

Trustees' Report 1 Aug 2022 - 31 July 2023	Reference and Administration Charity name: Verulam u3a Registered Charity Number: 1155517 Principal Address: c/o Hon. Secretary
--	---

Trustees who managed the charity during the period	
Rick Hanson - Chair Joan May - Secretary Ray Bloom - Treasurer Sylvia Walker - Groups Coordinator Trevor Taylor - Trips Coordinator	Barbara Bennett - Trips Treasurer Madelaine Skinner - Member Geoff Priseman - Member Ed Jankowski - Member Maria Littledike - Member Jill Fisher - Member

Structure, Governance and Management

The governing document of the charity is its constitution, initially adopted by the Steering Committee on 1.3.2013, formally adopted at the AGM on 29.10.2013, and amended at the AGMs held on 9.11.2021 and on 8.11.2022

The trustees are the members of the Executive Committee, elected by the membership at AGMs (or occasionally co-opted).

The charity is affiliated to the Third Age Trust (charity no. 288007), the national coordinating body for u3a groups.

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.

Activities

In accordance with the aims of the u3a movement, we are committed to promoting the benefits of learning in later life, and the attractions and advantages of the u3a. Members give their time freely to provide identifiable benefits to members in St Albans and the surrounding area, helping them to keep mind and body active, with resulting health benefits and improvement to quality of life.

The Trustees, in exercising their powers and duties, have complied with the guidance as published by the Charity Commission.

Chair's report, August 2022 / July 2023

Chair's Report 2023

I can start by saying, that although I did not want to be chair and my wife refused to let me, I have enjoyed it and many thanks to all the members who have sent me messages of thanks and appreciation for what I have done as chair.

While on the subject of thanks, I must thank all those who have given up their time to make the members' meetings enjoyable and run smoothly. You may not realise, but there are at least twelve people, needed excluding me, to set up the hall and run the meeting! Also, I would like you all to thank Rog Foad for his excellent work on our newsletter and my fellow committee members who have done so much work to ensure the smooth management of the u3a. Of course, I must thank you, our members for your continued support in attending monthly meetings and all other u3a activities so regularly.

As you all may remember, I and the majority of your committee were voted in at the February 2020 AGM. I introduced my first speaker on March 10th who some of you may remember was Colin Richards of Watford and District u3a. who talked about the history of Northolt Airport. The very next day, the 11th, the coronavirus Restrictions were announced and we had a lockdown! From then on gatherings stopped along with our members' meetings.

Now, I do have an apology to you all, I did not pick up on the idea of holding Members Meetings on Zoom until August and our first was in September. While learning how to use Zoom I found you could substitute your background for a picture and believe me, my office is not a pretty site. So, I found a photo of the inside of this church. I was surprised at how many members thought I was here! I am pleased to say, that on average those joining the Zoom meeting were about the same as the church meetings.

While I have been on the committee lifetime membership cards were introduced. Not only are there savings from not printing cards and posting them, but there is also one of safety. In the unlikely event that we may have to evacuate, we know who attended because your card is scanned on entry and your presence recorded. In addition, I can give you some attendance statistics over the past 12 months, on average the attendance numbers have been increasing, but I don't think this is down to my jokes, more the excellent bookings made by our speaker organiser, Brian Songhurst. Thank you, Brian.

Rick Hanson.

Chair, Verulam u3a

Financial Review 1 August 2022 – 31 July 2023

Verulam Membership

It was a great relief that we could have a normal year's activities after the Covid stoppage, attending our monthly members' meetings and groups' activities which play such a big part in what we offer to members of Verulam u3a. Our improved finances have occurred as a result of the resumption of normal proceedings, allowing us to offer our many and varied activities. Currently we have 482 members comprising Individual Membership, Associate Memberships and Joint Memberships.

In this year's accounts there will be seen a Gift Aid refund of £507 attributed to our eligible members signing up for Gift Aid last year on the membership form. This is very important for us so that we can take advantage of funds returned to us by HMRC

All Expenditure is funded from income related solely to our charitable educational objectives

At the end of the year, we held a balance of £7,007.21 in the main account. The Trips and Groups activities are self-funded. We are required by Charity Law to use our income for our Charitable purpose and not to let it accumulate.

During the year, we achieved our objective of being self-financing and at the close of the last financial year on 31 July 2023 we held sufficient reserves for adequate financial stability to allow us to meet our objectives for the foreseeable future.

We continue to maintain a holding account for running educational trips and holidays for Members and for our group activities, thereby keeping the financing of those activities separate from our core charitable education activities.

Questions and Acceptance of Accounts. Proposer and Second

Accounts Examiner

For the year 2022–2023 our Accounts have been examined by Ms Christiine Jarzab. Christine has very kindly agreed to be nominated as our Examiner for the year 2023–2024.

The Committee have asked me to forward this nomination to the AGM and I would ask you for a Proposer and a Second.

Lifetime Membership Cards

All members receive a plastic Membership Card. The Card is a lifetime Membership Card, designed to last you a lifetime. The Lifetime Membership cards mean that our Membership Secretary does not have to send out replacement cards each year.

These cards have bar codes, and it is with these that we can scan ALL Members into meetings. This has three significant benefits.

1. In the event of fire, we have an accurate record of who was in the building.
2. The lifetime element of the cards ensured that we would save money on yearly printing costs and of course save volunteer time.
3. Additionally, and more importantly, we are required by the u3a to keep a record of ALL Members attending meetings for three weeks after an event, to track possible Covid sources.

Beacon

Beacon is an established fully integrated computerised Management tool made available by U3A. It offers full management of Membership, Groups and Finances. The system is fully secured and meets all the requirements of the Data Protection Act.

We pay TAT £1 per head per year for our licence to use Beacon.

Membership Renewal Payments

Beacon currently offers an electronic Membership payment service where Members can renew their Membership at no additional charge and we strongly recommend using the PayPal option, which makes membership payments easier to handle. YOU DO NOT NEED A PAYPAL ACCOUNT TO USE THIS SYSTEM. Go to our web site www.verulamu3a.org then go to the Membership tab and find the Renew link. By clicking on this, it will take you to the Beacon portal where you will be required to input your Membership number, your name your postcode and your email address. From there, look for the PayPal option where you can pay using your credit or debit card. Do not use your own Paypal account for this purpose.

Ray Bloom

Verulam u3a Treasurer

Verulam u3a Statement of Accounts
Main Account

	2022-23	2021-22
Income		
Membership	£7,629.34	£458.00
Gift Aid refund	£0.00	£0.00
Donations	£64.00	£16.60
Speakers	£0.00	£20.00
Refunds	£0.00	£86.75
Lanyards & Badges	£9.90	£0.00
Membership pre-payments	£15.00	£0.00
Miscellaneous – projector sale	£52.00	£0.00
Deposit – no name	£10.00	£0.00
	<hr/> £7,780.24	<hr/> £581.35
Expenditure		
Paypal commission	£38.64	£0.00
Agreed expenses	£12.00	£0.00
Rent	£1,789.50	£1,922.50
Talks Refreshments	£182.56	£318.65
Affiliation fees	£0.00	£245.15
Beacon software	£545.00	£571.00
Lanyards/Badges/M'ship cards	£13.98	£283.74
Membership	£0.00	£10.00
Capitation fee	£1,748.00	£1,924.00
Speakers	£1,030.65	£934.90
Stationery	£102.34	£189.12
Postage	£16.32	£140.78
Third Age Matters	£2,680.77	£0.00
Web Services	£216.00	£180.00
Zoom DD	£43.17	£172.68
Error transfer	£234.00	£0.00
Donations	£50.00	£0.00
	<hr/> £8,702.93	<hr/> £6,892.52
Excess over Income	-£922.69	
<u>Balance Sheet as at 31 July 2023</u>		
Brought forward from July 31 2022	£7,929.90	
Surplus/Excess for Year	-£922.69	
Accumulated funds at 31 July 2023	£7,007.21	
Lloyds Main Account at 31 July 2023	£7,007.21	

Verulam u3a Groups Account

Income & Expenditure, 1st August 2022 – 31st July 2023

	Start Year	2022/2023		2021/2022
Income				
Art Group		£504.00		£266.00
Table Tennis Group		<u>£647.00</u>		<u>£780.79</u>
		Sub-totals	£1,151.00	£1,046.79
Expenditure				
Art Group		£475.00		£290.00
Table Tennis Group		<u>£648.50</u>		<u>£937.00</u>
		Sub-totals	£1,123.50	£1,227.00
Balance Sheet				
Accumulated funds July 31 2022		£109.08		
Excess for 2023		<u>£27.50</u>		
Accumulated funds July 31 2023		<u>£136.58</u>		
Lloyds Groups Account July 31 2023		<u>£136.58</u>		

Verulam u3a Statement of Accounts: Trips Income and Expenditure 1 August 2022 to 31 July 2023

	2022/23	2021/22
Income		
Social events	£165.00	£2,655.00
Day trips 2019-20	£0.00	£6.50
Day trips 2020-21	£0.00	£875.70
Day trips 2021-22	£0.00	£14,072.59
Day trips 2022-23	£20,071.20	£0.00
Holiday trips 2021-22	£0.00	£4,171.48
Holiday trips 2022-23	£30,013.00	£0.00
Theatre trips 2019-20	£0.00	£80.00
Theatre trips 2020-21	£0.00	£0.00
Theatre trips 2021-22	£0.00	£16,708.72
Theatre trips 2022-23	£11,118.40	£2,302.00
	<hr/>	<hr/>
	£61,367.60	£40,871.99
Expenditure		
Social events	£1,606.10	£1,187.50
Day trips 2020/21	£0.00	£50.00
Day trips 2021/22	£0.00	£13,239.85
Day trips 2022/23	£18,741.05	£0.00
Holiday trips 2021/22	£17.00	£3,529.10
Holiday trips 2022/23	£29,875.50	£0.00
Theatre trips 2019/20	£0.00	£80.00
Theatre trips 2021/22	£0.00	£16,985.10
Theatre trips 2022/23	£13,186.30	£0.00
	<hr/>	<hr/>
	£63,425.95	£35,071.55
Agreed operational expenses	£800.00	£0.00
Sundries	£253.72	£232.98
Printing, Postage & Stationery	£0.00	£34.93
Trips refund	£0.00	£48.20
	<hr/>	<hr/>
	£64,479.67	£35,387.66
Balance Sheet		
Accum'd Funds at 31 July 2022	£10,573.82	
Excess on 2022/23	-£3,112.07	
Accum'd Funds at 31 July 2023	£7,461.75	
Cash at bank 31 July 2023	£7,461.75	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Verulam u3a

On accounts for the
year ended

July 31, 2023

Charity
no (if any)

1155517

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2023

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 (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.

Signed:

Date:

26-06-2024

Name:

CHRISTINE JARZAB

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

Address:

46 CEDARWOOD DRIVE, ST ALBANS
Herts AL4 0DW