



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 £ |
|--|-------|---------------|---------------|
| OPERATING ACCOUNT | (1) | | |
| INCOME | | | |
| Subscriptions | (2) | 34,560 | 26,887 |
| Bank Interest | | 422 | 9 |
| HM Revenue & Customs - Gift Aid | (3) | 0 | 4,867 |
| Sundries | (4) | 214 | 180 |
| | | 35,196 | 31,942 |
| EXPENDITURE | | | |
| 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 |
| | | 35,840 | 29,815 |
| SURPLUS/DEFICIT FOR THE YEAR | | -643 | 2,128 |
| Funds brought forward from 1 April 2022 | | 42,077 | 39,950 |
| FUNDS AS AT 31 MARCH 2023 | | 41,434 | 42,077 |

BALANCE SHEET AS AT 31 MARCH 2023

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

EXCURSIONS & GROUPS ACTIVITIES ACC (12)

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

BALANCE SHEET AS AT 31 MARCH 2023

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

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.

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 £34,560 was received from 1,350 members. Because of the constraints on activities caused by Covid-19, the main rate had been decreased to £20 for 2021/22. It reverted to its previous level of £26 for 2022/23.
- 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.
- 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 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 2023 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

12 April 2023

CHILTERN UNIVERSITY of the THIRD AGE (CU3A)

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