



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.09.2020

To 31.08.2021

Charity name: Sandbach & District u3a

Charity registration number: 1105144

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The advancement of education and, in particular, the education of older people and those who are retired from full-time work by all means, including associated activities conducive to learning and personal development.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Sandbach and District U3A is primarily set up to provide opportunities for people who are no longer in full-time employment to further their education and/or improve their skills and abilities in a wide range of subjects and activities. This is achieved mainly by the operation of subject or activity groups which meet at regular intervals and which are led by fellow members on a voluntary basis.</p> <p>Members benefit through their involvement in educational, creative and physical activities complemented by a healthy social environment.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers		

	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The u3a is the largest membership organisation in our district. It provides a wide range of social, recreational and educational opportunities for members. These focus on a wide variety of activity groups, including geology, walking football and circus skills, that meet on a regular basis. There are also less frequent events, such as Members' Mornings, visits to a range of venues, short holidays, coffee mornings and showcases.</p> <p>A major benefit of u3a is enjoying new interests and making friends in a relaxed environment. In recent research, our members reported amongst other things feeling supported in new communities when they moved house, learning new skills, feeling valued and enjoying life.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a healthy financial position, with substantial reserves that are in line with our policy on reserves.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We aim to maintain financial reserves at least half the total annual venue costs and no more than half the total annual expenditure to cover any sudden increases in expenditure. Funds above a basic working amount are transferred temporarily from a current account to a deposit account.
Amount of reserves held	Para 1.22	£27,965 on 31 st August 2021
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no obvious uncertainties about the charity continuing as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our funds come from membership subscriptions and group attendance fees.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Member of the Third Age Trust as an Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	All trustees are elected annually as trustees by members of the charity at an AGM, with up to two additional trustees co-opted by elected trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Sandbach and District University of the Third Age (u3a) is part of a national and international voluntary movement which is supported by The Third Age Trust.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Sandbach and District u3a
Other name the charity uses	N/A
Registered charity number	1105144
Charity's principal address	c/o Sandbach Library The Commons Sandbach CW11 1FJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stuart Naylor	Chair		
2	Linda Bilsborrow	Vice Chair	From 16.11.2020	
3	Susan Jones	Secretary	From 16.11.2020	
4	Richard Thorne	Treasurer		
5	Alan Casey			
6	Paula ReillyCooper			
7	Barrie Hacking			
8	Alice Holmes			
9	Don Rickards		Until 27.08.2021	
10	Pamela Thomas		Until 10.09.2021	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Stuart Naylor	Linda Bilsborrow
Full name(s)	Stuart Naylor	Linda Bilsborrow
Position (eg Secretary, Chair, etc)	Chair	Vice chair
Date	22 November 2021	



Sandbach & District University of the Third Age

Charity No: 110544

Annual Accounts for the year ended 31st August 2021

Income & Expenditure Statement

Line		Notes	2020/21				2019/20			
			Main Activities		Social Activities	Total	Main Activities		Social Activities	Total
			£	£	£	£	£	£	£	£
	Income									
1	Membership Subscriptions	A		11,390.00		11,390.00		14,520.00		14,520.00
2	Activity Fees - Regular Groups	B		5,884.50		5,884.50		23,775.98		23,775.98
3	Activity Fees - Paid Instructor Groups	B		4,714.00		4,714.00		11,590.00		11,590.00
	Outings, Trips & Social Activities									
4	Receipts from members								15,688.00	15,688.00
5	Refunds from venues								1,555.71	1,555.71
6	Gift Aid			1,670.68		1,670.68		2,074.89		2,074.89
	Other Income									
7	Miscellaneous		95.90				280.00			
8	Bank Compensation & Interest		2.27				451.02			
				98.17		98.17		731.02		731.02
9	Total Income			23,757.35	0.00	23,757.35		52,691.89	17,243.71	69,935.60
	Expenditure									
	Third Age Trust									
10	Membership Subscription	A	3,965.50				5,127.50			
11	Quarterly Magazine	A	2,068.32				3,412.70			
				6,033.82		6,033.82		8,540.20		8,540.20
	Regular Groups									
12	Activities	B	638.73				2,075.69			
13	Venues	B	3,974.00				26,499.50			
				4,612.73		4,612.73		28,575.19		28,575.19
	Paid Instructor Groups									
14	Instructors	B	3,100.00				6,740.00			
15	Venues	B	1,463.50				3,771.38			
				4,563.50		4,563.50		10,511.38		10,511.38
	Outings, Trips & Social Activities									
16	Social Trip Costs				0.00				8,386.36	
17	Social Trip refunds to members				0.00				9,077.00	
						0.00				17,463.36
18	Equipment			0.00		0.00		807.94		807.94
19	Administration			1,385.10		1,385.10		3,824.91	40.80	3,865.71
	Other									
20	SWISH website		1,020.00				1,020.00			
21	Web-hosting		144.76				128.88			
22	Paypal charges		201.76				227.49		3.60	
				1,366.52		1,366.52		1,376.37	3.60	1,379.97
24	Total Expenditure			17,961.67	0.00	17,961.67		53,635.99	17,507.76	71,143.75
25	Net Income/Expenditure	C		5,795.68	0.00	5,795.68		944.10	264.05	1,208.15

Notes to the Income & Expenditure Statement

- A Reduced Membership due to Covid-19 lock down restrictions
- B Reduced income and expenditure due to Covid-19 lock down restrictions
- C Knowing there would be Net Income in 2020/2021 the committee agreed to reduce the Membership Subscription to £5 for renewing members and, therefore, 2021/2022 will operate at a loss.

Sandbach & District University of the Third Age

Charity No: 110544

Balance Sheet as at 31st August 2021

Income & Expenditure Statement

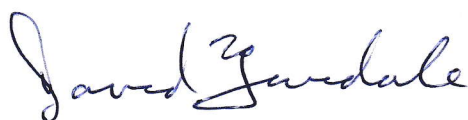
Line		Notes	2020/21		2019/20	
			£	£	£	£
	Fixed Assets	A				
	Current Assets					
	Debtors:					
1	Prepaid Venue Expense		62.50			
2	Prepaid Group Expense		19.99		19.99	
3	Prepaid Social Expense		1,547.60		1,547.60	
4	Prepaid PayPal Charges		142.80		166.57	
				1,772.89		1,734.16
5	Cash at Bank & In Hand	B,C		37,806.03		31,983.15
6	Total Current Assets			39,578.92		33,717.31
	Current Liabilities Falling Due Within One Year					
	Creditors:					
7	Subscriptions prepaid for 2021/22	D	6,040.00		9,490.00	
8	Outings, Trips & Activities Prepaid for 2021/22	E	2,040.00		1,840.00	
9	Venue Fees Accrued		3,179.00			
10	Prepaid Regular Groups		43.00			
11	Prepaid Tutor Groups		312.00			
12	Social Trip Refund Cheques to be Banked		0.00		76.00	
13	Group Speaker Accruals		0.00		50.00	
14	Administration Expenses to be Paid		0.00		92.07	
15	Total Current Liabilities			11,614.00		11,548.07
16	Total Current Assets Less Total Current Liabilities			27,964.92		22,169.24
	Funded By					
	General Reserve:					
17	Balance Brought Forward			22,169.24		23,377.39
18	Net Income / (Expenditure) in Year			5,795.68		1,208.15
19	Balance Carried Forward			27,964.92		22,169.24

Notes to the Balance Sheet

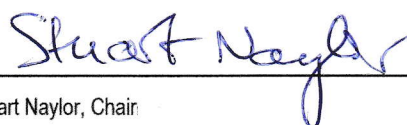
- A Fixed Assets are treated as expenses and charged within the year of acquisition
- B Cash includes cash at bank, cash in hand as at year end not banked and PayPal payments received. All funds are designated as "Unrestricted"
- C Cash at Bank & In Hand has increased due to Membership subscriptions. In view of this the Committee agreed to reduce the subscription fee for 2021/2022 to £5 for renewing members
- D Covid-19 has resulted in fewer prepaid subscriptions
- E The Spectacular Classics at the Bridgewater Hall was postponed last year and rescheduled for November 2021

Examined By:

Signed By:



David Twidale, Independent Examiner



Stuart Naylor, Chair

Date:

29.9.21

Date:

30/9/21

Analytical comparison of account

A				B				C = A - B	
2020/21				2019/20					
	Income	£	Net Inc/(Exp)		Income	£	Expenditure	Net Inc/(Exp)	Change
General			£		General		£	£	
Membership	11,390	Third Age Trust	6,034		Membership	14,520	Third Age Trust	8,540	
Gift Aid	1,671	Admin	1,385		Gift Aid	2,075	Admin	3,866	
		Equipment	-				Equipment	808	
Other	98	Other	1,367		Other	738	Other	1,380	
	13,159		8,785			17,333		14,594	1,634
Regular Groups	5,885		4,613		Regular Groups	23,769		28,575	6,078
Paid Instructor Groups	4,714		4,564		Paid Instructor Groups	11,590		10,511	-928
Outings etc	-		-		Outings etc	17,244		17,463	220
			0						
Total	23,757		17,962		Total	69,936		71,144	7,004
			5,796						

Independent Examination of Sandbach and District U3A Charity as required by The Charities Act 2011 for the Year 2020 - 2021

Introduction

For each set of annual accounts charity law requires an Independent Examiner's report to comment on three specific things: the accounting records kept, whether the accounts agree with those records, and whether the format of the accounts is correct. The examiner is also required to comment on the accounts if they have other concerns about them.

Full guidance for the independent examination of charity accounts is given in the Charity Commissions document 'Independent examination of charity accounts: Directions and guidance for examiners (CC32)'. This independent examination therefore follows the guidance in CC32 where it is applicable to Sandbach U3A. Where Directions and text from the guidance are used in the report these are shown in Italics.

Direction 1: Check whether the charity is eligible to have an independent examination.

1.1 The U3A income is made up of £23757.35 main activities and £0.00 social activities, [due to Covid lockdowns] giving a total income of £23757.35. This income is less than the £25,000 threshold requiring an independent examination or audit, and less than £250,000 maximum for income without formal audit. Although an Independent Examination may not therefore be strictly required this year this examination is being carried out to ensure good order and consistency of the financial records.

1.2 Is an audit required for any other reason?

The Inspection is required solely for the annual accounts and there is no other reason for an audit/inspection.

1.3 Confirm that the charity is eligible for independent examination.

Notwithstanding the fact that this is a small charity the accounts have always been prepared on an accruals basis to give better financial control.

However, Charity Commission Appendix 5 of GUIDANCE - Independent examination of charity accounts: Directions and guidance for examiners (CC32) seems to indicate that accountancy qualifications are expected for accruals accounts.

For accruals accounts the examiner should have a good understanding of accountancy principles, accounting standards and knowledge of the applicable SORP.

Trustees who have had the charity's accounts prepared on an accruals should select a person who is a member of one of the accountancy bodies listed in the 2011 Act as amended by the 2015 Order.

However the requirement for a member of one of the accountancy bodies is qualified by the CC's definitions of 'should' and 'must'. 'Must' means something is a legal or regulatory

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requirement or duty that the independent examiner must comply with or must follow in the conduct of their examination.

'Should' means guidance that is good practice which the Commission expects the independent examiner to follow when carrying out their examination.

'Recommended' or 'May' means a recommendation or practice that the Commission believes that independent examiners may find helpful in carrying out their independent examination. The examiner has discretion to exercise their own judgment and follow different practices where they consider that these are more suitable for the charity's circumstances.

For the 2018 - 2019 Independent Inspection clarification was sought from the then Treasurer [Louise Adams] and Chairman of the U3A [Arnie Laing], who in turn sought clarification from Kevin Traynor Finance Manager at the U3A National Trust Office, who confirmed in an eMail to Arnie Laing of 1st October 2019 that 'Unless your income exceeds £250,000 you do not need to have a qualified accountant audit the accounts. Up to that level any independent examiner can review and sign off the accounts. These eMails were attached at Refs.1 and 2 to the 2018 - 2019 Inspection Report and are not repeated here.

1.4 *If the charity has one or more subsidiaries confirmed that group accounts are not required by law.*

The charity has no subsidiaries.

Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination

2.1 *Confirm that there are no close personal relationships with the trustees that compromise independence.*

I have no family , business or other close relationships with the trustees or day to day involvement with the administration of the charity. I provide no services to the charity other than this independent examination and as far as I am aware there are no circumstances that I judge would reasonably lead to the perception that as the examiner I am not independent.

2.2 *Consider whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body.*

I am a Chartered Engineer, have a BSc (Hons) in Civil Engineering, and am a Member of the Institution of Civil Engineers and a former HM Inspector of Nuclear Installations. I have also been Treasurer of the Rotary Club of Sandbach Crosses for about ten years so have some experience of keeping club accounts.

Direction 3: Record your independent examination

3.1 Direction 3 lists the records to be kept by the Independent Examiner. This report, it's attachments and references and retained working documents fulfil the requirements of Direction 3.

Direction 4: Plan the independent examination.

In order to plan the specific examination procedures appropriate to the circumstances of the charity, the examiner must review:

- *the charity's constitution*
- *the way the organisation is controlled and managed*
- *whether action has been taken on any previous recommendations for improvement*
- *the accounting records and systems*
- *the charity's structure, its funds and how fund balances changed in the year*
- *the charity's activities in the year and spending and the financial risks the charity faces*

4.1 The Guidance requires the examiner to have an understanding of what the charity is aiming to do and how it goes about doing it and that examiner should know about the structure and objectives of the charity and the activities undertaken. I have reviewed the Constitution of the Sandbach U3A, Ref.1, and can confirm that the current year activities as detailed in the accounts, fully meet the Constitution's objectives of 'The advancement of education and, and in particular, the education of older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development'.

The advent of the Covid 19 pandemic and the introduction by the Government of rules restricting social gatherings and social interaction has stopped or heavily curtailed or the majority of U3A activities since the nationwide lockdown in March 2020. However some of the learning and personal development groups were able to continue on line where this is practicable. As restrictions were lifted a few group in-person activities were resumed where possible within the regulations.

4.2. The examiner is required to vouch some transactions as a way of testing whether the accounting records have been kept to the required standard (see my response to Direction 5 below) and to check that one or more significant items shown in the accounts agree with the accounting records kept (see my response to Direction 6 below).

Direction 5: Check that accounting records are kept to the required standard.

5.1 The examiner must ensure that accounting records have been kept in compliance with the relevant legislative requirements The trustees are responsible for maintaining adequate accounting records to fulfil their legal obligations. The records of the charity must include those of any branch that is part of the charity. The examiner must review the accounting records to identify any material failure to maintain such records in accordance with the trustees' legal duty.

5.2 The accounting records.

I have reviewed a sample of the accounting records kept by the charity, References, 2, to 7, and can confirm that;

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- Account details are kept of all income/money received and payments/expenditure made.
- The dates, and the nature of income/money received or payments/expenditure made are recorded and a record of assets held is kept.
- Details of any assets and liabilities at the end of the reporting period are stated.
- The accounts are up to date at the time the accounts are prepared and are readily available.
- The accounts provide the basic information from which the charity's financial position can be understood on any selected date and at the end of the reporting period (financial year).

5.3 For membership fee payments and groups' income and expenditure, the accounts are computerised and managed by the SWISH system ['Sandbach Web-Integrated Support & Help']

5.4 Membership Income

Membership fees are collected and recorded in three ways;

- Membership Secretary, with SWISH system transactions entered by and money paid into Natwest Bank branch by Membership Secretary, SWISH system transfer then created by Membership Secretary.
- Cash and cheques received in library with SWISH system transactions entered by, and money paid into Natwest Bank branch, by Membership Secretary, SWISH system transfer then created by Membership Secretary.
- On line card payments with system transactions created automatically [less PayPal fee]. Online bank transfer by Treasurer and system transfer created by Treasurer.

5.5 Activity Groups Income;

- Cash and cheques paid direct to Group Leaders [over a hundred groups] who access the group finance system to record attendances and payments received then pay into bank branch or by online transfer, accessing the finance system to record the payment.
- Each group has a bank paying in book with transaction serial numbers recognised by SWISH to allocate the payment to the relevant group.

5.6 Flow diagrams showing the processes for membership income and activity groups income are shown at Appendix 1.

5.7 Financial records including vouchers (invoices, receipts, claims and similar paperwork) have been kept by the charity to support the accounts (see Direction 6). The Trustees have ensured that the accounting records kept are a complete record by use of the SWISH system which can be interrogated to provide management reports.

5.8 Social Activity Income and Expenditure

The social activity accounts are at present kept manually with details of income and expenditure kept on a separate Account Summary sheet for each individual event. A cheque is drawn in advance from the Treasurer for expenses such as coach hire and income from ticket sales is manually recorded and paid into the bank by the Social Secretary. Invoice and claim details, along with cheque payment details are input and recorded in the SWISH summary by the Treasurer.

Due to the continuation of the Covid pandemic and Government legislation to limit social contact there have been no U3A social activities this year. However the accounts show pre-payment for an outing to The Spectacular Classics at Bridgewater Hall rescheduled for November 2021.

5.9 Clarification on the treatment of the social income/expenditure within the accounts was sought in 2019 by the Trustees from the U3A National Office and the accounts are normally prepared in line with U3A National Office guidance.

5.9 VAT

For VAT purposes trading income does not involve membership fees, donations, and Gift Aid. Additionally the very much reduced level of U3A activity this year, due to the government Covid restrictions, has resulted in the overall turnover falling well below the VAT threshold of £85,000.

5.10 Accounting Records Conclusions

Whilst not intended to identify every omission or insignificant error in the keeping of accounting records this examination of a sample of the records has found no significant failure to maintain records in a manner consistent with the legal requirements. The accounting records are well-kept and well organised, capable of ready retrieval.

Direction 6: Check that the accounts are consistent with the accounting records.

The examiner must compare the accounts of the charity with the charity's accounting records in sufficient detail to reasonably conclude that the accounts are not materially inconsistent with the accounting records.

6.1 I have compared the accounts with a sample of the underlying accounting records to establish whether the accounts have been prepared properly and show what income the charity has received and how it has spent its charitable funds. I have checked that the accounting records kept include source documents such as invoices, purchase orders, Gift Aid records etc.

6.2 I have compared a number of transactions, to check the accuracy of the transactions entered against the source record or documentary evidence. I have reviewed the accounting record for all payments for the months of November 2020 and August 2021 with additional spot checks in other months, see References 2 to 7, to compare;

- The invoices listed against the physical invoices received.
- Invoices, receipts or claims made against electronic payments made.
- Allocations to group expenditure of invoiced amounts.

I have found no inaccuracies in the November records or other spot checks of invoices, payments or receipts, save for a missing invoice for Zoom which following a request to the Treasurer have been provided. Details of second Zoom account have also been provided covering transfer from monthly to annual payments. Also there is a missing invoice from Cheshire East for the years use of Sandbach park bowling greens for which the treasurer has made an accrual. Only one invoice is issued per year by the Council.

In addition to the income and expenditure statement and the balance sheet at 30th September 2021 the accounts include monthly summary tables showing the breakdown of Subscriptions, Yearly Bank Reconciliation, NatWest Bank Reconciliation, PayPal income/transfers, Admin Expenses to be paid, Income and Expenditure. I have not reviewed in detail the makeup of these summaries but the output from each summary can be seen to support the individual entries in the final Income and Expenditure statement.

Direction 7

If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts.

7.1 There are no related party transactions recorded in the accounts.

Direction 8

Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts.

8.1 The two separate funds of the charity, [Main Activities and Social Activities] have been correctly accounted for and reported correctly in the accounts.

8.2 The estimates or judgments that have been made in preparing the accounts are considered to be reasonable.

8.3 Fixed assets are treated as expenses and are charged within the year of acquisition.

8.4 To the best of my knowledge the accounting policies adopted in preparation of the accounts on an accruals basis are consistent with the applicable Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) and are appropriate to the activities of the U3A.

Direction 9

The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts.

Where accruals accounts are prepared, the examiner must ensure that the disclosures about going concern required by the applicable Statement of Recommended Practice (SORP) are made and that the trustees' assessment of going concern is reasonable given the available information. In particular the examiner must check if any material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern are disclosed in the notes to the accounts.

Where either receipts and payments or accruals accounts are prepared, the examiner must consider whether the trustees have assessed what invoices, bills and commitments remain outstanding at the end of the reporting period and whether the trustees have identified if they can settle these as and when they fall due.

9.1 The charities funds come from membership subscriptions and group attendance fees. The charity aims, as a reserves policy, to maintain financial reserves level at least half the total annual venue costs and no more than half the total annual expenditure to cover any sudden increases in expenditure.

Because of Covid restrictions total income from main activities has reduced from £52,691 last year to £23,757 this year and income from social activities is reduced from £17,243 to zero this year. However the reserves increased by £5795 to £27,964 due reduced losses on group activities.

To compensate members for the lack of activity this year the Charity has decided to reduce the subscription fee from £10 to £5, for next year only. The Treasurer estimates will give rise to a loss of circa £12,000 albeit with increased activity charges to members. However even with the reduction in membership fees and the predicted loss, this years reserves still likely to be more than half of next year's venue costs and more than half of the total annual expenditure as required by the policy.

9.2 Because the charities funds come from membership subscriptions and group attendance fees and nearly every group's fee income covers its venue and activity costs the groups are essentially self financing. If an activity group's income becomes consistently less than expenditure the mismatch is highlighted by the Treasurer at management committee meetings and the activity fee adjusted to ensure the group breaks even. If, as under present circumstances, an activity does not take place the loss of activity fee income is usually matched by a much reduced or zero venue cost. The self financing aspect of group activities and trips and outings has meant that even when confronted an almost complete stoppage of U3A activities there has been no recourse to the reserves.

The charity is therefore able to settle its bills and meet its liabilities in a timely way and in the ordinary course of events without recourse to the reserves. However, for next year only, some recourse to the reserves may be necessary but the trustees are alert to the need to balance venue costs with income to ensure that activity income will at least break even with expenditure to limit any further demand on the reserves.

9.3 The trustees consider that they have adequate reserves and I have found no material discrepancy between the accounts and the level of reserves referred to in

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the trustees' annual report. Accruals accounts have been prepared on a going concern basis and the level of reserves and provision for bills as they fall is considered adequate.

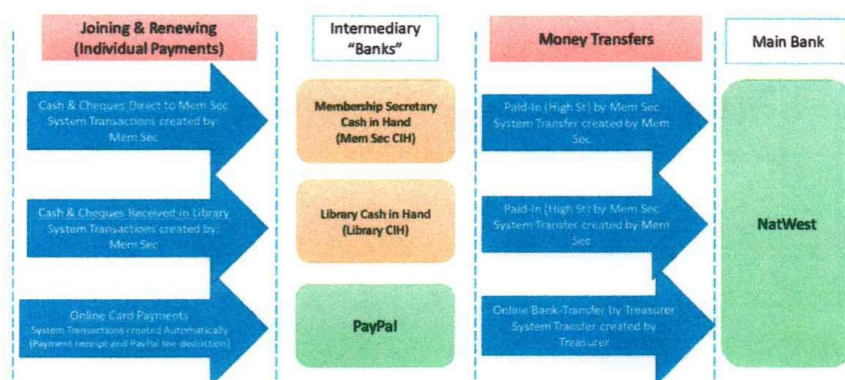
David Twidale
Independent Examiner
28/09/21

Appendix 1 Chart showing Membership income flow in SWISH and Activity Groups income flow in SWISH.

References

1. Constitution of Sandbach U3A
2. U3A Annual Accounts for the year ended 31st August 2021.
3. Balance Sheet U3A Annual Accounts for the year ended 31st August 2021.
4. U3A Annual Accounts for the year ended 31st August 2010.
5. Check of invoices v payments for month of November 2020 & August 2021.
6. Check of Cash at Bank and in Hand.
7. eMail re Zoom and Sandbach Fitness Studio invoices.

Membership Income



Activity Groups Income

