



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023

To 31st March 2024

Charity name: Knutsford and District University of the Third Age

Charity registration number: 1139427

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of Knutsford 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.
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>We are a self-help learning organisation for all local retired people who wish to join activities that will develop learning, skills, personal development, enjoyment and friendship. We have three main kinds of activities.</p> <p>We normally hold monthly meetings, with speakers on a wide range of topics, followed by refreshments and social interaction.</p> <p>We currently have 54 Activity Groups, offering a wide range of learning experiences to suit different interests. They are led by Group Leaders, giving their time, often supported by a planning group. They are supported by the Committee through networking and training sessions.</p> <p>We have subcommittees which organise our speakers and outings, including trips to places of interest, and to concerts and theatres. We produce regular newsletters to keep our members informed of our activities, and those of our wider U3A network (such as Summer Schools).</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>Our membership at the end of March 2024 was 760 which includes 43 Associate Members (those who are also members of other U3As).</p> <p>Over the year we have inevitably had a few groups that have run their course or could not find a new leader and have had to close. To offset this a great deal of work has been done to facilitate the setting up of new groups and 12 new ones have been set up during this financial year.</p> <p>Our Outings Committee organised 8 trips to places of interest, including a holiday in Slovenia, in the year, together with 9 theatre trips.</p> <p>The Committee organised three events that support our organisation to grow and thrive. These included a stall at the local Lions Fayre, a stand at the 'Knutsford Refresh' event and In September we held our 'Showcase event' with displays provided by many Activity groups so that both members and the wider public can get a better idea of what we do, and the groups themselves can attract new members.</p> <p>In the autumn we had a Group Leaders' coffee morning. Also invited were key members involved in the organisation of our u3a, such as the technical team, and the Outings' and Speakers' committees. This is a networking event, usually with a theme, so</p>

		<p>that key members can share ideas and experiences to develop our organisation</p> <p>We also held a coffee morning for new members. Such events had been held in the past but not for quite a while. We wanted to make new members feel welcome, to give them more information about what we do for members and to get ideas from them as to what type of activities they would be interested in taking part in or setting up. We wanted to emphasise the self-help nature of the u3a movement. This event was much appreciated by the new members and several ideas for new groups were proposed. These ideas have been followed up by our Groups Supporter and several new groups formed as a result.</p> <p>In addition to our monthly meetings where an outside speaker gives a talk, we have continued with our 'Hidden Talents' programme which involves presentations by Knutsford u3a members on a topic of their choice to the membership. During this period, we had four presentations on a diverse range of subjects which were very well received, and we intend to continue this new programme into the future.</p> <p>We claimed Gift Aid on our subscriptions for the membership year 2023/24. This was the first year of doing so and It was very successful in raising extra income which will enable us to reduce our subscriptions for the following membership year.</p>
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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	Our 'core' income and expenditure relates to the income (principally from membership subscriptions), and the running costs of the charity. This is 'unrestricted funds' in the accounts. At the end of the financial year, our income was £14,669.84, and our expenditure was £10,266.32. Our other funds are 'restricted funds', and they relate to the Activity Groups and the outings, each of which are self-funded. This income was £57,944.77, and the expenditure was £53,845.14. Our financial situation is healthy, and at the end of March 2024 we held £19,570.83 in unrestricted funds, and £12,668.89 in the restricted funds..
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our reserves policy is to maintain a level of reserves at a figure of 6 months running costs for our 'core' organisation. This is to allow for contingencies, such as the need to replace or acquire necessary equipment, and unexpected expenses. For next year, we are planning to freeze our membership subscription and increase expenditure with a view to gradually reduce the level of our reserves.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

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	
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		

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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	We are governed by our Constitution, first adopted in 2010, and changed to a modified version of the u3a model constitution approved at our AGM of November 2020
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	We are an independent charity, which is a 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	

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	We carry out induction for new trustees, using written information, discussion, and observation at Committee meetings etc.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We are an independent charity, and are members of the national body, the Third Age Trust. We maintain relationships with other local u3as, through the South and Mid Cheshire Cluster Group, and the North West Network.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Knutsford and District U3A
Other name the charity uses	Knutsford U3A
Registered charity number	1139427
Charity's principal address	8 Bracken Way, Knutsford, Cheshire. WA16 9BU

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	Sue Allan	Chair		
2	Mark Barley	Secretary		
3	Adrian Long	Treasurer		
4	Robert Watson	Vice Chair		
5	Wendy Brooks			
6	Marian Goddard		Sept 2023 to end of year	
7	Helen Smith			
8	Roger Brown			
9	Stuart Allan			
10	Irene Hardy			
11	Anthony Axon			
12	Georgina Blackburn			
13				
14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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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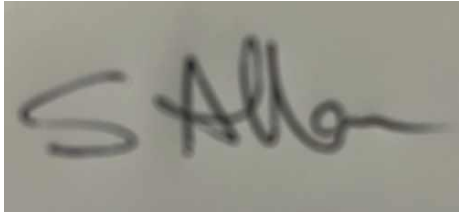
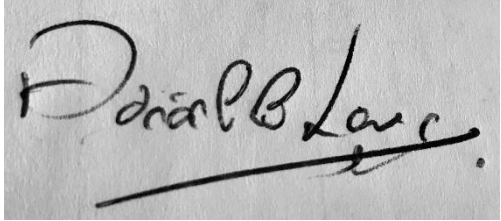
Other optional information

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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)		
	Full name(s)	Susan Allan
Position (eg Secretary, Chair, etc)	Chair	Treasurer
	Date	03/11/2024

Income and Expenditure & Balance Sheet					
For the Financial Year April 2023 to March 2024					
	2023/24 Unrestricted Funds	2023/24. Restricted Funds		2023/24 TOTAL	2022/23. TOTAL
Income					
Subscriptions	£ 5,053.25			£ 5,053.25	£ 4,031.00
PayPal	£ 7,568.74			£ 7,568.74	£ 8,190.05
SumUP Subs	£ 194.70				
Gift Aid	£ 1,766.22				
Activity receipts		£ 53,365.54		£ 53,365.54	£ 43,061.45
Bank Interest Received	£ 86.93				
Sundry Cash Income	£ -	£ 4,579.23		£ 4,579.23	£ 6,413.92
Total Income	£ 14,669.84	£ 57,944.77		£ 72,614.61	£ 61,696.42
Expenditure					
Activity Payments	£ -	£ 49,344.73		£ 49,344.73	£ 40,245.13
SumUp Charges	£ 0.30	£ -		£ 0.30	£ -
Room Hire / Rent	£ 1,775.00	£ -		£ 1,775.00	£ 1,609.00
U3A Suscriptions	£ 2,548.00	£ -		£ 2,548.00	£ 2,988.00
U3A Beacon	£ 721.00	£ -		£ 721.00	£ 736.00
U3A Publications	£ 1,844.64	£ -		£ 1,844.64	£ 1,669.29
Speakers Fees	£ 900.00	£ -		£ 900.00	£ 891.00
Postage and stationery	£ 863.53	£ -		£ 863.53	£ 420.48
Equipment	£ 1,028.40	£ -		£ 1,028.40	£ 94.80
IT & Web	£ 378.99	£ -		£ 378.99	£ 240.06
Training & Networking	£ -	£ -		£ -	£ 155.64
Travel	£ -	£ -		£ -	£ -
Promotional Cost	£ -	£ -		£ -	£ 4.00
Accountancy	£ 20.40	£ -		£ 20.40	£ -
Misc inc Gifts	£ 21.00	£ -		£ 21.00	£ -
Sundry	£ 165.06	£ 4,500.41		£ 4,665.47	£ 6,051.64
Total Expenditure	£ 10,266.32	£ 53,845.14		£ 64,111.46	£ 55,105.04
Surplus / Deficit	£ 4,403.52	£ 4,099.63		£ 8,503.15	£ 6,591.38
	Statement of Assets and Liabilities as at 31st March 2024				
	2023/24 Unrestricted Funds	2023/24. Restricted Funds		2023/24 TOTAL	2022/23. TOTAL
Monetary Assets					
Bank Current	£ 9,483.90	£ 11,735.17		£ 21,219.07	£ 20,394.98
Deposit Account	£ 10,086.93	£ -		£ 10,086.93	
Cash in Hand	£ -	£ 933.72		£ 933.72	£ 854.90
	£ 19,570.83	£ 12,668.89		£ 32,239.72	£ 21,249.88
Accumulated Funds					
Balance at 01/04/23	£ 12,433.73	£ 7,961.24		£ 20,394.97	£ 17,635.79
Cash Opening Balance		£ 854.90		£ 854.90	£ 787.62
Surplus / Deficit	£ 4,403.52	£ 4,099.63		£ 8,503.15	£ 6,591.38
Year End accruals & PP	£ 2,733.58	-£ 246.88		£ 2,486.70	-£ 3,764.91
Balance at 31/03/23	£ 19,570.83	£ 12,668.89		£ 32,239.72	£ 21,249.88
Balance Error	£ -	£ -		£ -	£ -



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Knutsford & District u3a

On accounts for the year
ended

31st March 2024

Charity no
(if any)

1139427

Set out on pages

3, 4, 5, 6, 7

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2023**

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 (other than that disclosed below *) 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.

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

Signed:

Date:

17th October 2024

Name:

Robert David Beale

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

Address:

1 Styal Close, Kingsmead,
Northwich
CW9 8FG

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.

Independent Examiner's Report to the Trustees of Knutsford u3a

A report to the trustees on my examination of the accounts of the Knutsford u3a for the year ended 31 March 2024.

General Comments

The Knutsford u3a gross income exceeds £25,000 and therefore requires an independent examination to satisfy the Trustees that there are no material matters of concern.

I have completed an examination of the Summary Income & Expenditure Account, the Spreadsheet Accounts and the support documentation. The accounts are accurately recorded on spreadsheets and the support documentation is clearly contained in a lever arch file. The records are kept in a way that makes it easy to track spreadsheet entries to the support documentation and hence the accounts are clear and transparent.

When the Accounts were initially presented Adrian reported that he had been unable to get the Membership Account and the Activity Account to fully balance. The discrepancies were small £0.30 on the Membership Account and £9.04 on the Activity Account. During the course of the inspection, I was able to identify the source of these errors and Adrian was able to correct them at a follow-up meeting held on 30th September 2024. Part of the reason for the errors in the balance were small recording errors/omissions but these were compounded by accrual errors.

The inspection included a detailed check on the income and expenditure figures in the Balance Sheet against the source data in the account spreadsheets. There was almost total agreement except where the recording errors mentioned above gave rise to the failure to balance the Accounts. Once the errors/omissions were corrected then the source data and Summary Account were in full agreement.

The spreadsheet banking records and reconciliations were checked against the Natwest bank statements for the "Main" and "Activity" accounts. One omission was identified and subsequently corrected.

As a secondary check of the accounting system, a random number of the individual spreadsheet entries were checked with the receipt and expenditure documentation. All the entries, that were checked, had support documentation. I found 2 entries where there appeared to be slight anomalies between the hardcopy receipts and invoices and their corresponding spreadsheet entries. These were discussed with Adrian at our review meeting and were fully resolved. The errors were found to lie with the hardcopy record as the bank statement entries and the account spreadsheet fully agreed. My observations and queries arising during the inspection were raised with Adrian Long by email. They were also discussed directly in a meeting on 30th September 2024. A copy of these observations and the responses to them, are attached.

Recommendations and Suggestions .

- There is a lack of clarity in how the Activity Expenditure is recorded in the Balance sheet. It is recorded mainly under the heading "Activity Payments" and "Sundry" but it is made up of expenditure across many Groups. It is a large expenditure that does not appear to be well defined to the membership. The Activity spreadsheets record this expenditure by individual Group and I suggest that these individual Group expenditures are reported to members as an addendum to the Balance sheet, if not already done so.
- I have been inspecting the Knutsford accounts for a few years and one of the most difficult aspects is the inspection of monthly and annual Accruals. I can understand the need to record income that is paid in advance or unprocessed payments as accruals at the end of the

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financial year, but trying to record it on a monthly basis makes the accounts difficult. I suggest that the Treasurer considers removing Accruals from the Accounts.

Robert Beale
17th October 2024

The examiner is a Trustee for Northwich u3a and is independent and has no connection with Knutsford u3a. Relevant experience includes 30 years of experience preparing and managing departmental budgets and as a qualified auditor of regulatory compliance, management systems and procedures.

Support Information

List of Examination Checks

1. Accounts Reporting System Check

There are acceptable computerised spreadsheets for data recording and report production

2. Accounts Records/Documentation System Check

The main records are contained in a segmented lever arch file with separate sections for bank statements, invoices and receipts.

3. Summary Accounts Report Check

All the entries in the Summary Account were checked with the source data in the individual spreadsheets and the carry forward figures were checked against the Summary account for the previous year.

4. Accuracy of Spreadsheets Check

A random check was made on the row and column totals in the spreadsheets and some of the formulae for calculating totals was checked

5. Hardcopy documentation Spot Checks

A random number of checks were made to verify that there were both receipt and invoice documentation and they agreed with the entries within the various spreadsheets.

6. Check on Assets and Reconciliations

Hardcopy bank statements were checked against the monthly reconciliations for both the "Main" and the "Activity" accounts.