

TRUSTEES REPORT 2023 – 2024

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 2023 – 2024 are:

Chair	Julian Finch	Vice Chair	Vacancy
Secretary	Beth Turton	Assistant Secretary	Vacancy
Treasurer	Alan Hough	Assistant Treasurer	Pauline Occleshaw
Membership Secretary	Hazel Pemberton	Asst. Membership Secretary	Stella Connor
Group Co-ordinator & Beacon Manager	Kevin Griffin	Communications/Publicity Co-ordinator	Viv Newman

The Objects and Activities of the u3a are set out and governed by the amended (model) Constitution, adopted by the membership at the AGM held on 15th June 2021 and amended at a Special General Meeting called for that purpose on 16th April 2024.

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, including associated activities conducive to learning and personal development in Up Holland and its surrounding locality.

FINANCIAL RESOURCES

The membership fee for the year has proved to be adequate to meet the u3a running expenses.

At the end of our 19th 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 2024/2025 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.

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 'u3a Matters' and voting papers and the cost of speakers at monthly meetings etc.

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 2024/2025.

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 improved this year.

ACTIVITIES

Up Holland & District u3a was started in 2005 by a small group of enthusiasts. During the year from 1st April 2023 to 31st March 2024 membership has increased very slightly and at the end of March stands at 729. 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 (now u3a matters) magazine, insurances, resources and advice. We are associated with other u3as in Lancashire, Merseyside and other areas through the NW Region of u3as and our local network.

Up Holland u3a members have been pro-active in the NW Region and the wider u3a movement. The Region provides contacts and information flow and study days for committee members 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, speaker meetings and some of the larger group meetings, and speeds up entry to the hall. Attendance numbers can also be monitored. This year we have expressed interest, and work is ongoing, with regard to the potential migration of our website content to a new "Siteworks" website system which has been specifically designed by a team of volunteers from u3a's across the country.

We have actively sought ideas about keeping our u3a vibrant and increased the opportunities to inform members about what is happening in our u3a and how it is managed. This is done at our monthly coffee mornings, through consultation at biannual meetings with all group leaders

and through our monthly Newsletter.

On May 4th, Up Holland u3a marked the occasion of King Charles Coronation, with a very special event at St. Teresa's showcasing an array of entertaining talents, planting trees, and creating a large commemorative raised bed of flowers.

This year also, we marked u3a Week in September with a series of manned recruitment stalls over two weekends in principal shopping areas: the Concourse in Skelmersdale and the Galleries in Wigan. This was complemented by other well-presented displays of photos and publicity, strategically placed in shop windows and a local church. Just over 40 members volunteered their help in some way. Only a small number of new people joined, but it raised our profile and awareness of the u3a movement within the wider community.

On January 31st the committee organised a very successful Volunteers Lunch and Quiz as a thank you for Group Leaders.

Other highlights in 23 /24 included numerous day trips, evening outings, some fantastic group holidays, excellent variety shows, and an interesting programme of speakers.

Although there were some changes during the year we have 58 interest groups providing a wide range of activities for our members. We continue to encourage the formation of new groups.

THE FUTURE

In summary, this has been a very good year, but some challenges persist for Up Holland u3a which we are now endeavouring to address. We are aiming for a teamwork approach to the various functions of the committee, secretarial, financial, publicity and communications, group development and co-ordination, membership administration, logistics, catering, technology, policy development, special events etc. In this way, work can be shared out and we can avoid over-reliance on just one person.

The Trustees have approved the Trustees report as above.

Signed on behalf of the Charity's Trustees

Julian Finch

Date: 30 April 2024

Chair

UPHOLLAND AND DISTRICT U3A ACCOUNTS 2023/2024

	Balances at	31/03/2024	31/03/2023
		£	£
CURRENT		2978.88	3159.10
GROUPS		19617.10	17447.71
PETTY CASH		5.04	5.04
CHARITIES INVESTMENT FUND		11140.97	10624.47
TOTAL		<u>33741.99</u>	<u>31236.32</u>

TREASURER
A HOUGH

A. Hough

SECRETARY
E TURTON

E. Turton

INDEPENDENT EXAMINER
G SMITH

G. Smith

DATED

30/04/2024

UPHOLLAND AND DISTRICT U3A ACCOUNTS 2023/2024

YEAR TO 31/03/2024

YEAR 2022/2023

CONSOLIDATED ACCOUNTS	INCOME £	EXPENDITURE £	
Membership fees	7473.00		7517.50
Donations	0.00		0.00
Sale of books	375.00		400.00
Sale of cards	0.00		3.00
Door receipts	1458.95		1535.00
Gift Aid	884.73		485.05
Tree donations	0.00		32.90
Purchase of trees		0.00	-534.90
Third Age Trust membership fee		-2836.00	-2824.00
Cups		-239.21	-603.00
AGM costs/ training expenses		-194.56	-78.70
Guest speakers		-625.00	-709.00
Rent and wifi - st teresas/artz		-2557.07	-2225.08
Stationery and printing		-935.35	-865.70
Diaries		-43.24	37.75
Refreshments		-408.00	-250.63
Beacon		-749.00	-739.00
Capital expenditure		-373.87	-521.49
Computer expenses		-202.78	-231.44
U3A magazine postage		-1375.41	-1139.17
Electrical testing		-69.00	-62.00
Relaunch		0.00	0.00
Coronation day event		5.44	0.00
Picnic in the park event		0.00	-170.30
Copyright licence		0.00	0.00
Group transfers / set up		624.46	88.90
U3A Day		-13.91	0.00
Zoom licences		0.00	0.00
Hospitality		-373.75	0.00
Xmas event		-5.65	-35.31
Group Event Income	43325.07		43911.81
Group Meetings Income	10111.70		8041.78
Group event refunds		0.00	0.00
Group Event Expense		-24723.70	-28523.11
Group Coach Hire		-15495.00	-14390.00
Group Hall Hire		-9571.22	-8766.56
Group Meeting Expense		-806.00	-547.00
Group closure balances transferred to general		-671.46	0.00
Interest received on investment account	516.50		185.09
Sub totals	64144.95	-61639.28	
SURPLUS ON CONSOLIDATED ACCOUNTS	2505.67		-977.61
Brought forward 1/4/2023	31236.32		
BALANCE AT 31/3/2024	33741.99		

UPHOLLAND AND DISTRICT U3A ACCOUNTS 2023/2024

YEAR TO 31/03/2024

YEAR 2022/2023

CURRENT ACCOUNT	INCOME £	EXPENDITURE £	£
Membership fees	7473.00		7517.50
Donations	0.00		0.00
Sale of books	375.00		400.00
Sale of cards	0.00		3.00
Door receipts	1458.95		1535.00
Gift Aid	884.73		485.05
Tree donations	0.00		32.90
Purchase of trees		0.00	-534.90
Third Age Trust membership fee		-2836.00	-2824.00
Cups		-239.21	-603.00
AGM costs/ training expenses		-194.56	-78.70
Guest speakers		-625.00	-709.00
Rent and wifi - st teresas/artz		-2557.07	-2225.08
Stationery and printing		-935.35	-865.70
Diaries		-43.24	37.75
Refreshments		-408.00	-250.63
Beacon		-749.00	-739.00
Capital expenditure		-373.87	-521.49
Computer expenses		-202.78	-231.44
U3A magazine postage		-1375.41	-1139.17
Electrical testing		-69.00	-62.00
Relaunch		0.00	0.00
Coronation day event		5.44	0.00
Picnic in the park event		0.00	-170.30
Copyright licence		0.00	0.00
Group transfers / set up		624.46	88.90
U3A Day		-13.91	0.00
Zoom licences		0.00	0.00
Hospitality		-373.75	0.00
Xmas event		-5.65	-35.31
Totals ytd	10191.68	-10371.90	
DEFICIT ON CURRENT ACCOUNT	-180.22		-889.62
Brought forward 1/4/23	3159.10		
BALANCE AT 31/3/2024	2978.88		

Note - details of capital expenditure

Filing cabinet (incl locks)	113.99
Pickleball equipment	199.98
Whiteboard (Italian group)	59.90
	<u>373.87</u>

UPHOLLAND AND DISTRICT U3A ACCOUNTS 2023/2024

	YEAR TO 31/03/2024		YEAR 2022/2023
GROUP ACCOUNT	INCOME £	EXPENDITURE £	£
Group Event Income	43325.07 ✓		43911.81 ✓
Group Meetings Income	10111.70 ✓		8041.78 ✓
Group event refunds		0.00	0.00
Group Event Expense		24723.70 ✓	-28523.11 ✓
Group Coach Hire		15495.00 ✓	-14390.00 ✓
Group Hall Hire		9571.22 ✓	-8766.56 ✓
Group Meeting Expense		806.00	-547.00
Group closure balances transferred to general		671.46 ✓	0.00
Sub-totals	53436.77 ✓	51267.38 ✓	
SURPLUS ON GROUP ACCOUNT	2169.39 ✓		-273.08 ✓
Brought forward 1/4/2023	17447.71 ✓		
BALANCE AT 31/3/2024	19617.10 ✓		

UPHOLLAND U3A AGM FINANCIAL REPORT 2023/2024

Upholland U3A holds 3 bank accounts, and a minimal amount of petty cash.

In total we had funds of £33742 as at 31st March 2024, compared to £31236 as at 31st March 2023, an increase of £2506.

This increase is explained later in this report.

An amount of £11141 is held in a reserve investment fund. This has increased in the year by £517 due to interest received on this account, appreciably higher than previous years due to interest rate changes.

An amount of £2979 is held in the current account. This account includes income from membership fees, payments to the Third Age Trust, and other income and expenditure associated with the general running of Upholland U3a.

It has decreased in the year by £180. Payments to the Third age Trust have been made in the year amounting to £4960, re membership fees, Beacon licence, and postage costs re the distribution of the U3A magazine. Other significant expense was for rent from St Teresa's club re usage for the monthly coffee and speaker meetings amounting to £2557. Major income derives from membership fees amounting to £7473 in the year (similar to the previous year).

An amount of £19617 is held in the bank by the various groups in the Upholland U3A, Increasing by £2169 in the year. This represents the timing differences between group activity receipt and payments. In particular a surplus was recorded in the final month for a number of groups who organised events for the Spring and received monies for events which have not yet been paid for.

Bank balances are reconciled monthly. No payments can be made without authorisation by the treasurer and one other member of the committee. Accounts are reported monthly to the committee, and the bank balances and transactions are available to view online at any time by the chairman and secretary in addition to the treasurer.

Online banking is now used for both the current and groups accounts. Direct online payments by bacs still require dual authorisation.

Payment of membership fees direct to our current account continued to be used in the year (approx. 33% uptake) and proved successful with less dependence on cash and cheques. This facility will continue in 2024/5.

In 2020 we more clearly stated the policy for financial reserves, being more specific on how the amount required in reserve should be calculated. Based on this calculation reserves of cash should be £12300 at the end of the year (based on expenditure in 2023/2024). Actual reserves are £14125. This means we are over the requirement.

Overall therefore the accounts are in a healthy position, with contingency for any unforeseen circumstances, yet being financially able to improve facilities and support existing and new interest groups where required.

As a final point please can I thank all the volunteer group leaders and their treasurers for reporting all their financial transactions so timely to myself. Thanks also to the membership team for their efforts in collecting fees.

A Hough

Treasurer

30th April 2024.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

UPHOLLAND AND DISTRICT U3A

On accounts for the year
ended

31ST MARCH 2024

Charity no
(if any)

1119682

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

Responsibilities and
basis of report

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

James Gerald Smith

Date:

12.5.24

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 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.