

Trustees' Annual Report for the period								
From		Period start date			To	Period end date		
		01	04	23		31	03	24

## 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	Margaret Hall	Vice Chairman	To 30.11.23	
3	Janet McKenner	Secretary	To 1.6.23	
4	David Murray	Treasurer		
5	Sue Watson	Vice Treasurer		
6	Mark Richards	Committee Member		
7	Brenda Pretty	Committee Member		
8	Maurice Chittenden	Committee Member		
9	Don Bone	Committee Member		
10	Simon Ellis	Committee Member	From 1.6.23	
11	Kathy Booyesen	Committee Member	Co-opted 28.9.23	
12	Deborah Langworthy	Committee Member		
13	Elaine Scutt	Committee Member		
14	Maggie Bishop	Secretary	Co-opted 3.7.23	
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)

**LEARN, LAUGH and LIVE** life to the full as a mantra for our 'golden years,' this is certainly the way that we view things at Kings Hill and District u3a!!! Our newsletters give very clear examples of the ways in which we enjoy our retirement time within our u3a. There are always great reports of the adventures and activities within our Groups as well as updates for our Monthly Meetings, events and outings. The newsletter editions have been a brilliant example of how we Learn, Laugh and Live here at KH&D u3a and ensures we are all 'kept in touch' with everything our organisation has to offer.

We have organised a fascinating variety of outings and activities throughout the year, including:-

- The Royal Military Academy at Sandhurst, and Longacres Garden Centre
- The Mini Factory experience, Oxfordshire
- Cadbury World and tour of Bournville
- Visit to Wisley Gardens
- Arundel Castle and tulip festival

Not forgetting the two annual events:-

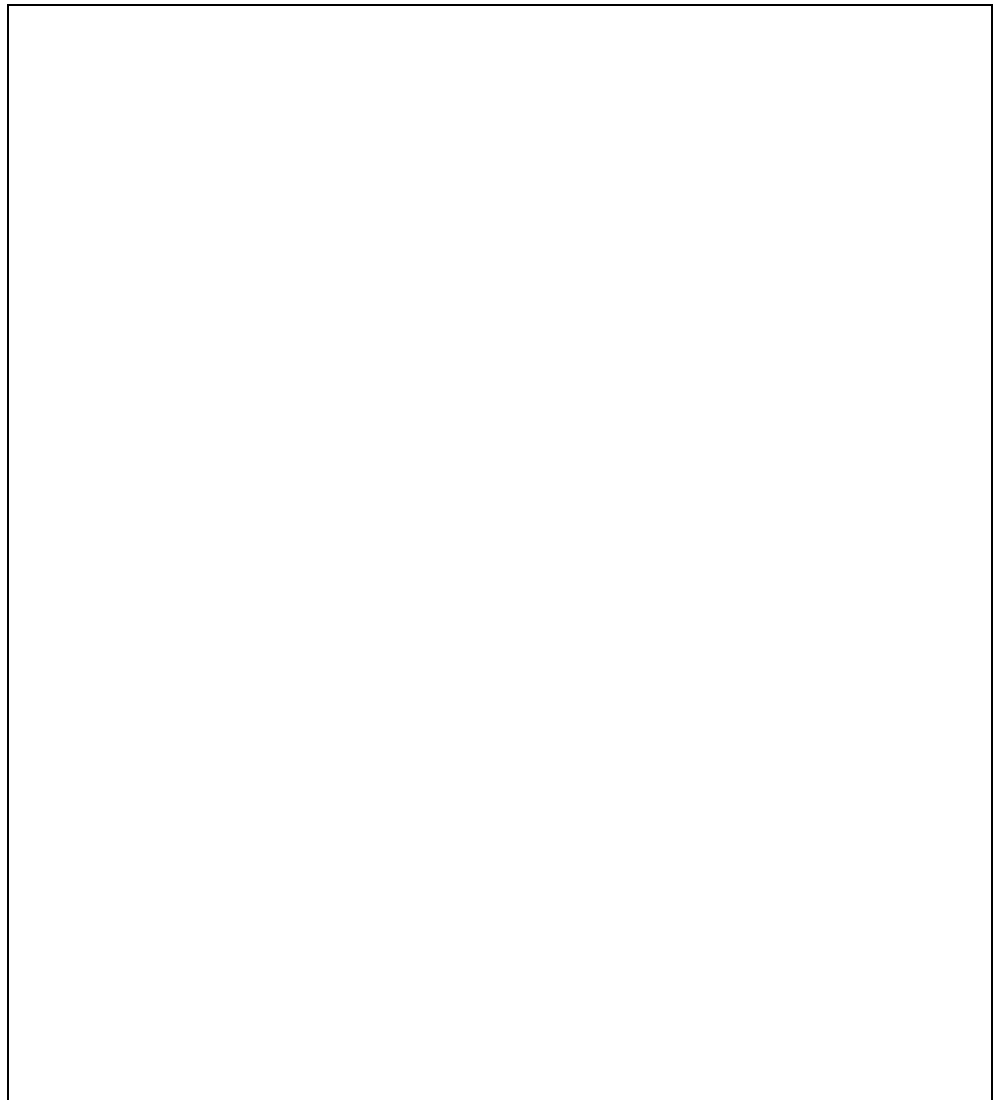
- Christmas Lunch at The Holiday Inn, with surprise entertainment!
- 7 days holiday to Chester, including visits to Stratford upon Avon, Conway Castle, Bodnant Gardens, Anderton Boat Lift and many more delights!

Throughout the past year, we have continued to meet regularly and my follow-up emails members help to keep everyone up-to-date with decisions and plans for our organisation.

Membership totalled 553 at last year's AGM. We have continued to steadily grow in numbers reaching 570 members currently. We have increased the regularity of our **Welcome Meetings** and these are always well attended by new members and members of the Committee.

In March we held a successful Spring get-together for Group Conveners. We are always on the lookout for additional support from members to help run and organise our activities within the groups and for the membership as a whole. To this end, our Groups Coordinator has been busy behind the scenes and we have started several new SIGs, including Pickleball, Walking with Dogs, plus the Nordic Walking group is up and running again.

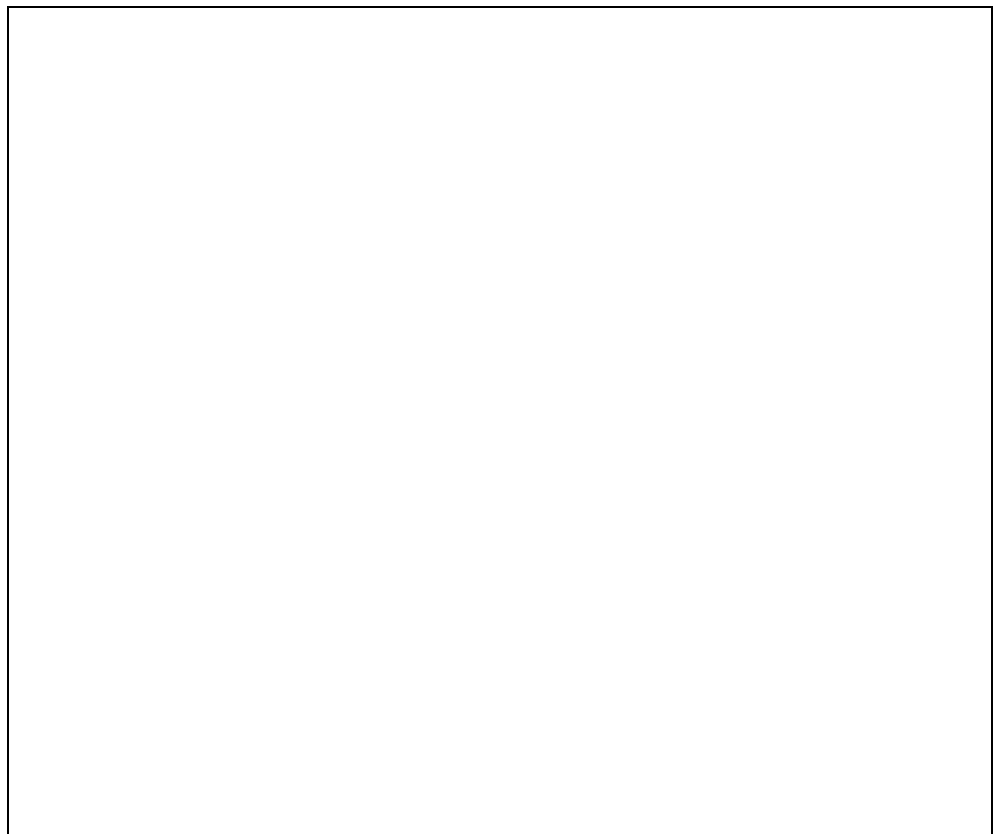
In conclusion.....it is my pleasure to sincerely thank all members of our u3a for your positive support throughout the past year..... It is YOU who have ensured that our u3a fully upholds our ideals of Learning, Laughing and Living Life...upholds our ideals of Learning, Laughing and Living Life to the Full ..... and long may this continue.



**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 updated 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.

Committee members have also branched out to become involved with other u3as, offering guidance and support, as well as attending the **Kent Network** Study Day in March.

We have 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 based on yearly budget requirements.

### 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 had been reduced and frozen for a couple of years until 2023 to reflect reduced expenditure in activities and meetings due to Covid restrictions. The fee has recently increased to reflect inflation impacting on our running costs, **but not** to increase our **Reserves**.

## 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 <sup>st</sup> June 2024	

# Kings Hill and District U3A Y/E Accounts 2023-2024

	y/e	31.03.23	31.03.24
Balance B/Fwd	B/Fwd	20782.58	18230.15
<b>INCOME</b>			
Social Activity IN		18361.50	28956.14
Computer Software		74.40	0.00
Donations		199.31	11.00
Gift Aid Refund		698.25	864.28
Membership		5520.00	8065.00
Misc Income		168.40	109.35
SIG - Singing income		153.00	417.60
Income for year		25174.86	38423.37
<b>TOTAL</b>		<b>45957.44</b>	<b>56653.52</b>
<b>EXPENDITURE</b>			
Social Activity OUT		19043.83	29751.84
Bank Charges		141.40	161.64
Committee Expenses		50.00	30.00
Computer Software		74.40	60.00
Convenors' Lunch		0.00	451.38
Equipment		136.48	52.96
Hall Hire		1164.10	1147.50
Hospitality		485.41	411.05
Misc Expenses		537.20	394.77
Monthly Speaker's Fees		1078.80	1440.00
Postage, Printing, Stationery		404.47	118.81
SIG - Singing Hall Hire		90.00	369.75
Training		505.00	96.05
u3a Trust Membership Fees		3936.20	4232.14
Website		80.00	80.00
Expenditure for year		27727.29	38797.89
<b>SURPLUS / LOSS for year</b>		<b>-2552.43</b>	<b>-374.52</b>
<b>YEAR END NET RESERVES</b>		<b>18230.15</b>	<b>17855.63</b>

Examined and Found correct

signed

External Auditor. Richard Fox

Approved by Management Committee

Date

25/4/24

signed

Treasurer David Murray

Date

28/4/24

signed

Chair

Date

Melanie Blewer

9/5/24

Richard Fox  
7 The Close, Birling, West Malling  
Kent ME19 5WJ  
Tel: 01732 842893 / 07840 477599

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25 April, 2024

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

Dear David

**Kings Hill & District U3A Accounts 2023-24**

I have examined the 2023-24 accounts, and found them to be accurate and consistent.

The checks I have done are:

- Verified the categorisation of the Beacon electronic accounts into the Income & Expenditure statement.
- Cross-checked a randomised sample of 25 (20%) paper expense sheets against your Beacon record; verified that all Beacon records other than bank charges has a paper expense sheet.
- Verified that the end-of-year balance on 31/3/2024 differs from the end-of-year balance on 31/3/2023 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. There were a few uncashed cheques over each year end, and these are accounted for.
- Verified that the accounts for 2023-24 are consistent with the accounts for 2022-23.
- Looked for any evidence of inappropriate handling of funds, and found none.
- I did find just one trivial issue on paying-in, but your explanation has convinced me that the amounts are accurate, and a simple note on the records resolves the query.

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