



Trustees' Annual Report for the period

Period start date				Period end date		
From	1	Jan	2023	To	31	Dec 2023

Section A Reference and administration details

Charity name **RAYLEIGH University of The Third Age**

Other names charity is known by

Registered charity number (if any) **1134068**

Charity's principal address **c/o The Secretary, Jane Reeve**

11 A, The Chase

Rayleigh, Essex

Postcode SS6 8QL

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	Ray Lowe	Chairman	May 2021 to date	
2	Gillian Cann	Treasurer	04/05/22 to date	
3	Jane Reeve	Secretary	04/05/22 to date	
4	Debbie Bamber	Membership Secretary	03/05/23 to date	
5	Paul Reeve		04/05/22 to date	
6	Valerie Foley		12/09/20 to date	
7	Julie Fowles		03/05/23 to date	
8	Stuart Evans		03/05/23 to date	
9				
10				
11				
12				
13				
14				

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	We are governed by our Constitution which was formally adopted on 1 st February 2008. It was amended on 6/2/09, 6/4/17, 5/10/17, 3/5/18 and 3/11/21.
How the charity is constituted (eg. trust, association, company)	A member of the Third Age Trust as an Unincorporated Association.
Trustee selection methods (eg. appointed by, elected by)	Elected by the membership at the Annual General Meeting. Two new Trustees can also be co-opted between AGM's if required, and then stand for election at the next AGM.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- *policies and procedures adopted for the induction and training of trustees;*
- *the charity's organisational structure and any wider network with which the charity works;*
- *relationship with any related parties;*
- *trustees' consideration of major risks and the system and procedures to manage them.*

The charity is a member of the Third Age Trust which provides additional help, information & advice. The Trustees take their responsibilities seriously and are mindful that they exercise due diligence and care.

Rayleigh u3a, like other u3as, is a mutual aid organisation, operationally independent but a member of the Third Age Trust, which requires adherence to the guiding principles of the u3a movement (to be found on the Trust's website www.u3a.org.uk)

The Trustees have considered risks and take professional advice as appropriate. We have adequate insurance cover through our national body. We do not employ staff, hold leases or property.

No payments are made to members for services rendered to any u3a. Each u3a is self-funded with membership subscriptions & costs kept as low as possible. This is particularly important given the sector of the public we serve who are no longer in full-time employment.

Rayleigh u3a is a member of the East of England Association of u3a's which is set up to exchange good practice & coordinate regional events.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of Rayleigh u3a are:

The advancement of education and in particular, the education of older people and those who are retired from full-time work, in varied ways including activities conducive to learning and personal development.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have regard to the guidance issued by the Charity Commission on public benefit and work to further our Charity's objectives, whilst having regard to changing legal requirements.

- We held our AGM in May 2023, all paperwork was emailed or posted to all members in advance.
- Accounts were filed as income was above £25K.
- The Committee of the Trustees met in person on 20th January, 17th February, 17th March, 21st April, 19th May, 16th June, 21st July, 1st September, 13th October and 10th November 2023
- Membership of a u3a is open to all in their third age, which is defined not by age but by a period in life in which full time employment has ceased. Members promote the values of lifelong learning & the positive attributes of belonging to a u3a, particularly at a time of life when social contact may have decreased. Trustees & members do all they can to ensure that people wanting to join the u3a can do so.
- We provide a Newsletter to our members on a regular basis along with access to our dedicated Rayleigh u3a website, which has contact details for the Officers and Committee.
- We hold monthly meetings open to all members (except for August and December) with a variety of speakers.

- Members form interest groups covering as wide a range of topics & interests as are desired. Members organise their own activities & offer their skills, knowledge & experience for the benefit of fellow members. There are 47 active groups at present & a list of these, together with contact details, is available on our website. We are constantly trying to set up new groups and some groups cease over time as members move on.

- The Groups' Coordinator, who is a trustee, keeps a record of unfulfilled requests for specific groups & helps to facilitate the setting up of new groups. Advice is given on venues, & the setting up of a new group. Each group has a Group Leader who liaises with the Groups Co-ordinator.

We continue to use a u3a backed database called Beacon, which enables the Trustees to be able to work with their data in a more secure environment.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- *policy on grantmaking;*
- *policy programme related investment;*
- *contribution made by volunteers.*

We particularly value the fact that all our members, who give of their time and expertise in different capacities, are all volunteers. Members are more than willing to help their fellow members if they are in need of assistance.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Our main achievement this year has been to run our monthly meetings, groups and educational events on a regular basis and we have attracted more new members and provided additional interest groups.

We hold our main monthly meetings in Rayleigh Mill Hall. This venue allows us to welcome more members.

This year the annual cost of membership was maintained at £20 and we have been able to hold meetings and social events as normal during 2023. Our membership fee allows members to access groups, and includes the following:

1: A full and varied programme of monthly meetings, which are detailed on both the newsletter & the website. These have continued to attract a wide audience together with the opportunity to socialise more widely. They are held at a venue with disabled access & amplification for those hard of hearing. We held main members meetings in every month apart from August and December.

2: A newsletter, published every 2/3 months, continues to be sent to all members by e-mail or post. This helps keep members informed & is particularly beneficial to those without easy internet access.

This year we introduced New Members meetings and a specific group for new members. The aim of this is to ensure new members are fully orientated to the u3a and their attendance and involvement is encouraged. The New Members group leader, Membership Secretary and Groups Coordinator work closely together to ensure our new members feel welcomed and are able to join interest groups or form new interest groups as required.

3: We held regular Talks for All educational events and visits during the year which have been well attended. There is a nominal cost for members to cover expenses.

4: Social Events are also available to all members on a cost basis – these have included quizzes, outings and visits.

5: Membership also includes subscription to the national u3a publication "Third Age Matters"

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity Commission recommends maintaining a level of reserves sufficient to fund 12 months core expenditure to cover fluctuations in receipts or payments. The Trustees accept this advice and have met this requirement in 2023.

Details of any funds materially in deficit**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.



Section F Other optional information

N/A

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ray Lowe	Jane Reeve
Position (eg Secretary, Chair, etc)	Chairman	Secretary
Date	1 st May 2024	

RAYLEIGH u3a FINANCIAL STATEMENT AS AT 31st DECEMBER 2023

Income & Expenditure, 1st January - 31st December

	2023	2022		2023	2022
	In	In	Expenditure	Out	Out
Income					
Book Sales	£145.00		Book Sales	£0.00	
Committee Expenses	£0.00	£0.00	Committee Expenses	£1,140.93	£902.23
Donations	£82.00	£333.00	Donations	£0.00	£0.00
Education & Study Days	£3,466.50	£893.00	Education & Study Days	£4,395.30	£1,379.50
Equipment	£0.00	£0.00	Equipment	£325.58	£159.65
Gift Aid	£918.70	£920.05	Gift Aid	£0.00	£0.00
Groups	£4,856.50	£1,121.90	Groups	£4,356.90	£935.70
Membership	£8,602.00	£8,526.00	Membership	£65.00	£100.00
Miscellaneous	£0.00	£180.00	Miscellaneous	£401.41	£111.00
Monthly Members Meetings	£0.00	£0.00	Monthly Members Meetings	£2,000.25	£2,827.40
Printing/Stationery/Post	£7.00	£0.00	Printing/Stationery/Post	£1,084.54	£735.29
Social Events	£4,153.37	£5,647.78	Social Events	£3,863.60	£5,261.31
Theatre Trips	£11,408.67	£12,130.07	Theatre Trips	£11,251.00	£10,566.90
U3a Trust	£0.00	£0.00	U3a Trust	£3,001.00	£3,329.58
Totals	£ 33,639.74	£ 29,751.80	Totals	£ 31,885.51	£ 26,308.56
payments	£ 31,885.51	£ 26,308.56			
Surplus income over expenditure	£ 1,754.23	£ 3,443.24	Surplus	£ 1,754.23	£ 3,443.24
				£ 33,639.74	£ 29,751.80

Balance Sheet as at 31st December

	£10,272.41	£11,272.23		£13,266.70	£10,272.41
Current Account as at 1st January			Current Account as at 31st December		
No 2 Account	£4,342.97	£580.00	No 2 Account	£1,013.07	£4,342.97
Membership	£0.00	£0.00	Membership	£10.00	£0.00
Petty Cash	£97.90	£74.55	Petty Cash	£76.90	£97.90
Uncleared cheque	-£15.00		Uncleared Cheque from Current Account	-£50.00	-£15.00
Year End Accounting Adjustment	£0.00		Year End Accounting Adjustment	£2,135.84	£671.74
Surplus	£ 1,754.23	£ 3,443.24	Loss	£0.00	£0.00
Total	£16,452.51	£15,370.02	Total	£ 16,452.51	£ 15,370.02

Group Funds (included in bank account)

Patchwork	£88.00	£331.20
Serendipity 5	-£26.00	-£50.00
Theatre Trips	£157.67	£1,563.17
Visiting Churches	£0.00	-£95.00
Digital Photography	£40.00	
Serendipity 6	£33.50	
VIPE	£36.00	
Yoga	£328.10	

I have examined the receipts, payments and balance sheet of Rayleigh u3a as at 31st December 2023. I have verified the balances in the bank accounts. In my opinion these give a true statement of the financial condition of Rayleigh u3a at that date.

James Whitehouse - Independent Accounts Examiner

Gillian Cann - u3a Treasurer

Independent examination of Rayleigh u3a accounts for the year ending 31 December 2023

By J T Whitehouse 81 Rayleigh Avenue Leigh-on-Sea SS9 5DN

4th March 2024

PETTY CASH

Opening and closing balances agreed to financial statement no significant transactions were recorded on the petty cash ledger.

Subscription account acc no 42232678

Bank statement was examined in detail the sole purpose of this account is for the collection of subscriptions.

Main account no 42232643 and no 2 account no 42232651

The bank accounts were examined in detail opening and closing balances on the corresponding ledger sheets and financial statements agreed to bank account balances as at 1st January 2023 and 31st December 2023.

The ledger sheets for all groups were examined in detail.

All other transactions were verified from the computer records against the underlying vouchers and or the bank statements.

Asset register

The asset register was examined in detail there was one item that was unable to be located when we carried out physical check this has now been located and moved to shopping trolley used at monthly meetings (line 43 of asset register this needs to be amended)

Conclusion

No discrepancies were found that materially affect the financial position of the Rayleigh u3a.

I have indicated that I would be willing to be the accounts examiner for the 2024 financial year.



J T Whitehouse