 16 October 2002, 19 April 2004, 16 May 2012, 21 May 2014 and 24 February 2021.

### **Recruitment and Appointment of Trustees.**

Trustees are elected for 2 year terms at the Annual General Meeting and may be re-elected. They are drawn from the membership of Chiltern u3a. When necessary, trustees may be co-opted from the membership.

### **Risk Management**

Risk Assessment procedures and appropriate insurances are in place. Appropriate protective software is installed on Chiltern u3a's IT equipment and users are trained as necessary.

### **Objectives, Activities and Public Interest**

The objectives of the charity are to advance the education of middle-aged and older citizens not in full time gainful employment and living in Amersham and Chesham and the surrounding locality; to provide facilities for leisure time and recreational activities aimed at improving the lifestyle and social welfare of those citizens.

Chiltern u3a traditionally holds one general meeting each month, at most of which a presentation by a member or an outside speaker is the main item on the agenda. A variety of interest groups meet, generally once or twice a month. These cover a range of academic, exercise, cultural and social matters according to the expressed wishes of the members and the willingness of organisers to come forward. Excursions are also arranged.

The trustees are satisfied that the objectives of the Trust meet the public interest.

### **Employees**

Chiltern u3a does not have any employees.

### **Achievements and Performance**

Following the end of the pandemic, the u3a's activities have largely returned to their customary formats, with minimal use being made of Zoom. Those which took place in the now demolished buildings of the Amersham Leisure Centre have transferred into the new Chiltern Lifestyle Centre.

It is pleasing to note that membership is now on the increase. The membership at the year end was 1364 which is above the pre-pandemic level of 1352. [March 2023: 1344] About 8-9% of the membership is lost each year, which is not surprising given its age profile.

At the end of the year there were 94 interest groups, including excursions, [March 2023: 94], ranging from Ancient Cultures to Yoga for Beginners. 5 new groups were formed and 5 were closed.

A notable initiative was a series of sessions for the benefit of older drivers run by the Police Road Safety Team using Virtual Reality. So far 100 members have attended and 5 more events have been booked.

There is a continuing drive to involve more members in the running of the organisation. Teams totalling about 25 ordinary members are now assisting with publicity and the administration of organisation wide events.

## **Plans for Future Periods**

The trustees are continuing to focus on attracting new members, particularly from those recently retired. Particular efforts are being made to broaden the range of publicity outlets. They are also concerned about the difficulty of finding people to take on leadership roles in the various activities, which seems to be a common problem in many community groups.

## **Financial Review**

### **Reserves Policy**

The reserves are significantly larger than the general policy of 6 months' expenditure. This is in anticipation of cost increases and the possibility of a liability in respect of a portion of the Gift Aid received in the past.

### **Fixed Assets**

Chiltern u3a has no Fixed Assets apart from computers and similar equipment, which are written off to expenditure on acquisition.

### **Results for the Period**

The accounts for the year are presented with this report.

### **Statement of Trustees' Responsibilities**

The trustees are required to prepare accounts for each financial period which give a true and fair view of the state of affairs of the charity at the end of the financial period and of its surplus or deficit for that period. In preparing the accounts, suitable accounting policies have been used consistently and reasonable and prudent judgements made. The trustees are also responsible for maintaining accounting records, for safeguarding the assets of the trust and for preventing and detecting fraud and other irregularities. The trustees are satisfied that Chiltern u3a is a going concern.

### **Audit**

Under the terms of the Charities Act 2011, the size of Chiltern u3a is such that the trustees may choose between an audit and an independent examination. The trustees have determined that the accounts should be independently examined and the corresponding report follows the accounts.

This report was approved by the trustees on 18 April 2024 and signed on their behalf by:

Sarah Jones  
Chair

# CHILTERN UNIVERSITY of the THIRD AGE (CU3A)

Registered Charity Number 1082794

## INCOME & EXPENDITURE ACCOUNT for YEAR to 31 MARCH 2024

	Notes	2023/24 £	2022/23 £
<b><u>OPERATING ACCOUNT</u></b>	(1)		
<b>INCOME</b>			
Subscriptions	(2)	36,272	34,560
Bank Interest		1,320	422
HM Revenue & Customs - Gift Aid	(3)	0	0
Sundries	(4)	868	214
		<b>38,460</b>	<b>35,196</b>
<b>EXPENDITURE</b>			
Accommodation		24,659	19,808
Guest Speakers - Fees & Expenses		737	996
Broadband, Telephone Fees & IT		370	390
Newsletter - Production and Distribution		5,154	4,569
Administration		637	246
Simple & Membership cards		1,500	1,500
Software for Administration	(5)	176	176
Gift Aid Costs	(6)	0	1,050
Banking Costs		258	423
Membership Fees to Third Age Trust	(7)	5,376	4,980
Equipment Purchases & Maintenance	(8)	700	487
Activity Support		26	255
Sundries	(9)	1,465	960
		<b>41,056</b>	<b>35,840</b>
<b>SURPLUS/DEFICIT FOR THE YEAR</b>		<b>-2,596</b>	<b>-643</b>
Funds brought forward from 1 April 2023		41,434	42,077
<b>FUNDS AS AT 31 MARCH 2023</b>		<b>38,838</b>	<b>41,434</b>

### **BALANCE SHEET AS AT 31 MARCH 2024**

<b>ASSETS</b>			
Bank Balances		73,304	70,805
Prepaid Expenses		0	0
<b>TOTAL ASSETS</b>		<b>73,304</b>	<b>70,805</b>
<b>LIABILITIES &amp; RECEIPTS IN ADVANCE</b>			
Subscriptions for 2024/25		34,224	29,371
Other Liabilities		242	0
<b>TOTAL LIABILITIES</b>		<b>34,466</b>	<b>29,371</b>
<b>Specific Reserve for Equipment</b>	(10)	<b>10,000</b>	<b>10,000</b>
<b>General Reserve</b>		<b>28,838</b>	<b>31,434</b>
<b>NET ASSETS (OPERATING)</b>	(11)	<b>38,838</b>	<b>41,434</b>

<b><u>EXCURSIONS &amp; GROUPS ACTIVITIES ACC</u></b>	(12)		
<b>RECEIPTS</b>		29,725	12,031
<b>PAYMENTS</b>		23,400	11,606
<b>SURPLUS FOR THE YEAR</b>		6,324	425
Funds brought forward from 1 April 2023		8,279	7,854
<b>FUNDS AS AT 31 MARCH 2024</b>		<b>14,603</b>	<b>8,279</b>

### **BALANCE SHEET AS AT 31 MARCH 2024**

<b>ASSETS</b>			
Bank Balance		14,603	8,278
<b>LIABILITIES</b>			
Group Activities for future years		5,220	2,049
<b>NET ASSETS (EXCURSIONS &amp; GROUPS)</b>		<b>9,383</b>	<b>6,229</b>
<b>TOTAL INCOME</b>	(13)	<b>68,185</b>	<b>47,227</b>
<b>TOTAL EXPENDITURE</b>	(13)	<b>64,456</b>	<b>47,446</b>
<b>TOTAL NET ASSETS</b>	(13)	<b>48,220</b>	<b>47,663</b>

## **Notes to accompany end of year accounts to 31 March 2024**

The Operating Account is presented on an Accrual basis, showing Income and Expenditure together with a Balance Sheet. The notes below focus on material items. Assets are written off in the year of purchase. The Excursions & Groups Activities Account is presented on a Receipts & Payments basis.

### **OPERATING ACCOUNT**

- 1 The accounts are shown separately for the monies used to run Chiltern U3A (Operating Account) and for the monies held on behalf of excursions organisers and groups (Excursions & Groups Activities Account).
- 2 Subscription income for the year of £36,272 was received from 1,385 members. The main rate was increased to £27 from its 2022/23 level of £26.
- 3 Gift Aid has not yet been claimed in respect of 2023/24, 2022/23, or the latter part of 2021/22, pending resolution of the issue outlined in Note 11.
- 4 Sundries income for 2023/24 comprises donations from members, over and above subscriptions, sale of diaries, a donation from Riviera Travel's Affinity scheme, and a Third Age Trust grant towards promotional activity.
- 5 Other software costs are included under Equipment or Newsletter, as appropriate.
- 6 Costs are for professional advice (see Note 12).
- 7 TAT Membership Fees of £5,376 are calculated on £4 per member, based on the number of members at 31 March 2023, and payable to the Third Age Trust for National Office services and insurances.
- 8 Includes Zoom licences.
- 9 Sundries expenditure includes cost of Third Age Matters, licences, the Cu3a website, and promotional material.
- 10 £10,000 has been set aside for future equipment updates for the Barn Hall and the Pottery Room.
- 11 There is a contingent liability potentially arising in respect of the entitlement to a portion of Gift Aid received. Our membership subscription covers the cost of accommodation for our interest groups, and guidance from the Third Age Trust has suggested that this money should have been excluded from our Gift Aid claims. The Committee has sought professional advice and assistance on determining whether the circumstances specific to Chiltern u3a maintain eligibility to claim the full Gift Aid. Should Chiltern u3a have claimed Gift Aid for which it is not eligible, the repayment is not expected to exceed £25,000.

### **EXCURSIONS & GROUPS ACTIVITIES ACCOUNT**

- 12 Monies collected by convenors and excursions organisers are held in a dedicated bank account. Expenditure of these monies for groups activities and general excursions is administered by the Treasurer and overseen by the Committee. Funds collected by any individual group are only made available for use by that group for a specific activity. Activities normally include visits to theatres, art galleries, gardens, museums and other places of interest; dancing, yoga, and pilates tuition; and specialist speakers.

### **TOTALS**

- 13 Because the Operating Account is presented on an Accrual basis and the Excursions & Groups Activities Account is presented on a Receipts & Payments basis, these figures are indicative of scale only.

### **Independent Examiner's Report to the trustees & members of Chiltern U3A (Reg. No. 1082794)**

I report on the accounts and notes for the year ended 31 March 2024 which are set out above and on the previous page.

The Charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. It is my responsibility: to examine the accounts (under section 145 of the Act); to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and to state whether particular matters have come to my attention.

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 Chiltern U3A and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be requested 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 matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act, have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Alex Hughes ACCA  
95 Hundred Acres Lane  
Amersham  
HP7 9BP

14 May 2024

**CHILTERN UNIVERSITY of the THIRD AGE (CU3A)**

Registered Charity Number 1082794

**INCOME & EXPENDITURE ACCOUNT for YEAR to 31 MARCH 2024**

	Notes	2023/24 £	2022/23 £
<b><u>OPERATING ACCOUNT</u></b>	(1)		
<b>INCOME</b>			
Subscriptions	(2)	36,272	34,560
Bank Interest		1,320	422
HM Revenue & Customs - Gift Aid	(3)	0	0
Sundries	(4)	868	214
		<b>38,460</b>	<b>35,196</b>
<b>EXPENDITURE</b>			
Accommodation		24,659	19,808
Guest Speakers - Fees & Expenses		737	996
Broadband, Telephone Fees & IT		370	390
Newsletter - Production and Distribution		5,154	4,569
Administration		637	246
Simple & Membership cards		1,500	1,500
Software for Administration	(5)	176	176
Gift Aid Costs	(6)	0	1,050
Banking Costs		258	423
Membership Fees to Third Age Trust	(7)	5,376	4,980
Equipment Purchases & Maintenance	(8)	700	487
Activity Support		26	255
Sundries	(9)	1,465	960
		<b>41,056</b>	<b>35,840</b>
<b>SURPLUS/DEFICIT FOR THE YEAR</b>		<b>-2,596</b>	<b>-643</b>
Funds brought forward from 1 April 2023		41,434	42,077
<b>FUNDS AS AT 31 MARCH 2023</b>		<b>38,838</b>	<b>41,434</b>

**BALANCE SHEET AS AT 31 MARCH 2024**

<b>ASSETS</b>			
Bank Balances		73,304	70,805
Prepaid Expenses		0	0
<b>TOTAL ASSETS</b>		<b>73,304</b>	<b>70,805</b>
<b>LIABILITIES &amp; RECEIPTS IN ADVANCE</b>			
Subscriptions for 2024/25		34,224	29,371
Other Liabilities		242	0
<b>TOTAL LIABILITIES</b>		<b>34,466</b>	<b>29,371</b>
<b>Specific Reserve for Equipment</b>	(10)	<b>10,000</b>	<b>10,000</b>
<b>General Reserve</b>		<b>28,838</b>	<b>31,434</b>
<b>NET ASSETS (OPERATING)</b>	(11)	<b>38,838</b>	<b>41,434</b>

<b><u>EXCURSIONS &amp; GROUPS ACTIVITIES ACC</u></b>	(12)		
<b>RECEIPTS</b>		29,725	12,031
<b>PAYMENTS</b>		23,400	11,606
<b>SURPLUS FOR THE YEAR</b>		6,324	425
Funds brought forward from 1 April 2023		8,279	7,854
<b>FUNDS AS AT 31 MARCH 2024</b>		<b>14,603</b>	<b>8,279</b>

**BALANCE SHEET AS AT 31 MARCH 2024**

<b>ASSETS</b>			
Bank Balance		14,603	8,278
<b>LIABILITIES</b>			
Group Activities for future years		5,220	2,049
<b>NET ASSETS (EXCURSIONS &amp; GROUPS)</b>		<b>9,383</b>	<b>6,229</b>
<b>TOTAL INCOME</b>	(13)	<b>68,185</b>	<b>47,227</b>
<b>TOTAL EXPENDITURE</b>	(13)	<b>64,456</b>	<b>47,446</b>
<b>TOTAL NET ASSETS</b>	(13)	<b>48,220</b>	<b>47,663</b>

## **Notes to accompany end of year accounts to 31 March 2024**

The Operating Account is presented on an Accrual basis, showing Income and Expenditure together with a Balance Sheet. The notes below focus on material items. Assets are written off in the year of purchase. The Excursions & Groups Activities Account is presented on a Receipts & Payments basis.

### **OPERATING ACCOUNT**

- 1 The accounts are shown separately for the monies used to run Chiltern U3A (Operating Account) and for the monies held on behalf of excursions organisers and groups (Excursions & Groups Activities Account).
- 2 Subscription income for the year of £36,272 was received from 1,385 members. The main rate was increased to £27 from its 2022/23 level of £26.
- 3 Gift Aid has not yet been claimed in respect of 2023/24, 2022/23, or the latter part of 2021/22, pending resolution of the issue outlined in Note 11.
- 4 Sundries income for 2023/24 comprises donations from members, over and above subscriptions, sale of diaries, a donation from Riviera Travel's Affinity scheme, and a Third Age Trust grant towards promotional activity.
- 5 Other software costs are included under Equipment or Newsletter, as appropriate.
- 6 Costs are for professional advice (see Note 12).
- 7 TAT Membership Fees of £5,376 are calculated on £4 per member, based on the number of members at 31 March 2023, and payable to the Third Age Trust for National Office services and insurances.
- 8 Includes Zoom licences.
- 9 Sundries expenditure includes cost of Third Age Matters, licences, the Cu3a website, and promotional material.
- 10 £10,000 has been set aside for future equipment updates for the Barn Hall and the Pottery Room.
- 11 There is a contingent liability potentially arising in respect of the entitlement to a portion of Gift Aid received. Our membership subscription covers the cost of accommodation for our interest groups, and guidance from the Third Age Trust has suggested that this money should have been excluded from our Gift Aid claims. The Committee has sought professional advice and assistance on determining whether the circumstances specific to Chiltern u3a maintain eligibility to claim the full Gift Aid. Should Chiltern u3a have claimed Gift Aid for which it is not eligible, the repayment is not expected to exceed £25,000.

### **EXCURSIONS & GROUPS ACTIVITIES ACCOUNT**

- 12 Monies collected by convenors and excursions organisers are held in a dedicated bank account. Expenditure of these monies for groups activities and general excursions is administered by the Treasurer and overseen by the Committee. Funds collected by any individual group are only made available for use by that group for a specific activity. Activities normally include visits to theatres, art galleries, gardens, museums and other places of interest; dancing, yoga, and pilates tuition; and specialist speakers.

### **TOTALS**

- 13 Because the Operating Account is presented on an Accrual basis and the Excursions & Groups Activities Account is presented on a Receipts & Payments basis, these figures are indicative of scale only.

### **Independent Examiner's Report to the trustees & members of Chiltern U3A (Reg. No. 1082794)**

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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 Chiltern U3A and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be requested 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.

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Alex Hughes ACCA  
95 Hundred Acres Lane  
Amersham  
HP7 9BP

14 May 2024

**THE CHILTERN UNIVERSITY OF THE THIRD AGE**

England & Wales - Charity number 1082794

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# Accounts

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## **Chiltern University of the Third Age**

### **Annual Report of the Trustees**

**Year Ended 31 March 2023**

#### **Reference and Administrative Information**

Charity Name: Chiltern University of the Third Age  
(hereinafter referred to as "Chiltern u3a")

Charity registration number: 1082794

#### **Trustees**

The following served during the year:

Helen Beaumont  
David Bender  
Jennifer Susan Harold-Barry (Treasurer)  
Mike Hender  
Jenny Jobson (Vice-Chair)  
Sarah Jones (Chair)  
Ernest Newhouse (Secretary)  
Jean Routly Appointed 18 August 2022  
Christian Scott  
Carolyn Spencer Resigned 18 May 2022  
Linda Walton  
Wallace Wormley

All the trustees in office at the end of the year were still in office when this report was signed.

#### **Location**

Chiltern u3a does not have premises of its own. The majority of its activities take place at the Amersham Community Centre and the nearby Chiltern Lifestyle Centre, Chiltern Avenue, Amersham, Bucks, HP6 5AH. The latter will accept correspondence addressed to Chiltern u3a.

#### **Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling ME19 4JQ.  
HSBC plc, 92 Sycamore Road, Amersham, HP6 5EW

#### **Independent Examiner**

Alex Hughes, ACCA, 95 Hundred Acres Lane, Amersham, Bucks. HP7 9BP.

## **Structure, Governance and Management**

### **Governing Document**

The Constitution of Chiltern u3a was adopted on 6 April 2000 and amended on 16 October 2002, 19 April 2004, 16 May 2012, 21 May 2014 and 24 February 2021.

### **Recruitment and Appointment of Trustees.**

Trustees are elected for 2 year terms at the Annual General Meeting and may be re-elected. They are drawn from the membership of Chiltern u3a. When necessary, trustees may be co-opted from the membership.

### **Risk Management**

Risk Assessment procedures and appropriate insurances are in place. Appropriate protective software is installed on Chiltern u3a's IT equipment and users are trained as necessary.

### **Objectives, Activities and Public Interest**

The objectives of the charity are to advance the education of middle-aged and older citizens not in full time gainful employment and living in Amersham and Chesham and the surrounding locality; to provide facilities for leisure time and recreational activities aimed at improving the life-style and social welfare of those citizens.

Chiltern u3a traditionally holds one general meeting each month, at most of which a presentation by a member or an outside speaker is the main item on the agenda. A variety of interest groups meet, generally once or twice a month. These cover a range of academic, exercise, cultural and social matters according to the expressed wishes of the members and the willingness of organisers to come forward. Excursions are also arranged.

The trustees are satisfied that the objectives of the Trust meet the public interest.

### **Employees**

Chiltern u3a does not have any employees.

### **Achievements and Performance**

Following the end of the pandemic, the u3a's activities have largely returned to their customary formats, with minimal use being made of Zoom. Those which took place in the former Amersham Leisure Centre have transferred into the new Chiltern Lifestyle Centre and teething problems are being ironed out. However, the Zoom 'tea parties', held 3 times a week have been continued and have been much appreciated.

It is pleasing to note that the decline in membership, noted in last year's report, has largely been reversed. The membership at the year end was 1344 (Dec 22: 1338) [March 2022: 1245], near to the pre-pandemic level of 1352 at March 2021. At the end of the year there were 94 interest groups, including excursions, [March 2022: 93], ranging from Ancient Cultures to Yoga for Beginners. 4 new groups were formed and 3 were closed.

## **Plans for Future Periods**

The trustees are continuing to make particular efforts to attract new members, particularly from those recently retired. Particular efforts are being made to broaden the range of publicity outlets. They are also concerned about the difficulty of finding people to take on leadership roles in the various activities, which seems to be a common problem in many community groups.

## **Financial Review**

### **Reserves Policy**

Budgeting is based on a policy of maintaining a reserve broadly equivalent to 6 months' expenditure. This year it is significantly larger since, as a result of the pandemic, room hire costs have been significantly reduced.

### **Fixed Assets**

Chiltern u3a has no Fixed Assets apart from computers and similar equipment, which are written off to expenditure on acquisition.

### **Results for the Period**

The accounts for the year are presented with this report.

### **Statement of Trustees' Responsibilities**

The trustees are required to prepare accounts for each financial period which give a true and fair view of the state of affairs of the charity at the end of the financial period and of its surplus or deficit for that period. In preparing the accounts, suitable accounting policies have been used consistently and reasonable and prudent judgements made. The trustees are also responsible for maintaining accounting records, for safeguarding the assets of the trust and for preventing and detecting fraud and other irregularities. The trustees are satisfied that Chiltern u3a is a going concern.

### **Audit**

Under the terms of the Charities Act 2011, the size of Chiltern u3a is such that the trustees may choose between an audit and an independent examination. The trustees have determined that the accounts should be independently examined and the corresponding report follows the accounts.

This report was approved by the trustees on 20 April 2023 and signed on their behalf by:

Sarah Jones  
Chair

**CHILTERN UNIVERSITY of the THIRD AGE (CU3A)**

Registered Charity Number 1082794

**INCOME & EXPENDITURE ACCOUNT for YEAR to 31 MARCH 2023**

	Notes	2022/23 £	2021/22 £
<b><u>OPERATING ACCOUNT</u></b>	(1)		
<b>INCOME</b>			
Subscriptions	(2)	34,560	26,887
Bank Interest		422	9
HM Revenue & Customs - Gift Aid	(3)	0	4,867
Sundries	(4)	214	180
		<u>35,196</u>	<u>31,942</u>
<b>EXPENDITURE</b>			
Accommodation		19,808	14,897
Guest Speakers - Fees & Expenses		996	1,005
Broadband, Telephone Fees & IT		390	160
Newsletter - Production and Distribution		4,569	4,479
Administration		246	0
Simple & Membership cards		1,500	1,500
Software for Administration	(5)	176	80
Gift Aid Costs	(6)	1,050	
Banking Costs		423	564
Membership Fees to Third Age Trust	(7)	4,980	4,424
Equipment Purchases & Maintenance	(8)	487	1,238
Activity Support		255	316
Sundries	(9)	960	1,151
		<u>35,840</u>	<u>29,815</u>
<b>SURPLUS/DEFICIT FOR THE YEAR</b>		-643	2,128
Funds brought forward from 1 April 2022		42,077	39,950
<b>FUNDS AS AT 31 MARCH 2023</b>		<u><b>41,434</b></u>	<u><b>42,077</b></u>

**BALANCE SHEET AS AT 31 MARCH 2023**

<b>ASSETS</b>			
Bank Balances		70,805	73,187
Prepaid Expenses		0	0
<b>TOTAL ASSETS</b>		<u><b>70,805</b></u>	<u><b>73,187</b></u>
<b>LIABILITIES &amp; RECEIPTS IN ADVANCE</b>			
Subscriptions for 2023/24		29,371	30,918
Other Liabilities		0	192
<b>TOTAL LIABILITIES</b>		<u>29,371</u>	<u>31,110</u>
Specific Reserve for Equipment	(10)	<b>10,000</b>	<b>10,000</b>
General Reserve		<b>31,434</b>	<b>32,077</b>
<b>NET ASSETS (OPERATING)</b>	(11)	<u><b>41,434</b></u>	<u><b>42,077</b></u>

**EXCURSIONS & GROUPS ACTIVITIES ACC** (12)

<b>RECEIPTS</b>		12,031	4,726
<b>PAYMENTS</b>		11,606	6,303
<b>SURPLUS FOR THE YEAR</b>		425	-1,577
Funds brought forward from 1 April 2022		7,854	9,431
<b>FUNDS AS AT 31 MARCH 2023</b>		<u><b>8,279</b></u>	<u><b>7,854</b></u>

**BALANCE SHEET AS AT 31 MARCH 2023**

<b>ASSETS</b>			
Bank Balance		8,278	7,854
<b>LIABILITIES</b>			
Group Activities for future years		2,049	114
<b>NET ASSETS (EXCURSIONS &amp; GROUPS)</b>		<u><b>6,229</b></u>	<u><b>7,740</b></u>
<b>TOTAL INCOME</b>	(13)	<b>47,227</b>	<b>36,669</b>
<b>TOTAL EXPENDITURE</b>	(13)	<b>47,446</b>	<b>36,118</b>
<b>TOTAL NET ASSETS</b>	(13)	<u><b>47,663</b></u>	<u><b>49,817</b></u>

## **Notes to accompany end of year accounts to 31 March 2023**

The Operating Account is presented on an Accrual basis, showing Income and Expenditure together with a Balance Sheet. The notes below focus on material items. Assets are written off in the year of purchase. The Excursions & Groups Activities Account is presented on a Receipts & Payments basis.

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- 3 Gift Aid has not yet been claimed in respect of 2022/23, or the latter part of 2021/22, pending resolution of the issue outlined in Note 11.
- 4 Sundries income for 2022/23 comprises donations from members, over and above subscriptions, and a Third Age Trust grant towards promotional activity.
- 5 Other software costs are included under Equipment or Newsletter, as appropriate.
- 6 Costs of £1,050 are for professional advice (see Note 11).
- 7 TAT Membership Fees of £4,980 are calculated on £4 per member, based on the number of members at 31 March 2022, and payable to the Third Age Trust for National Office services and insurances.
- 8 Includes Zoom licences.
- 9 Sundries expenditure includes cost of Third Age Matters, licences, the Cu3a website, and promotional material.
- 10 £10,000 has been set aside for future equipment updates for the Barn Hall and the Pottery Room.
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Alex Hughes ACCA  
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HP7 9BP

12 April 2023

**CHILTERN UNIVERSITY of the THIRD AGE (CU3A)**

Registered Charity Number 1082794

**INCOME & EXPENDITURE ACCOUNT for YEAR to 31 MARCH 2023**

	Notes	2022/23 £	2021/22 £
<b><u>OPERATING ACCOUNT</u></b>	(1)		
<b>INCOME</b>			
Subscriptions	(2)	34,560	26,887
Bank Interest		422	9
HM Revenue & Customs - Gift Aid	(3)	0	4,867
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<b>EXPENDITURE</b>			
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Simple & Membership cards		1,500	1,500
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Equipment Purchases & Maintenance	(8)	487	1,238
Activity Support		255	316
Sundries	(9)	960	1,151
		<u>35,840</u>	<u>29,815</u>
<b>SURPLUS/DEFICIT FOR THE YEAR</b>		-643	2,128
Funds brought forward from 1 April 2022		42,077	39,950
<b>FUNDS AS AT 31 MARCH 2023</b>		<u><b>41,434</b></u>	<u><b>42,077</b></u>

**BALANCE SHEET AS AT 31 MARCH 2023**

<b>ASSETS</b>			
Bank Balances		70,805	73,187
Prepaid Expenses		0	0
<b>TOTAL ASSETS</b>		<u><b>70,805</b></u>	<u><b>73,187</b></u>
<b>LIABILITIES &amp; RECEIPTS IN ADVANCE</b>			
Subscriptions for 2023/24		29,371	30,918
Other Liabilities		0	192
<b>TOTAL LIABILITIES</b>		<u><b>29,371</b></u>	<u><b>31,110</b></u>
Specific Reserve for Equipment	(10)	<b>10,000</b>	<b>10,000</b>
General Reserve		<b>31,434</b>	<b>32,077</b>
<b>NET ASSETS (OPERATING)</b>	(11)	<u><b>41,434</b></u>	<u><b>42,077</b></u>

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**BALANCE SHEET AS AT 31 MARCH 2023**

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Bank Balance		8,278	7,854
<b>LIABILITIES</b>			
Group Activities for future years		2,049	114
<b>NET ASSETS (EXCURSIONS &amp; GROUPS)</b>		<u><b>6,229</b></u>	<u><b>7,740</b></u>
<b>TOTAL INCOME</b>	(13)	<b>47,227</b>	<b>36,669</b>
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The Charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. It is my responsibility: to examine the accounts (under section 145 of the Act); to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and to state whether particular matters have come to my attention.

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 Chiltern U3A and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be requested 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 matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
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Alex Hughes ACCA  
95 Hundred Acres Lane  
Amersham  
HP7 9BP

12 April 2023

**THE CHILTERN UNIVERSITY OF THE THIRD AGE**

England & Wales - Charity number 1082794

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# Accounts

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## **Chiltern University of the Third Age**

### **Annual Report of the Trustees**

**Year Ended 31 March 2022**

#### **Reference and Administrative Information**

Charity Name: Chiltern University of the Third Age  
(hereinafter referred to as "Chiltern u3a")

Charity registration number: 1082794

#### **Trustees**

The following served during the year:

Helen Beaumont  
David Bender  
Jennifer Susan Harold-Barry (Treasurer)  
Mike Hender  
Jenny Jobson (Vice-Chair)  
Sarah Jones (Chair)  
Ernest Newhouse (Secretary)  
Christian Scott  
Carolyn Spencer  
Linda Walton  
Wallace Wormley

All the trustees in office at the end of the year were still in office when this report was signed.

#### **Location**

Chiltern u3a does not have premises of its own. The majority of its activities take place at the Amersham Community Centre and the nearby Amersham Lifestyle Centre, Chiltern Avenue, Amersham, Bucks, HP6 5AH. The latter will accept correspondence addressed to Chiltern u3a.

#### **Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling ME19 4JQ.  
HSBC plc, 92 Sycamore Road, Amersham, HP6 5EW

#### **Independent Examiner**

Alex Hughes, ACCA, 95 Hundred Acres Lane, Amersham, Bucks. HP7 9BP.

## **Structure, Governance and Management**

### **Governing Document**

The Constitution of Chiltern u3a was adopted on 6 April 2000 and amended on 16 October 2002, 19 April 2004, 16 May 2012, 21 May 2014.and 24 February 2021.

### **Recruitment and Appointment of Trustees.**

Trustees are elected for 2 year terms at the Annual General Meeting and may be re-elected. They are drawn from the membership of Chiltern u3a. When necessary, trustees may be co-opted from the membership.

As a result of the Covid pandemic, it was not possible to hold the Annual General Meeting in May 2020 as planned, so that new trustees were appointed rather than elected. The appointments were confirmed when that AGM was held in February 2021, by Zoom. The meeting due in May 2021 was held at the proper time, again by Zoom.

### **Risk Management**

Risk Assessment procedures and appropriate insurances are in place. Appropriate protective software is installed on Chiltern u3a's IT equipment and users are trained as necessary.

### **Objectives, Activities and Public Interest**

The objectives of the charity are to advance the education of middle-aged and older citizens not in full time gainful employment and living in Amersham and Chesham and the surrounding locality; to provide facilities for leisure time and recreational activities aimed at improving the life-style and social welfare of those citizens.

Chiltern u3a traditionally holds one general meeting each month, at most of which a presentation by a member or an outside speaker is the main item on the agenda. A variety of interest groups meet, generally once or twice a month. These cover a range of academic, exercise, cultural and social matters according to the expressed wishes of the members and the willingness of organisers to come forward. Excursions are also arranged.

The trustees are satisfied that the objectives of the Trust meet the public interest.

### **Employees**

Chiltern u3a does not have any employees.

### **Achievements and Performance**

The year has again been dominated by the pandemic, which initially caused the suspension of most activities. Much use has been made of remote meetings using Zoom; roughly half the interest groups have used it to continue their programmes, and outdoor activities continued to the extent permitted. The frequency of general meeting talks, given by Zoom, was increased to weekly, and in addition a Zoom 'tea party' has been held 3 times a week - much appreciated by members who are otherwise isolated. Since the restrictions were eased towards the end of 2021, some meetings which had been suspended, such as singing, resumed while others adopted hybrid working - in person and on Zoom

Membership declined to 1245 [March 2021: 1352] due largely to a lack of new members joining during the pandemic. At the end of the year there were 93 interest groups, including excursions, [March 2021: 104], ranging from Ancient Cultures to Yoga for Beginners. 1 new group was formed and 12 were closed.

### **Plans for Future Periods**

The uncertainty caused by the pandemic has made planning difficult.

The redevelopment of the Amersham Community Centre, where the majority of the activities normally take place, was completed in December 2021. The period of adjustment to the new premises, now called the Chiltern Lifestyle Centre, foreshadowed in last year's report, is in train.

The trustees are making particular efforts to attract new members, particularly from those recently retired. They are also concerned about the difficulty of finding people to take on leadership roles in the various activities, which seems to be a common problem in many community groups.

### **Financial Review**

#### **Reserves Policy**

Budgeting is based on a policy of maintaining a reserve broadly equivalent to 6 months' expenditure. This year it is significantly larger since, as a result of the pandemic, room hire costs have been significantly reduced.

#### **Fixed Assets**

Chiltern u3a has no Fixed Assets apart from computers and similar equipment, which are written off to expenditure on acquisition.

### **Results for the Period**

The accounts for the year are presented with this report.

### **Statement of Trustees' Responsibilities**

The trustees are required to prepare accounts for each financial period which give a true and fair view of the state of affairs of the charity at the end of the financial period and of its surplus or deficit for that period. In preparing the accounts, suitable accounting policies have been used consistently and reasonable and prudent judgements made. The trustees are also responsible for maintaining accounting records, for safeguarding the assets of the trust and for preventing and detecting fraud and other irregularities. The trustees are satisfied that Chiltern u3a is a going concern.

### **Audit**

Under the terms of the Charities Act 2011, the size of Chiltern u3a is such that the trustees may choose between an audit and an independent examination. The trustees have determined that the accounts should be independently examined and the corresponding report follows the accounts.

This report was approved by the trustees on 21 April 2022 and signed on their behalf by:

Sarah Jones  
Chair

**CHILTERN UNIVERSITY of the THIRD AGE (CU3A)**

Registered Charity Number 1082794

**INCOME & EXPENDITURE ACCOUNT for YEAR to 31 MARCH 2022**

	Notes	2021/22 £	2020/21 £
<b><u>OPERATING ACCOUNT</u></b>	(1)		
<b>INCOME</b>			
Subscriptions	(2)	26,887	35,161
Bank Interest		9	14
HM Revenue & Customs - Gift Aid		4,867	6,715
Sundries	(3)	180	108
		<b>31,942</b>	<b>41,998</b>
<b>EXPENDITURE</b>			
Accommodation		14,897	1,745
Guest Speakers - Fees & Expenses		1,005	500
Broadband, Telephone Fees & IT		160	348
Newsletter - Production and Distribution		4,479	3,984
Administration		0	122
Simple & Membership cards		1,500	2,222
Software for Administration	(4)	80	334
Banking Costs		564	853
Membership Fees to Third Age Trust	(5)	4,424	5,166
Equipment Purchases & Maintenance	(6)	1,238	515
Activity Support		316	10
Sundries	(7)	1,151	693
		<b>29,815</b>	<b>16,491</b>
<b>SURPLUS/DEFICIT FOR THE YEAR</b>		<b>2,128</b>	<b>25,507</b>
Funds brought forward from 1 April 2021		39,950	14,443
<b>FUNDS AS AT 31 MARCH 2022</b>		<b>42,077</b>	<b>39,950</b>

**BALANCE SHEET AS AT 31 MARCH 2022**

<b>ASSETS</b>			
Bank Balances		73,187	64,253
Prepaid Expenses		0	0
<b>TOTAL ASSETS</b>		<b>73,187</b>	<b>64,253</b>
<b>LIABILITIES &amp; RECEIPTS IN ADVANCE</b>			
Subscriptions for 2022/23		30,918	24,304
Other Liabilities	(8)	192	0
<b>TOTAL LIABILITIES</b>		<b>31,110</b>	<b>24,304</b>
<b>Specific Reserve for Equipment</b>	(9)	<b>10,000</b>	<b>10,000</b>
<b>General Reserve</b>		<b>32,077</b>	<b>29,949</b>
<b>NET ASSETS (OPERATING)</b>	(10)	<b>42,077</b>	<b>39,949</b>

**EXCURSIONS & GROUPS ACTIVITIES ACC** (11)

<b>RECEIPTS</b>		4,726	2,349
<b>PAYMENTS</b>		6,303	2,089
<b>SURPLUS FOR THE YEAR</b>		-1,577	260
Funds brought forward from 1 April 2021		9,431	9,171
<b>FUNDS AS AT 31 MARCH 2022</b>		<b>7,854</b>	<b>9,431</b>

**BALANCE SHEET AS AT 31 MARCH 2022**

<b>ASSETS</b>			
Bank Balance		7,854	9,430
<b>LIABILITIES</b>			
Group Activities for future years		114	0
<b>NET ASSETS (EXCURSIONS &amp; GROUPS)</b>		<b>7,740</b>	<b>9,430</b>

<b>TOTAL INCOME</b>	(12)	<b>36,669</b>	<b>44,347</b>
<b>TOTAL EXPENDITURE</b>	(12)	<b>36,118</b>	<b>18,581</b>
<b>TOTAL NET ASSETS</b>	(12)	<b>49,817</b>	<b>49,379</b>

## **Notes to accompany end of year accounts to 31 March 2022**

The Operating Account is presented on an Accrual basis, showing Income and Expenditure together with a Balance Sheet. The notes below focus on material items. Assets are written off in the year of purchase. The Excursions & Groups Activities Account is presented on a Receipts & Payments basis.

The Covid-19 pandemic again curtailed excursions, group outings and meetings, especially in the earlier part of the year. Outdoor activities took place when permitted and many groups met by Zoom or maintained other forms of communication. General talks and social gatherings took place by Zoom multiple times a week.

### **OPERATING ACCOUNT**

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- 2 Subscription income for the year of £26,887 was received from 1,360 members. Because of the constraints on activities caused by Covid-19, the main rate was decreased to £20 from its normal level of £26, which pertained in 2020/21.
- 3 Sundries income for 2021/22 comprises donations from members, over and above subscriptions, and a Third Age Trust grant towards u3a Day promotional activity.
- 4 Other software costs are included under Equipment or Newsletter, as appropriate.
- 5 TAT Membership Fees of £4,424 are calculated on £3.50 per member, based on the number of members at 31 March 2021, and payable to the Third Age Trust for National Office services and insurances.
- 6 Comprises Zoom licences and equipment for hybrid meetings.
- 7 Sundries expenditure includes cost of Third Age Matters, licences, the CU3A website, u3a Day expenses, and promotional material.
- 8 Other liabilities are £192 for accommodation.
- 9 £10,000 has been set aside for future equipment updates for the Barn Hall and the Pottery Room, and new equipment which may be necessitated by the new accommodation and by hybrid Zoom/face-to-face meetings.
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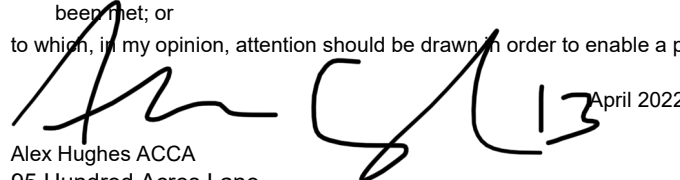
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Alex Hughes ACCA  
95 Hundred Acres Lane  
Amersham  
HP7 9BP

April 2022

**CHILTERN UNIVERSITY of the THIRD AGE (CU3A)**

Registered Charity Number 1082794

**INCOME & EXPENDITURE ACCOUNT for YEAR to 31 MARCH 2022**

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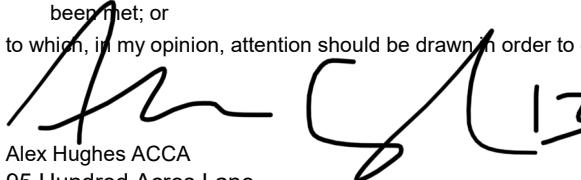
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Amersham  
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April 2022

**THE CHILTERN UNIVERSITY OF THE THIRD AGE**

England & Wales - Charity number 1082794

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# Accounts

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## **Chiltern University of the Third Age**

### **Annual Report of the Trustees**

**Year Ended 31 March 2021**

#### **Reference and Administrative Information**

Charity Name: Chiltern University of the Third Age  
(hereinafter referred to as "Chiltern u3a")

Charity registration number: 1082794

#### **Trustees**

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Helen Beaumont	
David Bender	
Kenneth Bodman	Resigned 14 May 2020
Allan Ferrier	Resigned 14 May 2020
Jennifer Susan Harold-Barry	(Treasurer)
Mike Hender	
Jenny Jobson	(Vice-Chair)
Sarah Jones	(Chair)
Barbara Miller	Resigned 14 May 2020
Ernest Newhouse	(Secretary)
Christian Scott	Appointed 14 May 2020
Carolyn Spencer	Appointed 14 May 2020
Linda Walton	Appointed 14 May 2020
Wallace Wormley	

All the trustees in office at the end of the year were still in office when this report was signed.

#### **Location**

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### **Recruitment and Appointment of Trustees.**

Trustees are elected for 2 year terms at the Annual General Meeting and may be re-elected. They are drawn from the membership of Chiltern u3a. When necessary, trustees may be co-opted from the membership.

As a result of the Covid pandemic, it was not possible to hold the Annual General Meeting in May 2020 as planned, so that new trustees were appointed rather than elected. The appointments were confirmed when the AGM was held in February 2021, by Zoom.

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Risk Assessment procedures and appropriate insurances are in place. Appropriate protective software is installed on Chiltern u3a's IT equipment and users are trained as necessary.

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The objectives of the charity are to advance the education of middle-aged and older citizens not in full time gainful employment and living in Amersham and Chesham and the surrounding locality; to provide facilities for leisure time and recreational activities aimed at improving the life-style and social welfare of those citizens.

Chiltern u3a generally holds one general meeting each month, at most of which a presentation by a member or an outside speaker is the main item on the agenda. A variety of interest groups meet, generally once or twice a month. These cover a range of academic, exercise, cultural and social matters according to the expressed wishes of the members and the willingness of organisers to come forward. Excursions are also arranged.

The trustees are satisfied that the objectives of the Trust meet the public interest.

### **Employees**

Chiltern u3a does not have any employees.

### **Achievements and Performance**

The year has been dominated by the pandemic, which initially caused the suspension of most activities. Much use has been made of remote meetings using Zoom; roughly half the interest groups have used it to continue their programmes, and outdoor activities continued to the extent permitted. The frequency of general meeting talks, given by Zoom, was increased to weekly, and in addition a Zoom 'tea party' has been held 3 times a week - much appreciated by members who are otherwise lonely.

Membership declined to 1352 [March 2020: 1476] due largely to a lack of new members joining during the pandemic. At the end of the year there were 104 interest

groups, including excursions, [March 2020: 103], ranging from Ancient Cultures to Yoga for Beginners. 3 new groups were formed and 2 were closed.

### **Plans for Future Periods**

The uncertainty caused by the pandemic has made planning difficult.

The redevelopment of the Amersham Community Centre, where the majority of the activities normally take place, is well under way and there will be a period of adjustment once the new buildings open, due September 2021.

### **Financial Review**

#### **Reserves Policy**

Budgeting is based on a policy of maintaining a reserve broadly equivalent to 6 months' expenditure. This year it is significantly larger, since as a result of the pandemic room hire costs have been significantly reduced.

#### **Fixed Assets**

Chiltern u3a has no Fixed Assets apart from computers and similar equipment, which are written off to expenditure on acquisition.

#### **Results for the Period**

The accounts for the year are presented with this report.

#### **Statement of Trustees' Responsibilities**

The trustees are required to prepare accounts for each financial period which give a true and fair view of the state of affairs of the charity at the end of the financial period and of its surplus or deficit for that period. In preparing the accounts, suitable accounting policies have been used consistently and reasonable and prudent judgements made. The trustees are also responsible for maintaining accounting records, for safeguarding the assets of the trust and for preventing and detecting fraud and other irregularities. The trustees are satisfied that Chiltern u3a is a going concern.

#### **Audit**

Under the terms of the Charities Act 2011, the size of Chiltern u3a is such that the trustees may choose between an audit and an independent examination. The trustees have determined that the accounts should be independently examined and the corresponding report follows the accounts.

This report was approved by the trustees on 15 April 2021 and signed on their behalf by:



# CHILTERN UNIVERSITY of the THIRD AGE (CU3A)

Registered Charity Number 1082794

## INCOME & EXPENDITURE ACCOUNT for YEAR to 31 MARCH 2021

	Notes	2020/21 £	2019/20 £
<b><u>OPERATING ACCOUNT</u></b>	(1)		
<b>INCOME</b>			
Subscriptions	(2)	35,161	32,248
Bank Interest		14	40
HM Revenue & Customs - Gift Aid	(3)	6,715	6,133
Sundries	(4)	108	402
		41,998	38,824
<b>EXPENDITURE</b>			
Accommodation	(5)	1,745	22,238
Guest Speakers - Fees & Expenses		500	775
Broadband, Telephone Fees & IT		348	894
Newsletter - Production and Distribution	(6)	3,984	12,770
Administration	(7)	122	838
Simple & Membership cards	(8)	2,222	1,603
Software for Administration	(9)	334	1,015
Banking Costs	(10)	853	120
Membership Fees to Third Age Trust	(11)	5,166	5,233
Equipment Purchases & Maintenance	(12)	515	8,787
Activity Support		10	577
Sundries	(13)	693	1,263
		16,491	56,114
<b>SURPLUS/DEFICIT FOR THE YEAR</b>		25,507	-17,291
Funds brought forward from 1 April 2020		14,443	31,734
<b>FUNDS AS AT 31 MARCH 2021</b>		<b>39,950</b>	<b>14,443</b>

### BALANCE SHEET AS AT 31 MARCH 2021

<b>ASSETS</b>			
Bank Balances		64,253	35,490
(Delayed 2019/20 Gift Aid Receipt)		0	6,133
Prepaid Expenses	(14)	0	972
<b>TOTAL ASSETS</b>		<b>64,253</b>	<b>42,595</b>
<b>LIABILITIES &amp; RECEIPTS IN ADVANCE</b>			
Subscriptions for 2021/22		24,304	28,152
Other Liabilities		0	0
<b>TOTAL LIABILITIES</b>		<b>24,304</b>	<b>28,152</b>
Specific Reserve for Equipment	(15)	<b>10,000</b>	<b>2,000</b>
General Reserve		<b>29,949</b>	<b>12,443</b>
<b>NET ASSETS (OPERATING)</b>		<b>39,949</b>	<b>14,443</b>

<b><u>EXCURSIONS &amp; GROUPS ACTIVITIES ACC</u></b>			
	(16)		
<b>RECEIPTS</b>		2,349	38,025
<b>PAYMENTS</b>		2,089	39,635
<b>SURPLUS FOR THE YEAR</b>		260	-1,610
Funds brought forward from 1 April 2020		9,171	10,781
<b>FUNDS AS AT 31 MARCH 2021</b>		<b>9,431</b>	<b>9,171</b>

### BALANCE SHEET AS AT 31 MARCH 2021

<b>ASSETS</b>			
Bank Balance		9,430	9,171
<b>LIABILITIES</b>			
Group Activities for future years		0	1,219
<b>NET ASSETS (EXCURSIONS &amp; GROUPS)</b>		<b>9,430</b>	<b>7,952</b>

<b>TOTAL INCOME</b>	(17)	<b>44,347</b>	<b>76,849</b>
<b>TOTAL EXPENDITURE</b>	(17)	<b>18,581</b>	<b>95,749</b>
<b>TOTAL NET ASSETS</b>	(17)	<b>49,379</b>	<b>22,395</b>

## **Notes to accompany end of year accounts to 31 March 2021**

The Operating Account is presented on an Accrual basis, showing Income and Expenditure together with a Balance Sheet. The notes below focus on material items. Assets are written off in the year of purchase. The Excursions & Groups Activities Account is presented on a Receipts & Payments basis.

The Covid-19 pandemic caused a modest decrease in the numbers renewing or joining. Excursions and group outings stopped and activities were impacted. Outdoor activities took place when permitted and many groups met by Zoom or maintained other forms of communication. General talks and social gatherings took place by Zoom multiple times a week.

### **OPERATING ACCOUNT**

- 1 The accounts are shown separately for the monies used to run Chiltern U3A (Operating Account) and for the monies held on behalf of excursions organisers and groups (Excursions & Groups Activities Account).
- 2 Subscription income for the year of £35,161 was received from 1,366 members. The main rate had been decreased to £22 for 2019/20 to reduce the reserve, and was restored to £26 for 2020/21.
- 3 1,035 members were registered for Gift Aid. We received £6,715 which included £31 interest on the previous year's receipt.
- 4 Sundries income for 2020/21 comprises donations from members, over and above subscriptions.
- 5 Accommodation costs comprise heavily discounted fees for the Pottery Room, a small retainer fee, and late invoices.
- 6 Newsletter distribution was reduced to 3 digital-only issues for most members with monochrome printed copies for those without email, and one monochrome printed issue for all members containing important inserts.
- 7 Administration costs include postage, stationery, and printing costs, incurred by or on behalf of the committee.
- 8 The Simple membership management system was introduced during 2019/20.
- 9 Other software costs are included under Equipment or Newsletter, as appropriate.
- 10 We changed our bank during 2019/20 in order to benefit from dual-authorisation on-line banking.
- 11 TAT Membership Fees of £5,166 are based on £3.50 per member, based on the maximum membership during the preceding year, and payable to the Third Age Trust for National Office services and insurances.
- 12 A major upgrade of audio-visual systems in the Barn Hall and Pottery Room was undertaken during 2019/20. Costs for 2020/21 comprise Zoom costs.
- 13 Sundries expenditure of £693 includes cost of Third Age Matters, licences, and the CU3A website.
- 14 Prepaid expenses in 2019/20 were the printing and postage of membership cards for future years.
- 15 £10,000 has been set aside for future equipment updates for the Barn Hall and the Pottery Room, and new equipment which may be necessitated by the new accommodation and by hybrid Zoom/face-to-face meetings.

### **EXCURSIONS & GROUPS ACTIVITIES ACCOUNT**

- 16 Monies collected by convenors and excursions organisers are held in a dedicated bank account. Expenditure of these monies for groups activities and general excursions is administered by the Treasurer and overseen by the Committee. Funds collected by any individual group are only made available for use by that group for a specific activity. Activities normally include visits to theatres, art galleries, gardens, museums and other places of interest, dancing tuition, and specialist speakers. In 2020/21 some talks were presented to groups by Zoom but most transactions were refunds for pre-booked activities which were cancelled.

### **TOTALS**

- 17 Because the Operating Account is presented on an Accrual basis and the Excursions & Groups Activities Account is presented on a Receipts & Payments basis, these figures are indicative of scale only.

### **Independent Examiner's Report to the trustees & members of Chiltern U3A (Reg. No. 1082794)**

I report on the accounts and notes for the year ended 31 March 2020 which are set out above and on the previous page.

The Charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. It is my responsibility: to examine the accounts (under section 145 of the Act); to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and to state whether particular matters have come to my attention.

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 Chiltern U3A and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be requested 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 matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act, have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

14 April 2021

Alex Hughes ACCA  
95 Hundred Acres Lane  
Amersham  
HP7 9BP

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