



## **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 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 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

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