

## **NORTHWOOD AND DISTRICT UNIVERSITY OF THE THIRD AGE**

Registered Charity Number 1144907

### **ANNUAL REPORT (6 Pages)**

for the period 1st July 2021 to 30th June 2022

#### **Principal Address**

45 Ivy House Road  
Ickenham  
Uxbridge  
UB10 8NG

#### **Names of the Trustees During the Year to 30 June 2022**

Elizabeth Andrews	Secretary	
Keith Cains	Treasurer	
Roger Calverley	Asst Treasurer	
Vanessa Edwards		Appointed 15/11/21
Tricia Hooper	Membership Secretary	
Alan Lester	Vice Chairman	
Jean Marks		Appointed 3/11/21
Michael Morris		Appointed 3/11/21
Michael Peters		Retired 6/10/2021
Ann Smith		
Rob Thomasson	Chairman	
Wendy Wyatt		

#### **Type of Governing Document**

Northwood & District University of the Third Age was established by constitution as an Unincorporated Association.

#### **Trustee Selection Method**

Trustees are elected annually by members at the Annual General Meeting.

#### **Objectives**

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.

#### **Main Activities Undertaken**

The provision and support of around sixty groups for study, learning and leisure. There is a monthly meeting open to all members at which information is given about future activities and usually there is a speaker to give a talk on a subject considered to be of interest to members. A quarterly newsletter is issued and there is a website with group details in addition to policy statements.

## Chairman's Report

This time last year the restrictions stemming from the pandemic had been recently lifted and the resumption of our u3a activities was gathering further momentum. There are differences now as expected after any period of over two years, and the circumstances that will change in that time, but our overall level of activity is now back to where we were before we were so rudely interrupted.

We currently have 729 members, compared to 713 last September. 59 of those 729 joined us during the current membership year starting 1 November 2021 and that is especially encouraging. There will always be members that leave one way or another but we need to balance it so that we can both retain as many of our existing members as is possible and also attract new, hopefully younger, blood. As is often said, we are acutely aware of the dangers of complacency and institutionalised thinking.

The latest listing of our Interest Groups has 70 entries across a good range of topics with more than 100 sessions held every month. The total of 70 includes our "social activity" groups – London Walks, Holidays, Outings (aka Day Trips), Social Events, Theatre, and Visits. Social Events have just announced their resumption and the others have been underway for some time – with great support and interest for all of the activities.

The majority of our routine communication continues to be done via email. Members without email receive a bulletin every six to seven weeks with every other posting including a copy of our quarterly newsletter Northwood Times.

In the past year we held 12 monthly general meetings – which accommodated ten talks, one concert, one Annual General Meeting and one Special General Meeting. The Architecture, Buildings and Places (ABP) Group hosted nine talks and one trip to Stratford-Upon-Avon. The January to August general meetings this year had an average attendance of 115 at Fairfield and an average of 47 viewing via Zoom. For comparison, the average Fairfield attendance during the same period of 2019 was 217. We received permission to record four of the talks and on average those four have been viewed 77 times with the most popular being those given by our own members.

Our u3a recorded a deficit of £4,800 for the financial year to 31 June 2022, against an expected deficit of £10,000, as explained in detail in the Treasurer's Report. The two main reasons for the smaller deficit were reduced printing and postage and a late invoice from the Third Age Trust. The committee is proposing that the membership fee for 2022/2023 is £35 compared to £30 before the pandemic (membership year 2019/2020). At that level we still expect to record another deficit for the financial year to 30 June 2023 in order to ensure that our reserves are within the limits set by our financial policy.

Northwood & District u3a formally got underway with its first monthly meeting in July 2011 and in August 2022 we held a rather delayed and very successful 10th Anniversary Lunch. 77 members attended and it was particularly rewarding to see both so many stalwarts of our u3a as well as many new members. It fair warmed the cockles of my heart.

Finally, and in that spirit, I repeat the gratitude expressed last year to you all, on behalf of you all, for the camaraderie of mutual support over the past year that has embodied the ethos of the u3a movement. It truly is a wonderful thing.

## Treasurer's Report

**Basis of Reporting** - The accounts for the period 1 July 2021 to 30 June 2022, referred to as this year, have been prepared on a receipts and payments basis and in accordance with Charity Commission regulations. All activities must be treated equally but for ease of understanding these have been sub-divided between social and core activities. "Social activities" are entirely self-financing and are

inflated by high-cost items such as theatre visits and days out. As with any rule there may be exceptions, but they are of no significance. Annual accounts are intended to give an indication of what has happened during the year to which they apply and are correct at a specific date, in this case 30th June.

**Income & Expenditure** – The main points for core activities are as follows (2020/21 in brackets):

- > Income of £14,390 (£14,240) from subscriptions was received from 717 (712) members who all paid £20 (£20) for the membership year 2021/22, plus 3 from the previous membership year.
- > The total number of payments received increased to 720 (712). The financial year should not be confused with the membership year which ends on 31 October.
- > Income from interest was £17 reflecting the low rates brought on with the pandemic.
- > Gift Aid £3,055 (£2924) is a refund of tax paid on subscriptions.
- > Rental payments have increased as we started to return to pre-pandemic levels of activity and the cost for this year was £14,640 (£413).
- > Printing & Stationery has remained almost static at £602 (£608).
- > Expenditure on catering was £115 (nil) and on afternoon tea for new members was £62 (0). This is a reduction on pre-pandemic levels. The afternoon tea for volunteers will take place at a later date.
- > The £654 (£574) for equipment was mostly spent on a new laptop for the membership secretary who also does our in-house printing necessitating a suitable machine.
- > The U3A magazine Third Age Matters costs £3.30 per delivery address, and we are charged annually for deliveries up to 31 March. Normally received in April, the invoice did not arrive during the financial year and thus the cost was £0 (£1,082)., We expect that the next financial year will bear the cost for the 2 years ended 31 March 2022 and 31 March 2023.
- > The cost of speakers fell slightly to £1,595 (£1,925). This was for the monthly general talks and for the monthly Architecture, Buildings and Places (ABP) talks.
- > Membership of the Third Age Trust £2,836 (£2,436) is charged per member registered at the end of March. While numbers have remained stable the fee has increased.
- > The fee paid for use of the Beacon system was £711 (£703). This charge is also based on our membership numbers, which hardly changed.
- > The number of Zoom licences held have been reduced and switched to an annual basis so the cost for this year was £432 (£1,379). Monthly meetings offered the choice of attending in person or
- > The number of Zoom licences held have been reduced and switched to an annual basis so the cost for this year was £432 (£1,379). Monthly meetings offered the choice of attending in person or watching via Zoom. A few groups continue to hold meetings remotely.
- > Other fees of £278 (£247) cover recording rights and fees for the collection of direct debits.
- > The other £360 (£223) is for any other minor items not covered elsewhere.
- > The Co-op and NatWest Bank accounts are in regular use while the reserve account with a balance of £21,072 (£29,056) continues to be held with Virgin Money.

The figures above refer to core activities which are funded by the annual membership fees. The only group that normally administers its own account is Architecture, Building and Places, which reports directly to the Treasurer. In the current year activity on this account has been minimal.

In addition to the core activities there are “social activities” which are funded on an individual basis. The timing of payments and receipts means that any group can have a surplus or deficit in any given financial year but viewed overall each group breaks even.

Summary –The operation of our u3a’s core activities resulted in a deficit of £4,823 (£6,349 surplus) against an expected shortfall of around £10,000. This difference can (mainly) be summed up as follows:

- > £2,000 allowed for the purchase of stamps but none were bought.
- > £1200 for the u3a Magazine but the invoice has not been received.
- > £600 reduction in Printing etc. - due to more communication online.

## **Treasurer's Report (continued)**

**Subscription Charge for 2022/23** – The annual subscription is approved by members at the AGM. Two years ago, with the onset of the pandemic, a subsidy of £10 per person was introduced reducing the annual fee to £20, and this was continued for a second year. As our activities have returned to their pre-pandemic level it is proposed that this subsidy is discontinued, and that an increase of £5 is applied to cover increased costs, giving a recommended membership fee of £35 for the year.

It is the opinion of the committee that this would be prudent, and you will be asked to confirm the subscription for 2022/23 as £35 per member.

**Examination of Accounts** – The accounts have been approved by our examiner Barbara Hall, who is the treasurer of Hillingdon u3a.

## **Statutory Declaration**

It is confirmed that trustees have had regard to the guidance issued by the Charity Commission on public benefits.

## **Policy on Reserves**

The U3A aims to keep a level of reserves that will cover six to twelve months of regular operating activity. This is considered by the committee to be a reasonable level for this type of charity. Social activities, such as theatre visits and days out, are excluded from this figure as they are entirely self-financing.

## **Principal Source of Funds**

The main source of Income is from the membership subscription which was £20 for the full year. This represented a discount of £10 on the pre-pandemic year as a result of a surplus brought about by the lack of face-to-face activities during the lockdowns due to the pandemic.

## **Declaration**

The trustees declare they have approved this annual report.

Signed on behalf of the trustees



Robert William Thomasson  
Chairman



Keith Cains  
Treasurer

Date: 12th January 2023

# INCOME & EXPENDITURE ACCOUNTS FOR YEAR ENDED 30TH JUNE 2022

<u>INCOME</u>	<u>2020/21</u>	<u>2021/22</u>
ARCHITECTURE BUILDING & PLACES	£ -	£ 58
SOCIAL EVENTS TEAM	£ -	£ -
DAY TRIPS	£ -	£ 2,148
LONDON WALKS	£ 1,146	£ 4,670
THEATRE	£ 2,267	£ 3,709
VISITS	£ -	£ 6,228
WALKING HOLIDAYS	£ 16,280	£ 9,160
OTHER	£ -	£ 774
SOCIAL ACTIVITIES	£ 19,693	£ 26,747
INCOME FROM SUBSCRIPTIONS	£ 14,240	£ 14,390
INTEREST	£ 46	£ 17
GIFT AID	£ 2,924	£ 3,055
CORE ACTIVITIES	£ 17,210	£ 17,462
TOTAL INCOME	<u>£ 36,903</u>	<u>£ 44,209</u>
<u>EXPENDITURE</u>	<u>2020/21</u>	<u>2021/22</u>
ARCHITECTURE BUILDING & PLACES	£ -	£ 10
SOCIAL EVENTS TEAM	£ -	£ -
DAY TRIPS	£ -	£ 2,036
LONDON WALKS	£ 18	£ 4,687
THEATRE	£ 2,218	£ 4,204
VISITS	£ -	£ 4,188
WALKING HOLIDAYS	£ 16,250	£ 9,175
OTHER	£ -	£ -
SOCIAL ACTIVITIES	£ 18,486	£ 24,300
HIRE OF PREMISES	£ 413	£ 14,640
PRINTING & STATIONERY	£ 608	£ 602
POSTAGE	£ 1,272	£ -
CATERING	£ -	£ 115
AFTERNOON TEA - NEW MEMBERS	£ -	£ 62
EQUIPMENT	£ 574	£ 654
THIRD AGE MATTERS	£ 1,082	£ -
SPEAKERS	£ 1,925	£ 1,595
MEMBERSHIP OF THIRD AGE TRUST	£ 2,436	£ 2,836
BEACON	£ 703	£ 711
LICENCES	£ 1,379	£ 432
FEES ETC.	£ 246	£ 278
OTHER	£ 223	£ 360
CORE ACTIVITIES	£ 10,861	£ 22,285
TOTAL EXPENDITURE	<u>£ 29,347</u>	<u>£ 46,585</u>
TOTAL INCOME	£ 36,903	£ 44,209
TOTAL EXPENDITURE	£ (29,347)	£ (46,585)
SURPLUS/(DEFICIT)	<u>£ 7,556</u>	<u>£ (2,376)</u>
CORE ACTIVITIES SURPLUS / (DEFICIT)	£ 6,349	£ (4,823)

BALANCE SHEET AS AT 30TH JUNE 2022

RESERVE				
BROUGHT FORWARD	£	30,881	£	38,437
SURPLUS/(DEFICIT)	£	7,556	£	(2,376)
CARRIED FORWARD	£	<u>38,437</u>	£	<u>36,061</u>
REPRESENTED BY				
CO-OP BANK ACCOUNT	£	3,977	£	7,107
CASH IN HAND	£	151	£	230
VIRGIN RESERVE ACCOUNT	£	29,056	£	21,072
NATWEST ACCOUNT	£	5,253	£	7,652
	£	<u>38,437</u>	£	<u>36,061</u>

In my opinion the above accounts give a true and fair view of  
the Northwood & District U3A's affairs for the year ended 30 June 2022.

BARBARA HALL (Treasurer of Hillingdon U3A)

*B.Hall 26/8/22*