

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	04	22		31	03

Section A Reference and administration details

Charity name

Kings Hill and District U3A

Other names charity is known by

Registered charity number (if any)

1171975

Charity's principal address

Blackfriars Foundry

154-156 Blackfriars Road

London

Postcode:

SE1 8EN

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	Melanie Blewer	Chairman		
2	Elaine Scutt	Vice Chair	Until 01/06/2023 (AGM)	
3	Maggie Holmes	Secretary	Until 01/06/2023 (AGM)	
4	David Murray	Treasurer		
5	Sue Watson	Vice Treasurer		
6	Mark Richards	Membership Sec.		
7	Brenda Pretty	Committee Member		
8	Maurice Chittenden	Committee Member		
9	Don Bone	Committee Member		
10	Linda Read	Committee Member	Until 09/06/2022 (AGM)	
11	June Routley	Co-opted Member	Until 04/10/2022	
12	Deborah Langworthy	Co-opted Member	From 07/07/2022	
13	Janet McKenner	Co-opted Member	From 05/10/2022	
14	Simon Ellis	Co-opted Member	From 05/01/2023	
15				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION.
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY MEMBERSHIP

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Summary of the objects of the charity set out in its governing document

The advancement of education and in particular the education of people not in full-time gainful employment who are in their Third Age (being the period of time after the first age of childhood and the second age of full-time employment and/or parental responsibility) residing in Kings Hill and District and its surrounding locality.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Kings Hill and District u3a became 'Party Central' at the end of 2022 with our special celebrations.....and I acknowledge the efforts made by ALL our teams to ensure that these were delightful occasions.

First was the Big Showcase event in September attended by over 194 people including our esteemed guest, The Mayor of Tonbridge and Malling. This coincided with National u3a's 40th celebration and as such our event was shared on the National Blog.

Second was our own 10th Year Celebration party enjoyed by over 100 members, with music and 'birthday' cup-cakes.

In addition, our Events Team have also organised a variety of outings and activities throughout the year, including:-

- Christmas Lunch at The Holiday Inn, with excellent surprise entertainment

- Day trip to Weald and Downland Museum

- Rock n Roll evening with the Sebastian Ellis Band

And the following events have been planned:-

- Day trip to Sandhurst in May

- Holiday to Cheshire in September

Throughout the past year, our committee has continued to meet regularly and my follow-up emails to you all help to keep everyone up-to-date with decisions and plans for our organisation.

Wherever possible, we look for ways that we can support our members and in September we held a Hearing Matters talk, sharing knowledge and advice.

This year we have paid particular attention to broadening our approaches to Diversity, Accessibility and Inclusion in the following ways:-

- Dedicated Committee Meeting in February

- Theme for Conveners Meeting in April

- Dementia Awareness talk booked for May

New members to join our committee are Janet McKenner as Business Secretary, Simon Ellis, our Diversity Officer and Margaret Hall.

Elaine Scutt has served in the positions of Vice Chair and Groups Coordinator for several years and will be standing down from these roles at the AGM.....I thank her for her dedication and endless efforts to develop and promote our u3a. She has worked tirelessly to ensure our groups run smoothly and our Conveners are well supported.....and I am very grateful for her support for me as my 'Wing-Lady'.

We have also welcomed Sue Christie as the booker for our speakers at Monthly Meetings. Attendance at these meetings has increased and is now regularly over 110.....(we're always needing more chairs!!!).

Membership totalled 516 at last year's AGM. In the following months we said our sad farewells to dear friends and long-standing

members. But, in general, we have continued to steadily grow in numbers reaching 553 members currently. Welcome Meetings are held regularly and these are always well attended by new members and members of the Committee.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

During the year we arranged a variety of educational, cultural and informative visits as listed above.

We have continued to be in contact with members and update them on our discussions at our Committee Meetings by emailing, and posting, a summary of our decisions, plans, and planned activities, and to encourage any feedback to promote involvement.

We have used Zoom to maintain a visual contact with members but have subsequently reverted to our in-person Monthly Meetings with guest speakers, with tea, coffee and biscuits as usual.

We continued to maintain full capacity attendance for all organised activities and events and our membership numbers continued to grow at a steady rate.

Section E Financial review

Brief statement of the charity's policy on reserves

We have a '**Reserves Policy**', and, in brief, the level to be maintained equates to a year's running costs, **plus** any **Reserved** and **Designated** funds.

The level of reserves is reported on, currently bi-monthly, by the Treasurer to the Committee. Any decision relating to the increase, or decrease, in **Membership Fees** will take into account the maintaining of the agreed **Reserves** level.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Membership Fees are the principal source of funds which has been reduced and frozen for a couple of years until 2023 to reflect reduced expenditure in activities and meetings due to Covid restrictions.

Section F Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	M J Blewer	
Full name(s)	Melanie Blewer	
Position (eg Secretary, Chair, etc)	Chair	
Date	1 st June 2023	

Kings Hill and District U3A Y/E Accounts 2022-2023

	y/e	31.03.22	31.03.23
Balance B/Fwd		23226.61	B/Fwd 20782.58
INCOME			
Social Activity IN		12347.75	18361.50
Computer Software		94.80	74.40
Donations		78.00	199.31
Equipment		9.71	0.00
Gift Aid Refund		0.00	698.25
Membership		5070.21	5610.00
Misc Income		110.37	168.40
SIG - Singing Hall Hire		0.00	153.00
Income for year		17710.84	25264.86
INCOME TOTAL		40937.45	46047.44
EXPENDITURE			
Social Activity OUT		10883.64	19043.83
Bank Charges		173.74	141.40
Committee Expenses		78.35	50.00
Computer Software		238.68	74.40
Convenors' Lunch		0.00	0.00
Equipment		2744.82	136.48
Hall Hire		631.40	1164.10
Hospitality		68.93	485.41
Membership		80.00	90.00
Misc Expenses		444.69	537.20
Monthly Speaker's Fees		895.00	1078.80
Postage, Printing, Stationery		627.02	404.47
SIG - Singing Hall Hire		0.00	90.00
Training		405.00	505.00
u3a Trust Membership Fees		2903.60	3936.20
Website		60.00	80.00
EXPENDITURE TOTAL		20234.87	27817.29
NET SURPLUS		20702.58	18230.15

Examined and Found correct

signed

Auditor. Richard Fox

Approved by Management Committee



Date

18/4/23

signed

Treasurer David Murray

Date

signed

Chair

Melanie Blewer

Date

Richard Fox
7 The Close, Birling, West Malling
Kent ME19 5WJ
Tel: 01732 842893 / 07821 477599

1 March, 2024

David Murray
Kings Hill & District U3A
c/o 10 Crabtree Close
Kings Hill
ME19 4FR

Dear David

Kings Hill & District U3A Accounts 2020-2021

I have examined the 2020-2021 accounts, and found them to be accurate and consistent.

The checks I have done are:

- Reconciled all entries in your primary electronic Beacon accounts with the CAF bank electronic listing, checking a sample of these on the paper record.
- Reconciled all Cash Ledger and Expenses Summary entries against the primary Beacon electronic accounts.
- Verified the categorisation of the Beacon electronic accounts into the Income & Expenditure statement.
- Cross-checked each paper expense or income sheet against your Beacon record.
- Verified that the end-of-year balance on 31/3/2021 differs from the end-of-year balance on 31/3/2020 by the amount of the difference between income and expenditure. I note that no cash was held over either year end, and that you deal with cash only on a handful of occasions.
- Looked for any evidence of inappropriate handling of funds, and found none.
- Made one recommendation to make clearer the reporting of Income and Expenditure, which you have implemented.

Therefore, I can with good conscience sign the Income & Expenditure Statement as being a true and accurate representation of the financial affairs of the U3A, to the best of my knowledge.

Richard Fox