

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

Registered Charity Number 1144907

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

for the period 1st July 2022 to 30th June 2023

#### **Principal Address**

45 Ivy House Road  
Ickenham  
Uxbridge  
UB10 8NG

#### **Names of the Trustees During the Year to 30 June 2023**

Elizabeth Andrews		
Keith Cains	Treasurer	
Roger Calverley	Asst Treasurer	
Vanessa Edwards		Resigned 3/10/22
Tricia Hooper	Membership Secretary	
Alan Lester	Vice Chairman	
Jean Marks		
Michael Morris	Secretary	
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

The current situation of our u3a is broadly similar to where we were when I wrote my last annual report. Since then, we have had another year of excellent engagement, activity and mutual support. Inevitably we have lost some groups and members and we have gained other groups and members. A lack of significant change could be a good thing or it could be a bad sign. Happily, we are still thriving as a u3a and alongside that the committee have worked hard to avoid complacency and to do everything that we can to provide support for the group leaders upon whom our u3a crucially depends.

We currently have 694 members, compared to 729 last September. 71 of those 694 joined us during the last twelve months which is especially encouraging. There will always be members that leave one way or another but as we strive to minimise that number, we also need to ensure that we can attract new, and hopefully younger, participants that will help to keep us “on our toes”.

The latest listing of our Interest Groups has 63 entries across a broad range of topics with an average of around 90 sessions held every month. This is a little lower than last year so there is clear scope for more groups. There is support and encouragement available for anybody that has even an inkling for a new interest group and would like to share their enthusiasm or just find others with the same interests.

In the past year we held twelve monthly general meetings which accommodated ten talks, one concert and one Annual General Meeting. In addition, the Architecture, Buildings and Places (ABP) Group have hosted nine talks. The last eleven general meetings (excluding the AGM) had an average attendance of 145 at Fairfield. In the months after the pandemic the average attendance was 115 so whilst that is an increase the current level is still well below the immediately pre-pandemic average of 217 members at each general meeting. We have had a vivid range of talks and the constant at the meetings is a chance to catch up with fellow members and hear the latest news.

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

As explained in detail in the Treasurer's Report, our u3a recorded a deficit of £2,343 on our core activities for the financial year to 30 June 2023, against an expected deficit of £6,000. Our “core activities” are those covered by the membership fees. Our other activities, aka “social activities” such as Day Trips, London Walks, Visits, Theatre & Social Events, are self-funding and the deficit they recorded over the financial year was caused purely by the timing of income and expenditure.

The three main reasons for the smaller deficit on core activities were that [1] we did not need to buy any new equipment, [2] an invoice for Third Age Matters magazine has been delayed, and [3] we spent less on our speakers than anticipated. As a result, the committee is proposing that the membership fee for 2023/2024 is maintained at £35. At that level we expect to record another deficit for the financial year to 30 June 2024. Our financial reserves increased during the pandemic as we had allowed for an earlier return to normality than actually happened. The planned deficit for the coming year will ensure that our reserves remain within the limits required by our finance policy.

In summary, it has been another good year for Northwood & District u3a. Thanks are due to the entire membership for keeping it as a good place to be. I look forward to the same being true in a year's time.

## Treasurer's Report

Basis of Reporting - The accounts for the period 1 July 2022 to 30 June 2023, referred to as this year, have been prepared on a receipts and payments basis. To comply 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. 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 as at the 30 June.

Income & Expenditure – The main points for core activities are as follows (2021/22 in brackets):

- >- Income of £24,535 (£14,390) from subscriptions was received mainly from members who paid £35 (£20) for the membership year 2022/23. The total number of payments received was 707 (720) which included some received for the membership year 2021/22.
- >- The financial year which ends on the 30 June should not be confused with the membership year which ends on 31 October.
- >- With the general improvement in rates, Income from interest increased to £109 (£17).
- >- Gift Aid is claimed as a refund of tax paid on the subscriptions we receive and this year it amounted to £3,172 (£3,055).
- >- Following the recovery from the pandemic activities have returned to more normal levels and the cost of hiring premises has increased to £22,878 (£14,640).
- >- With more activities the cost of Printing & Stationery has risen to £796 (£602).
- >- Expenditure on catering rose slightly to £165 (£115) and after the scaled down version of the previous year, previous year, the afternoon tea returned to normal at a cost of £319 (£62).
- >- There was no expenditure on equipment this year. Last year £654 was spent, which included the provision of a new laptop for the membership secretary.
- >- The u3a magazine Third Age Matters now costs £3.60 per delivery address, and we are charged annually for deliveries up to 31 March. We had expected to pay two invoices this year but only one was in time, so the cost was £1,159 (£0). It is likely that the next financial year will bear the cost for the 2 years ended 31 March 2023 and 31 March 2024.
- >- The cost of speakers fell to £949 (£1,595), due largely to the ABP group resuming the financing of their speakers as from 1st January. Although costs have risen some speakers are happy to receive a donation which can then be passed on to their chosen charity.
- >- Membership of the Third Age Trust £2,744 (£2,836) is charged at £4 per member registered at the end of March. Our membership was 686 (712) a slight drop on last year.
- >- The fee for use of the Beacon system was £686 (£711), based on our membership numbers.
- >- The number of Zoom licences held have been reduced to one at a cost of £144 (£278). The one licence is used by three groups and is available as required.
- >- Other licences/fees of £238 (£432) covered recording rights and fees for the collection of subscriptions.
- >- The other expenditure of £81 (£360) was 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 £20,182 (£21,072) continued to be held with Virgin Money.

The figures above refer to core activities which are funded by the annual membership fees. The ABP (Architecture) group is the only group that normally administers its own account and reports directly to the Treasurer. In the current year this group has returned to more activities.

In addition to the core activities there are “social activities”. These are self-financing being funded on an individual basis and include high-cost items such as theatre visits and days out. 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.

## Treasurer's Report (continued)

Summary - The operation of our u3a's core activities resulted in a deficit of £2343 (£4,823) around £3,500 less than an expected shortfall of about £6,000. The difference can (mainly) be summed up as follows:-

- > £1,500 for the u3a Magazine as only one invoice was paid instead of two.
- > £700 reduction on the expenditure for equipment
- > £800 on the cost of speakers.

Subscription Charge for 2023/24 - The annual subscription is approved by members at the AGM. This year it was increased by £5 to a total of £35. It is proposed that this rate should continue for a further year as our reserves will still comply with our policy of maintaining a minimum of six months operating costs.

It is the opinion of the Committee that this would be prudent and you will be asked to confirm the subscription for 2023/24 as £35 per member.

Examination of Accounts - The accounts will 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 costs. 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.

## Declaration

The trustees declare they have approved this annual report.

Signed on behalf of the trustees



Robert William Thomasson  
Chairman

Date: 31st January 2024



Keith Cains  
Treasurer

# INCOME & EXPENDITURE ACCOUNTS FOR YEAR ENDED 30TH JUNE 2023

<u>INCOME</u>	<u>2021/22</u>	<u>2022/23</u>
ARCHITECTURE BUILDING & PLACES	£ 58	£ 566
SOCIAL EVENTS TEAM	£ -	£ 1,519
DAY TRIPS	£ 2,148	£ 8,665
LONDON WALKS	£ 4,670	£ 5,656
THEATRE	£ 3,709	£ 12,787
VISITS	£ 6,228	£ 6,326
WALKING HOLIDAYS	£ 9,160	£ 10,075
OTHER	£ 774	£ 1,669
SOCIAL ACTIVITIES	£ 26,747	£ 47,263
INCOME FROM SUBSCRIPTIONS	£ 14,390	£ 24,535
INTEREST	£ 17	£ 109
GIFT AID	£ 3,055	£ 3,172
CORE ACTIVITIES	£ 17,462	£ 27,816
TOTAL INCOME	<u>£ 44,209</u>	<u>£ 75,079</u>
<u>EXPENDITURE</u>	<u>2021/22</u>	<u>2022/23</u>
ARCHITECTURE BUILDING & PLACES	£ 10	£ 563
SOCIAL EVENTS TEAM	£ -	£ 1,492
DAY TRIPS	£ 2,036	£ 8,750
LONDON WALKS	£ 4,687	£ 5,256
THEATRE	£ 4,204	£ 12,594
VISITS	£ 4,188	£ 8,068
WALKING HOLIDAYS	£ 9,175	£ 10,016
OTHER	£ -	£ 2,057
SOCIAL ACTIVITIES	£ 24,300	£ 48,796
HIRE OF PREMISES	£ 14,640	£ 22,878
PRINTING & STATIONERY	£ 602	£ 796
POSTAGE	£ -	£ -
CATERING	£ 115	£ 165
AFTERNOON TEA - NEW MEMBERS	£ 62	£ 319
EQUIPMENT	£ 654	£ -
THIRD AGE MATTERS	£ -	£ 1,159
SPEAKERS	£ 1,595	£ 949
MEMBERSHIP OF THIRD AGE TRUST	£ 2,836	£ 2,744
BEACON	£ 711	£ 686
LICENCES	£ 432	£ 238
FEES ETC.	£ 278	£ 144
OTHER	£ 360	£ 81
CORE ACTIVITIES	£ 22,285	£ 30,159
TOTAL EXPENDITURE	<u>£ 46,585</u>	<u>£ 78,955</u>
TOTAL INCOME	£ 44,209	£ 75,079
TOTAL EXPENDITURE	£ (46,585)	£ (78,955)
SURPLUS/(DEFICIT)	<u>£ (2,376)</u>	<u>£ (3,876)</u>

BALANCE SHEET AS AT 30TH JUNE 2023

RESERVE	2021/22	2022/23
BROUGHT FORWARD	£ 38,437	£ 36,061
SURPLUS/(DEFICIT)	£ (2,376)	£ (3,876)
CARRIED FORWARD	<u>£ 36,061</u>	<u>£ 32,185</u>
REPRESENTED BY		
CO-OP BANK ACCOUNT	£ 7,107	£ 5,827
CASH IN HAND	£ 230	£ 88
VIRGIN RESERVE ACCOUNT	£ 21,072	£ 20,182
NATWEST ACCOUNT	£ 7,652	£ 6,088
CARRIED FORWARD	<u>£ 36,061</u>	<u>£ 32,185</u>
CORE ACTIVITIES SURPLUS / (DEFICIT)	£ (4,823)	£ (2,343)

U3A Northwood & District

Accounts examined 10/9/23

B. Hall