

## **Trustees Report 2024**

### **Trustees' Annual Report for the period**

**From Period start date 1/4/2023**

**To Period end date. 31/3/24**

**Charity name: Plymouth u3a**

Charity registration number: 1094085

Address: 1 Moor View Terrace, Plymouth

Trustees for the period

Chair: Lorraine Robinson

Secretary: Margaret Thompson

Treasurer: Brian Mathieson

Other Trustees: Alyson Smith; Michael Parle; Ann Cox; Sue Dallas; David Hamm

### **Objectives and Activities.**

To encourage groups of people, no longer in fulltime employment, to come together and continue their enjoyment of subjects of interest to them. These subjects are chosen by the members and the learning is just for pleasure.

Our u3a is self-funded by membership subscriptions and costs are kept as low as possible.

### **Report**

The membership in April 2023 was 852, but after lapsed members were deleted in June, the branch had 717 members. During the year this increased gradually and was helped by a recruitment drive by Tony Bowen, the then Vice-Chair, and at 31<sup>st</sup> March 2023, the number of active members stood at 813.

The number of groups at April 2023 was 75. During the year the following groups closed:-

Vintage Games, Classic Film, Psychology, Metal Detecting, Antiques and Collectables, Play the Blues and Watercolour. Most closures due to the health and age of the leader.

However 8 new groups started which were :-

The Borrowers, Philosophy and Discussion, Natural History Ramblers, Russian Conversation, The Film Unit, Swimming, Antiques and Collectables, Yoga, Meet and Mix, Painting and Drawing for Fun, Moving on (After Bereavement.) So at the end of the period the number was 77.

In addition to the groups, the branch held monthly meetings with a variety of speakers with a variety of subjects such as Mercy ships, Footman to the Queen, Lenin in London, Plymouth links with Ghana.

See Accounts and Accounts checker report for financial status. No funds held as a custodial trustee.

## Receipts and Payments Account for the Year ended 31st March 2024

	2023/24			
	General	Restricted	Total	Budgeted
<b>RECEIPTS</b>				
Individual Subscriptions	£12,687.94		12,687.94	£15,640.00
Third Age Trust (National Office)	£150.00		150.00	£0.00
Tax recovered under Gift Aid	£3,983.40		3,983.40	£2,000.00
		16,821.34	16,821.34	17,640.00
Donations		£223.91	223.91	£0.00
Social Events		£0.00	0.00	£0.00
Groups income collected thro' bank a/c		3087.07	3087.07	
Groups income reported by GLs		9405.23	9405.23	
Deposit Interest		£132.02	132.02	£80.00
		17,177.27	12,492.30	17,720.00
Sale of Equipment		£229.00	229.00	£0.00
<b>TOTAL RECEIPTS</b>		<b>17,406.27</b>	<b>12,492.30</b>	<b>29,898.57</b>
				<b>17,720.00</b>
<b>PAYMENTS</b>				
<b>Charitable</b>				
Monthly Meetings	£4,270.20		4,270.20	£4,470.00
Membership Costs	£1,043.60		1,043.60	£2,340.00
AGM	£424.85		424.85	£400.00
National Office & Beacon	£3,913.00		3,913.00	£3,880.00
		9,651.65	0.00	11,090.00
Groups Expenses thro' bank a/c		3070.00	3070.00	
Groups Expenses reported by GLs		9489.24	9489.24	
Administration	£832.19		832.19	£1,208.00
Paypal & Sumup Commission	£0.00		0.00	£150.00
National & Regional meetings	£12.60		12.60	£0.00
Special Events	£422.00		422.00	£500.00
Publicity	£381.50		381.50	£500.00
		11,299.94	12,559.24	13,448.00
Purchase/Maintenance of Equipment	£1,281.67	0.00	1,281.67	£750.00
<b>TOTAL PAYMENTS</b>		<b>12,581.61</b>	<b>12,559.24</b>	<b>25,140.85</b>
				<b>14,198.00</b>
<b>Reconcillation of accounts</b>				
Net profit/loss for the year	4,824.66	-66.94	4,757.72	
Group Cash balances B/FWD		728.59	728.59	
Cash and Bank balances at 01/04/2023	11,100.56	524.80	11,625.36	
<b>Total Funds in hand at 31/03/2024</b>	<b>15,925.22</b>	<b>1,186.45</b>	<b>17,111.67</b>	
<b>Funds Held</b>				
Current Account	809.20		809.20	
Activities Account		541.87	541.87	

Group Cash balances C/FWD  
Deposit Account

	644.58	644.58
15,116.02		15,116.02
<b>15,925.22</b>	<b>1,186.45</b>	<b>17,111.67</b>

2022/23

Total

£12,508.22

£0.00

£0.00

12,508.22

£5.00

£770.00

3,800.16

7,513.72

£0.82

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24,597.92

£0.00

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**24,597.92**

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£3,927.00

£3,159.13

£250.00

£4,120.00

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11,456.13

3,800.16

7,218.50

£1,163.81

£114.02

£0.00

£3,305.00

£600.00

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27,657.62

£748.79

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**28,406.41**

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-3,808.49

544.59

15,729.07

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**12,465.17**

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1,100.56

524.80

839.81

10,000.00

**12,465.17**

## PLYMOUTH U3A

### STATEMENT OF ASSETS AND LIABILITIES AT 31ST MARCH 2023

#### Summary of balances in hand at 31st March 2024

	2024			2023
	General	Restricted	Total	
General Fund	£15,925.22		£15,925.22	£11,100.56
Restricted Funds		£1,181.45	£1,181.45	£1,420.43
<b>TOTAL FUNDS HELD</b>	<b>£15,925.22</b>	<b>£1,181.45</b>	<b>£17,106.67</b>	<b>£12,520.99</b>

#### Summary of how funds held

Current Account	809.2		809.2	14,580.00
Deposit Account	15116.02		15116.02	624.00
Activities account		541.87	541.87	450.00
Group Cash balances c/fwd		639.58	639.58	413.00
<b>TOTAL FUNDS HELD</b>	<b>15925.22</b>	<b>1181.45</b>	<b>17106.67</b>	<b>16067</b>

OTHER ASSETS	2024	2023
4 Laptop computers*	655	847
Bar Code Printer & Scanner (Now 4y/o)	0	334
Card readers	15	29
Audio equipment:		
Case, mixer & cables new	200	
Microphones & receivers 3y/o	37	75

#### Prepayments and Liabilities

Debtors	0	0
Membership Subscriptions received in advance	16	63
[Some members re-joined using SumUp but monies will not download until 3/4]		
Uncleared cheques	0	0

\* 1 almost 1 year old (75%), 1, two y/o (50%), 1, three y/o (25%), 1, four y/o (zero value)

## Notes to Financial Statements to 31st March 2024

**1 Basis of preparation of financial statements**

These financial statements have been prepared on the receipts and payment basis of accounting as the gross income this year and last is less than £250,000.

The financial statements comply with the requirements of the Charities Act 2011.

**2 Reserves**

The reserves Policy relates to the general funds only. This includes bank current and deposit accounts Plymouth U3A aims to hold reserves amounting to approximately six months' average expenditure.

In the year ending 31/3/24 expenditure amounted to £15,925, excluding groups expenditure.

I estimate 50% to amount to £8,300 based on the current rise in inflation.

<b>3 Monthly Meetings</b>	<b>2023-4</b>			<b>2022-3</b>		
	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>General</b>	<b>Restricted</b>	<b>Total</b>
Rent	£3,600.00		£3,600.00	£3,100.00		£3,100.00
Speakers Expenses	£606.00		£606.00	£767.00		£767.00
Copyright	£64.20		£64.20	£60.00		£60.00
	£4,270.20		£4,270.20	£3,927.00		£3,927.00

<b>4 Membership Costs</b>	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>General</b>	<b>Restricted</b>	<b>Total</b>
Newsletter & Directories	£354.00		£354.00	£517.17		£517.17
Direct Mailings TAM	£219.49		£219.49	£1,847.82		£1,847.82
Postage	£72.00		£72.00	£327.72		£327.72
Badges	£216.98		£216.98	£215.96		£215.96
Refunded subscriptions	£16.00		£16.00			
New member coffee mornings	£0.00		£0.00	£110.00		£110.00
Group Leader Meetings	£165.13		£165.13	£0.00		£140.46
	£1,043.60		£1,043.60	£3,018.67		£3,159.13

<b>5 Administration</b>	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>General</b>	<b>Restricted</b>	<b>Total</b>
Rent Committee Meetings	£221.00		£221.00	£547.76		£547.76
Exec Committee Expenses	£204.07		£204.07	£594.06		£594.06
Stationery & admin	£407.12		£407.12	£21.99		£21.99
	£832.19		£832.19	£1,163.81		£1,163.81

<b>6 Group Expenses</b>	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>General</b>	<b>Restricted</b>	<b>Total</b>
Group meetings have fully restarted following closure due to Covid restrictions. Some discontinued and several new groups were formed.						
I have no breakdown of specific expenses for speakers, room hire, etc from Group Leaders.						
	£0.00	11,366.24	£11,366.24	£0.00	£11,226.65	£11,226.65

4142.96	215.96	3927
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2802.71
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2943.17	75.5
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## PLYMOUTH U3A

### Notes to Financial Statements to 31st March 2023

#### 7 Groups Income and Expenditure

Cash is sometimes collected from the group participants to cover the costs incurred of holding their meeting and is non profit making. Some Group Leaders had a small balance of cash remaining which was carried forward from the previous year wherever possible.

#### 8 Fixed Assets and depreciation (25% p.a.)

	Cost £	Dep'n £
Bar code Printer Ann Cox(Membership Secretary)	1,308.00	1,308.00
Bar Code Scanner David Hamm	29.00	29.00
Laptop HP 255 G7 On loan Linda (Speakers coord)	368.00	276.00
Laptop HP15S-EQ1510SA On Loan Ann Cox (Membership)	450.00	225.00
Lenovo Laptop - D Hamm	426.00	426.00
2 Sumup Card Readers	57.60	43.00
Wireless Microphone system	68.48	51.00
Handheld Microphone	78.97	59.00
Wireless mouse - B Mathieson	19.90	15.00
Roller Banner Stand	36.98	28.00
<b>New Equipment purchased</b>		
Audio equipment - case, mixer, rifle mic, cables, mic holder	200.00	0.00
Laptop HP15S-EQ1510SA On Loan Brian Mathieson (Treasurer)	450.00	112.00
	<b>3,492.93</b>	<b>2,572.00</b>

#### 9 Equipment Fully depreciated

Spanish Course (Grey Plastic Case)  
Presentation Stand (White wood)  
Green Plastic Storage Boxes (2)  
Clear Plastic Storage Box (Misc items)  
Pro Sound Wireless Mic Kit N44QR  
Basic German Course CDs

#### Sale of Assets

Two old committee laptops were sold to members for £50 each.

One microphone set bought from Amazon was returned and £129 was refunded.

Net Book Value

£

0.00

0.00

92.00

225.00

0.00

14.60

17.48

19.97

4.90

8.98

200.00

338.00

920.93

(if any):

Address:

SS BROOKESLEY STREET

Bow

LONDON, E3 4QJ

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE