



# **U3A KINVER**

## **Annual Report & Financial Statement for the year ended 31 March 2024**

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## **1. Administrative Details**

### **1.1 Registered Charity**

U3A Kinver Registration Charity Number - 1169663

### **1.2 U3A Kinver Registered Office Address**

4 Forest Drive

Kinver

Stourbridge

DY7 6DX

### **1.3 Trustees**

<b>Name</b>	<b>Date of Appointment</b>	<b>Date of Resignation</b>
Rod Marshall - Chair	29 September 2023	
Ben Thompson – Vice Chair	29 September 2023	
Julie Duern – Business/Membership Secretary	29 September 2023	
Hilary Weaver – Speaker Secretary	29 September 2023	
Jackie Ward – IT Officer	29 September 2023	
Tracy Ledward – Publicity Officer	29 September 2023	
Julia Bathurst – Welfare/Inclusion Officer	29 September 2023	
Martin Williams	29 September 2023	
John Rhead	29 September 2023	

### **1.4 Appointed Officers**

<b>Name</b>	<b>Date of Appointment</b>	<b>Date of Resignation</b>
Anna Westwood - Treasurer	29 September 2023	
Amanda Robson	29 September 2023	
Carole Bowater – Inventory Officer	29 September 2023	
Roger Muggleton	29 September 2023	
Jean Shipley	29 September 2023	

### **1.5 Business Secretary**

Mrs Julie Duern appointed 30 September 2023

### **1.6 Treasurer**

Mrs Anna Westwood appointed 30 September 2023

### **1.7 Independent Examiner**

Mr Nigel Lockett

108 White Hill

Kinver

Stourbridge

DY7 6AU

### **1.8 Bankers**

Barclays Bank

Kidderminster

## 2. Trustees & Appointed Officers Committee Meeting Attendance Register April 2023 – March 2024

Kinver U3A Committee Meeting Attendance Register April 2023 - March 2024

Date of Meeting	Trustee	Trustee	Trustee	Trustee	Trustee	Trustee	Trustee	Trustee	Trustee	Treasurer	Officer	Officer	Officer	Officer
13/04/2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11/05/2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15/06/2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13/07/2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17/08/2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14/09/2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>AGM</b>														
<b>29/09/23</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12/10/2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16/11/2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14/12/2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18/01/2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15/02/2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14/03/2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Meetings Attended	13	10	13	12	11	7	12	11	7	7	11	9	11	3
<b>Key</b>														
Attended Meeting	✓													
Apologies Given	X													
Not yet appointed														
Resigned														

### 3. Chair of Trustees Report

The past year 2023/24, has seen u3a Kinver continue to flourish and return to a sound financial footing. The reforms to our procedures and guidelines introduced last year and the greater control of our day-to-day operations has resulted in a healthy surplus in our annual accounts. Special thanks to Anna Westwood, our Treasurer, and Julie Duern, our Business Secretary, for overseeing this turnaround.

We have also benefitted from a substantial growth in our membership numbers. At the end of March 2024 we had 457 members, a rise of nearly 40% over the figures of the previous year. The transfer of the management of Kinver Film Society to the u3a is largely responsible for this considerable increase.

During the latter part of 2023 it became clear that the Kinver Film Society might be unable to continue in its current form and that there was a danger it may have to close. u3a Kinver were approached and asked if they might consider taking over the society, its assets and equipment. After some discussions and the agreement of the society members at an EGM, it was agreed that the society would close on 31 March 2024 and be transferred to u3a Kinver.

This has meant that members of the Film Society who wished to continue to enjoy the screening of films at Kinver High School would need to become members of u3a Kinver. Hence the increase in our membership numbers. We are delighted to welcome them all and hope that they will also enjoy many of the other activities we have to offer.

Our accounts for the year show a surplus of £3,952.11. This has been brought about mainly by an increase in income from annual subscriptions and increased income from our group activities and fundraising events. Activity fees have remained at £1 for every group and it is encouraging to note that there are a greater number of members attending our groups throughout the year. We are pleased to note the introduction of two new groups during the course of the year. The Line Dancing group has proved to be very popular and there has been considerable interest in the Sign Language group. These compliment, our already well-established groups which continue to go from strength to strength.

Those offering physical effort, such as Table Tennis, Kurling, Walking, Cycling and Tai Chi. Musical groups such as the Ukuleles, the Choir and the Music & Jazz group. Language groups such as French, Italian and Spanish and interest groups such as History, Quiz, Craft, Birdwatching, Lunch Club and Whist. Our regular monthly Speaker's Meetings continue to be popular and well attended and offer a chance to socialise over tea and coffee as well as listening to some very interesting talks.

A significant factor in the continuing success of our U3A has been the time and dedication given by our Group Leaders who all do this voluntarily. We owe a great deal to them for providing the activities so selflessly and professionally. My thanks to all the group leaders. Our U3A would not be the success it is without you.

We organised a number of outings during the year, most notably to an Elvis tribute evening, an outing to the Cotswolds, a trip to the Malvern Show and another to Buckingham Palace. My thanks to those committee members who led each of these trips.

In October we hosted a rather unique event organised by our ukulele group. This was a Ukulele festival and invitations were sent to other u3a Ukulele groups. On the day six u3a Ukulele groups, Kinver, Kingswinford, Stourbridge, Pershore, Wolverhampton and Wyre Forest attended with over 100 players filling the Edward Marsh Centre with their unique sounds. The event was a great success and was thoroughly enjoyed by all who participated and who supported. It seems that this may become an annual event hosted in turn by the various u3a Ukulele groups.

Our other musical group, the Choir, also stepped out of the rehearsal room to put on a concert at St Peter's Church, Kinver. With many members baking cakes, a large audience had an enjoyable Saturday afternoon of tea, cake and music, and funds were raised for both the church and the u3a.

There were two well attended and successful social events during the year. The Fashion Show arranged in conjunction with "Stripe a Pose" proved very popular. Thanks to Amanda Robson who helped organise the event and put the magnificent raffle together with the support of many of our local Kinver shops. Our Christmas event was also well received. With entertainment by our own Ukulele group, our Choir and the musical and vocal talents of Harmonix. An enjoyable time was spent singing and dancing along to the music. The success of both these social events provided us with a significant boost to our funds.

I have been very fortunate to have a committed and dedicated team around me. The work of your committee means that u3a Kinver runs smoothly and efficiently. So, my thanks must go to all my fellow trustees and committee members, without whom we would be unable to continue to thrive and develop. Their hard work and commitment, makes my job much easier and I am confident that their continued efforts will ensure success for U3A Kinver in the future.

And finally, a big thank you to all of you, the members, for your loyalty and support. U3A Kinver will continue to flourish and grow with your continued help. I hope we can continue to look forward to that in the year to come.

**Rod Marshall**  
**Chair of Trustees**  
**Kinver U3A**

## **4. Aims & Purpose**

### **4.1 Objectives**

U3A's Kinver objective ('the object') is the advancement of education, and in particular the education of older people and those retired from full time work, by all means including associated activities conducive to learning and personal development in Kinver and surrounding district.

### **4.2 Achievements & Performance**

U3A Kinver is an inclusive charity, and aims to grow its membership numbers and the number of activity groups we currently offer. The last 12 months have seen a steady increase of members participation in group activities. During 23/24 year we have introduced two more activity groups - British Sign Language and Line Dancing. In September 2024 we will open our new Film Club group.

We are hugely supported by a large number of dedicated volunteers, particularly our Group Leaders who give tirelessly of their time and expertise. Without them the U3A Kinver group would cease to function.

### **4.3 Membership Statistics**

<b>Period</b>	<b>Members</b>
April 2023	322
December 2023	343
January 2024	363

## Current Membership Statistics as at 1<sup>st</sup> April 2024

<b>April 2024 Membership Statistics</b>	<b>508</b>
Full Members	438
Associate Members	70
Female Members	330
Male Members	178

### 4.4 Current Activity Groups

<b>Activity Group</b>	<b>Frequency</b>
Bird Watching	Monthly
British Sign Language - New Group	Fortnightly
Choir	Weekly
Craft	Fortnightly
Cycling	Monthly
Film Club – New Group	Commences Sept 2024
French	Fortnightly
History	Monthly
Italian	Weekly
Kurling	Fortnightly
Line Dancing – New Group	Weekly
Lunch Club	Monthly
Music & Jazz	Monthly
Pickle Ball – New Group	Commences May 2024
Quizzes	Monthly
Spanish	Weekly
Table Tennis	Weekly
Tai Chi	Weekly
Ukulele	Weekly
Walking	Monthly
Whist	Monthly
Social Outings	Throughout the year

### 4.5 Kinver U3A New Constitution Document

A new Constitution for Kinver U3A was adopted by members at the Annual General Meeting on 29<sup>th</sup> September 2023. The new constitution provides much needed clarity on the appointment and the terms of office for Trustees. The document can be viewed on Kinver U3A Website: **[www.u3akinver.org](http://www.u3akinver.org)**

### 4.6 Health & Safety

In the last 12 months there has been one Health & Safety reported incident. The incident occurred during a Kurling session and involved two members. The dispute between the two members was managed under Kinver U3A Disciplinary Policy.

### 4.7 Welfare/Safeguarding

In the last 12 months there has been no welfare/safeguarding issues to report

### 4.8 Data Protection/GDPR

One Data Breach incident was reported to Trustees, which related to the new booking system linked to the Ukulele Group performances. The Ukulele members are now required to sign additional consent for use of the new booking system. The Data Breach was duly reported to ICO and no further action was required.

## **5. Treasurer's Financial Report**

During the accounting period 23/24, there have been considerable improvement in our financial controls. The Group Leaders have been collaborative in assisting this streamlined approach to account management; having made good progress to depositing their activity subs more efficiently and providing the group registers of attendance.

The attention of the Trustees and Committee has been keenly focused, during the year, on the financial management of the Charity; with a view to operating within a balanced budget. The year-end figure attest to this having been very successful and our current financial situation is looking very healthy.

Moving forward to year 24/25 At the close of 23/24 The Trustees agreed a move to a commercial accounting package. As from 1st April 2024 we have introduced Xero online accounting software for our charity. This professional software is available at a discount for non-profit organisations. Some of the beneficial facilities offered that are impactful to our organisation:

- Direct connection to our bank account – this allows various officers who have authorised log-in access to view bank transactions and available bank balance. This has streamlined the membership process for both the Treasurer and the Membership Secretary
- Authorised access for our accountant – allows the accountant to prepare year-end report from electronic data rather than paper documents.
- Authorised access for other knowledgeable Officers of the committee – which allows for oversight of the management of the Charities funds and possibly at busy periods some practical assistance
- An iPhone/ Android App which allows for access to view items, away from home and to make account entries whilst “on-the-move” – this allows for more up-to-date record keeping and instant source of information for the Treasurer and Membership Secretary
- Reporting facilities that will offer more fiscal visibility to the Trustees and provide a more finite breakdown of the situation in respect of all the activities offered by U3A Kinver, management of expenses and better overview of Fund-raising events

We will continue to evaluate the Xero System; but it seems to offer numerous advantages over the Beacon accounting process. Beacon database will of course remain in place for our Membership management.

As Treasurer I am grateful to the Trustees, Committee and Group Leaders who have been supportive in promoting and implementing the changes which have enabled a more efficient financial management system for U3A Kinver

### **5.1 Related Party Payments**

There are no related party payments to declare.



## 6. Budget Forecast 2024/2025

U3A Kinver Budget	
April 2024 to March 2025	
Account	Total
<b>Income</b>	
Income from Activity Subscriptions (260)	£11,660.00
Income from Fundraising (220)	£2,700.00
Income from other sources (265)	£0.00
Income from Outings (270)	£4,000.00
Interest received (290)	£351.00
Joining fee (210)	£790.00
Membership (200)	£8,700.00
Gift Aid Receipts (263)	£1,050.00
Income from Film Society Donation (266)	£6,550.00
<b>Total Income</b>	<b>£35,801.00</b>
<b>Expenditure</b>	
Equipment (320)	£100.00
Film Club (Charges) (315)	£4,939.00
Membership costs (330)	£3,190.00
Print / copy Group costs (350)	£60.00
Room Hire (310)	£8,400.00
Speakers Fee (408)	£572.00
Advertising & Marketing (400)	£0.00
Bank Fees (404)	£0.00
Charitable Donations (418)	£0.00
Depreciation Expense (416)	£900.00
Fundraising expenses (465)	£1,950.00
General Expenses (429)	£0.00
Insurance (433)	£0.00
IT Software and Consumables (463)	£174.00
Outing Costs - Coach hire etc (482)	£2,390.00
Postage, Freight & Courier (425)	£360.00
Printing & Stationery (461)	£1,020.00
Raffle prize costs (449)	£1,250.00
Refreshment costs (477)	£40.00
Subscriptions (485)	£0.00
Travel - National (493)	£24.00
<b>Total Expenditure</b>	<b>£25,369.00</b>
<b>Surplus Balance</b>	<b>£10,432.00</b>

See U3A Kinver Asset Register as at 31 March 2024 below.

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## 8. U3A KINVER FINANCIAL STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2024

	Year ended 31/03/2024	Year ended 31/03/2023
<b>GENERAL FUND</b>		
<b>Income</b>		
Annual subscriptions	6,055.00	4,355.00
Subscriptions for Third Age Trust	850.00	103.00
Interest group activity income	8,721.40	6,289.37
Income from trips and events	5,228.72	12,762.00
Fundraising, Charity and Social events, Donations	5,025.92	134.93
<b>Total Income</b>	<u>25,881.04</u>	<u>23,644.30</u>
<b>Expenditure</b>		
Interest group expenditure	255.73	911.84
Expenditure on trips and events	5,126.56	12,852.08
Fundraising, Charity and Social expenses	1,928.48	-
Membership Costs (inc. Fees to Third Age Trust)	2,241.98	2,382.09
Room Hire	9,294.50	9,937.00
Monthly meeting expenses	415.50	652.50
Administration	1,327.15	1,184.59
Committee and AGM meetings expenses	216.00	438.04
Other	294.31	4,478.75
Asset depreciation	828.72	690.86
	<u>21,928.93</u>	<u>33,527.75</u>
<b>Surplus/Deficit</b>	<u>3,952.11</u>	<u>- 9,883.45</u>

## 8. BALANCE SHEET AS AT YEAR ENDED 31 MARCH 2024

BALANCE SHEET AS AT	31/03/2024	31/03/2023
Fixed assets:		
Value brought forward	2,351.62	1,480.00
Fixed assets introduced in year	160.00	1,562.48
	-	-
Depreciation for the year	828.72	690.86
Value at year end	1,682.90	2,351.62
Funds at Barclays Bank Community Account	15,466.12	7,503.34
Cash in hand	884.32	2,174.27
Prepayments	154.00	-
	-	-
Subscriptions received in advance	8,341.00	5,865.00
	-	-
Accrual for room hire	730.00	1,000.00
<b>Total Net Assets</b>	<u>9,116.34</u>	<u>5,164.23</u>
Represented by:		
Retained funds brought forward	5,164.23	15,047.68
		-
Add: Surplus (Deficit) for the year	3,952.11	9,883.45
	<u>9,116.34</u>	<u>5,164.23</u>

## 9. Independent Examiner's Report

### U3A KINVER - ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

#### Independent Examiner's Report

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

#### **Respective responsibilities of trustees and examiner**

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the Charities Act; and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
- have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*NF Lockett*

Date: 29/04/2024

Name:

NF LUCKETT

Relevant professional qualification:

FCA

