

TRUSTEES REPORT 2021 - 2022

On 15th June 2007 the Up Holland & District u3a was registered as a Charity and is administered by Trustees who are also the members of the Management Committee. The u3a is subject to the Charities Act and associated regulations, and the Trustees are accountable to the Charity Commission, as well as Members, for the administration of the u3a.

The Trustees (Management Committee) for the year 2021 – 2022 are:

Chair	Viv Newman	Secretary	Beth Turton
Treasurer	Alan Hough	Assistant Treasurer	Linda Oakes
Membership Secretary	Jan Johnson	Asst. Membership Secretary	Barb Beesley
Beacon Administrator	Kevin Griffin		
Group Co-ordinator	Dave Willcock	Speaker Secretary	Hazel Pemberton

The Objects and Activities of the u3a are set out and governed by the amended Constitution, as approved at the SGM held on 14th April 2021 adopted by the membership at the AGM held on 15th June 2021.

OBJECTS

The charitable purpose of the u3a is:

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 in Up Holland and its surrounding locality.

ACTIVITIES

General

Up Holland & District u3a was started in 2005 by a small group of enthusiasts. During the year from 1st April 2021 to 31st March 2022 membership numbers have decreased and at the end of March stands at 739. The affairs of the u3a are administered by the management committee which meets regularly. The committee also meets with group leaders every six months. Up Holland & District u3a is affiliated to the Third Age Trust, the provider of Third Age Matters magazine, insurances, resources and advice. We are associated with other u3as in Lancashire, Merseyside and other areas through the NW Region of u3a.

The NW Region exists to provide contacts and information flow and to arrange study days for group leaders and members of the various u3as within the region.

The Beacon Management System enables us to manage our membership information, financial systems and group records as well as providing secure record storage. Members are issued with a plastic bar-coded membership card which is scanned at coffee mornings and speaker meetings and speeds up entry to the hall. Attendance numbers can also be monitored. Some larger groups are now using the scanner.

We have actively sought ideas about keeping our u3a vibrant and increased the opportunities to inform members about our u3a and how it is managed. A shop display, two information points and heritage walk were organised to celebrate the first national u3a day and a tree was planted as part of our delayed 15th birthday celebration.

Throughout the period of this report Up Holland and District u3a has operated in line with changing government guidance. In September, as restrictions were relaxed, coffee mornings and speaker meetings resumed. As a precaution against overcrowding coffee mornings were initially run as three sessions and members were required to book into a session; after gauging attendance at each session, this was reduced to two bookable sessions. Members wishing to attend speaker meetings were also required to book.

Interest Groups

Most group meetings were able to resume, again with appropriate precautions, others have continued to use Zoom. Despite restrictions being eased, a planned Christmas show had to be cancelled when one of the participants tested positive. Organised visits and outings have restarted with appropriate Covid measures. Groups which required more physical proximity, such as Come Dancing, did not resume within the reporting year.

RESOURCES

The committee had agreed that the membership fee should be halved for the year beginning April 2021. The membership fee for the year, together with reduced expenditure on monthly speaker meetings, has proved to be adequate to meet the u3a running expenses.

FINANCIAL RESOURCES

At the end of our 17th year, Up Holland & District u3a is again in a reasonable financial position. As a result, the Trustees have decided to keep the membership fee for 2022/2023 at £10 pa, with an additional admin. fee of £2.50 for all new members. Existing members who do not renew before the 31st May will also be charged this admin. fee as they will be deemed to be a new member. Members who can show current membership of another U3A are charged a reduced fee.

Note that the accounts have been prepared on a 'receipts and payments' basis, and therefore any surplus/deficit on the group accounts arises solely from the timing of receipts and payments. Capital expenditure within the general accounts is fully written off in the year of purchase.

Balances in the General Account and the Investment Funds are healthy, as the Annual Accounts show. The principal source of income this year is from subscriptions. The main items of expenditure are Capitation Fees payable to the Third Age Trust, licences, insurances, printing and postage for 'Third Age Matters' and voting papers and the cost of speakers at monthly meetings etc. together with the purchase of Zoom licenses.

Future expenditure is forecast to rise with an increase in the Third Age Trust membership subscription fee and Beacon administration charges being under review.

Financial reserves are however slightly higher than our current policy guidelines, and the effect of any potential changes will continue to be monitored by the Trustees during 2022/2023.

Money surplus to immediate requirements is invested in the Charities Official Investment Fund (COIF) where interest is paid without deduction of tax. In common with most investments, the returns of interest have again remained low but stable.

THE FUTURE

During the year and despite best efforts, some groups have closed, some are reaching capacity and there is a need to start a second or third group for the same interest. Members who can form or lead a group are always supported and offered assistance by members of the Management Committee. The committee will arrange meetings for prospective group leaders and has agreed to provide start-up funds for new groups, as appropriate. The funds are repaid when the group becomes financially viable. Group leaders are the engine of the u3a and their vital role, is critical. Other members who ensure the smooth running of our u3a in many ways, are also important for our success. It is recognised that volunteering is vital for the operation of our u3a and has its own rewards.

The Trustees have approved the Trustees report as above

Signed on behalf of the Charity's Trustees

V A Newman

Date: 20 April 2022

Chair

UPHOLLAND AND DISTRICT U3A

Registered Charity No : 1119682

Financial Statement for the Year

1 April 2021 to 31 March 2022

UPHOLLAND AND DISTRICT U3A ACCOUNTS 2021/2022

	Balances at	31/03/2022	31/03/2021
		£	£
CURRENT		4048.72 ✓	7778.57 ✓
GROUPS		17720.79 ✓	11954.50 ✓
PETTY CASH		5.04 ✓	5.04 ✓
CHARITIES INVESTMENT FUND		10439.38 ✓	10434.94 ✓
TOTAL		<u>32213.93 ✓</u>	<u>30173.05 ✓</u>

TREASURER
A HOUGH

A. Hough

SECRETARY
E TURTON

E. Turton

INDEPENDENT EXAMINER
G SMITH

G. G. Smith

DATED

30/04/2022

UPHOLLAND AND DISTRICT U3A ACCOUNTS 2021/2022

YEAR TO 31/03/2022

2020/2021

CONSOLIDATED ACCOUNTS	INCOME £	EXPENDITURE £	
Membership fees	4345.00		7294.00
Donations	0.00		150.00
Sale of books	130.00		0.00
Sale of cards	0.00		0.00
Door receipts	391.30		0.00
Gift Aid	1006.04		1075.99
Tree donations	1152.00		0.00
Purchase of trees		-650.00	0.00
Third Age Trust membership fee		-2523.50	0.00
Cups		-151.00	0.00
AGM costs/ training expenses		-2.80	-21.17
Guest speakers		-420.00	-160.00
Rent and wifi - st teresas		-1356.93	-91.99
Stationery and printing		-1490.17	-1489.84
Diaries		-18.49	0.00
Refreshments		-100.63	0.00
Beacon		-771.00	-889.00
Capital expenditure		-279.57	0.00
Computer expenses		-256.02	-78.00
U3A magazine postage		-1721.12	-1282.80
Electrical testing		-61.00	0.00
Relaunch		-355.02	0.00
Copyright licence		-60.00	-60.00
Group transfers/setup		-35.00	89.94
U3a Day		-160.44	0.00
Anniversary event costs		0.00	-20.00
Zoom licences		-167.90	-206.29
Hospitality		-52.96	0.00
Xmas Event		-120.64	-326.98
Sale of asset		0.00	120.00
Group Event Income	23148.15		455.00
Group Meetings Income	6086.60		449.75
Group event refunds		-24.00	-8173.00
Group Event Expense		-14369.81	0.00
Group Coach Hire		-2690.00	0.00
Group Hall Hire		-5871.25	-948.00
Group Meeting Expense		-513.40	-327.00
Interest received on investment account	4.44		12.38
Sub totals	36263.53	-34222.65	
SURPLUS ON CONSOLIDATED ACCOUNTS	2040.88		-4427.01
Brought forward 1/4/2021	30173.05		
BALANCE AT 31/3/2022	32213.93		

UPHOLLAND AND DISTRICT U3A ACCOUNTS 2021/2022

YEAR TO 31/03/2022

2020/2021 YEAR

CURRENT ACCOUNT	INCOME £	EXPENDITURE £	£
Membership fees	4345.00		7294.00
Donations	0.00		150.00
Sale of books	130.00		0.00
Sale of cards	0.00		0.00
Door receipts	391.30		0.00
Gift Aid	1006.04		1075.99
Tree donations	1152.00		0.00
Purchase of trees		-650.00	0.00
Third Age Trust membership fee		-2523.50	0.00
Cups		-151.00	0.00
AGM costs/ training expenses		-2.80	-21.17
Guest speakers		-420.00	-160.00
Rent and wifi - st teresas		-1356.93	-91.99
Stationery and printing		-1490.17	-1489.84
Diaries		-18.49	0.00
Refreshments		-100.63	0.00
Beacon		-771.00	-889.00
Capital expenditure		-279.57	0.00
Computer expenses		-256.02	-78.00
U3A magazine postage		-1721.12	-1282.80
Electrical testing		-61.00	0.00
Relaunch		-355.02	0.00
Copyright licence		-60.00	-60.00
Group transfers/setup		-35.00	89.94
U3a Day		-160.44	0.00
Anniversary event costs		0.00	-20.00
Zoom licences		-167.90	-206.29
Hospitality		-52.96	0.00
Xmas Event		-120.64	-326.98
Sale of asset		0.00	120.00
Totals ytd	7024.34	-10754.19	
DEFICIT ON CURRENT ACCOUNT	-3729.85		4103.86
Brought forward 1/4/21	7778.57		
BALANCE AT 31/3/2022	4048.72		

Note - details of capital expenditure

Catering equipment	56.61
Table tennis table	95.00
Book trolley	41.98
Computer adaptor	15.99
Barcode scanner	69.99

279.57

UPHOLLAND AND DISTRICT U3A ACCOUNTS 2021/2022

GROUP ACCOUNT	YEAR TO 31/03/2022		YEAR 2020/2021
	INCOME £	EXPENDITURE £	£
Group Event Income	23148.15		455.00
Group Meetings Income	6086.60		449.75
Group event refunds		-24.00	-8173.00
Group Event Expense		-14369.81	0.00
Group Coach Hire		-2690.00	0.00
Group Hall Hire		-5871.25	-948.00
Group Meeting Expense		-513.40	-327.00
Sub-totals	29234.75	-23468.46	
SURPLUS ON GROUP ACCOUNT	5766.29		-8543.25
Brought forward 1/4/2021	11954.50		
BALANCE AT 31/3/2022	17720.79		



Section A

Independent Examiner's Report

Report to the trustees/
members of

UPHOLLAND AND DISTRICT U3A

On accounts for the year
ended

31st MARCH 2022

Charity no
(if any)

1119682

Set out on pages

1&2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2020

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

G. G. Smith

Date:

27.4.22

Name:

JAMES GERALD SMITH

Relevant professional
qualification(s) or body
(if any):

RETIRED BANKER

Address:

FLAT 4, 249 WIGAN ROAD, STANDISH, WIGAN WN1 2RF

Only complete if the examiner needs to highlight 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.

MINUTES OF THE 16TH ANNUAL GENERAL MEETING OF

UP HOLLAND & DISTRICT U3A

HELD AT 10.00 AM ON 21 JUNE 2022 AT ST TERESA'S CHURCH HALL, UP HOLLAND.

Purpose:	17th Annual General Meeting		
Date & Time:	21 June 2022 at 10.00 am		
Meeting Place:	St Teresa's	Minutes by:	Beth Turton
Distribution:	All current members of Up Holland u3a.		
Date Issued:		Approved for Issue:	Viv Newman
Committee Members present:			
Viv Newman	Chair	Alan Hough	Treasurer
Beth Turton	Secretary	Jan Johnson	Membership Secretary
Kevin Griffin	Beacon Administrator	Hazel Pemberton	Speaker Secretary
Linda Oakes	Ass't Treasurer		

Plus 75 members of Up Holland & District U3A

1. Welcome

The Chair welcomed everyone to the meeting, and thanked them for their attendance. The system of voting was explained as, although we are now able to meet in person, we have continued the use of online and postal voting. This allows all our 701 members to participate. Members were given the opportunity to submit any questions prior to voting – none were received. 185 votes have been received therefore all decisions are quorate.

2. Minutes of the 16th Annual General Meeting held on 15 June 2021

The minutes, which had previously been circulated, were approved as a true record and signed by the Chair. **(FOR: 178, ABSTENTIONS: 7, AGAINST: 0)**

3. Matters arising from the minutes of the AGM held on 15 June 2021

There were no matters arising

4. Trustees Report & Chair's Remarks

The Trustee's Report had been circulated to all members prior to the meeting and it is pleasing to see that all groups have now resumed and u3a activities are fully operational again.

The Trustees Report was **ACCEPTED** and **APPROVED (FOR: 181, ABSTENTIONS: 4 AGAINST: 0)**

5. The Accounts for the year ended 31st March 2021

The accounts and the examiner's report had been circulated to all members prior to the meeting.

The Treasurer reported that u3a finances were again in a healthy position though the current account balance was lower than in previous years as a result of the reduced membership fee last year.

We now have online banking for both the current account and the group account. 35% of members now pay their subscription via BACS which is easier for many members and much safer for the Treasurer.

The Treasurer thanked the Group Leaders and Membership Team for their support during the year.

A question was raised about the planned use of the surplus of funds raised for the planting of our copse in the 40th Anniversary Woodland. This has been earmarked for the planting of trees in our local area. The Chair explained that this would not be done until September/October.

The Accounts were **ACCEPTED** and **APPROVED**. (FOR: 174, ABSTENTIONS: 11, AGAINST: 0)

6. Independent Examiner's Report

The Independent Examiner was not present but confirmed that the accounts had been compiled accurately and efficiently by the Treasurer and Secretary and had been inspected, approved and signed by the Examiner.

The Report was **ACCEPTED** and **APPROVED**. (FOR: 174, ABSTENTIONS 11, AGAINST: 0)

7. Appointment of Fellowship of Up Holland u3a

Fellowship of Up Holland u3a may be awarded to members who have contributed their time and efforts 'above and beyond the call of duty'.

This year the award was presented to **Mike Crickett** who received free life membership, a framed certificate of Fellowship and a Fellowship membership card.

8. Election of Honorary Officers to the Management Committee:

As there were fewer nominations than posts available the following were elected as Honorary Officers. (FOR: 182 ABSTENTIONS: 3, AGAINST: 0)

Honorary Officers Elected to the Management Committee 2022/2023			
Viv Newman	Chair	Alan Hough	Treasurer
Beth Turton	Secretary	Vice Chair	Julian Finch

9. Election of Members of the Management Committee

As there were fewer nominations than posts available the following were elected as members of the Management Committee. **(FOR: 182, ABSTENTIONS: 3, AGAINST: 0)**

Voting Members elected to the Management Committee 2022/2023			
Kevin Griffin	Beacon Administrator	Linda Oakes	Assistant Treasurer
Janet Johnson	Membership Secretary	Hazel Pemberton	Ass't Membership Secretary

The Chair explained that Barb Beesley had stood down from the committee this year having served nine years. Barb has worked tirelessly over this period for the benefit of our u3a and we know she will continue to do so. The Chair formally thanked Barb for her commitment and service.

10. Appointment of Independent Examiner:

This year's Independent Examiner, Gerald Smith, has agreed to act as Independent Examiner again next year. This was **ACCEPTED** by the voting members prior to the meeting.

(FOR: 181, ABSTENTIONS: 4, AGAINST: 0)

11. Date of the Annual General Meeting 2023

Tuesday 20th June 2023

12. Any Other Business

None raised.

Meeting closed at 10.25 am

Signed:

V. Newman

Chair