



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	APRIL	2023		31st	March	2024

### Section A

### Reference and administration details

Charity name

Sawbridgeworth u3a

Other names charity is known by

Registered charity number (if any) 1173937

Charity's principal address

1 Seymour Mews

Sawbridgeworth

Postcode

CM21 0BD

#### 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	Gill Sewell	Chairperson		
2	Carol Dixson Smith	Deputy Chairperson		
3	Phillip Simmons	Treasurer		
4	John Dickenson		1 April 23 to 1 Nov 23	
5	Derek Piercy			
6	Maxine Tilly	Secretary		
7	Margaret Giles			
8	Alan Goodman			
9	Neil Munro		1 Nov 23 to 31 March 24	
10	Barrie Lazarus		1 April 23 to 12 May 23	
11			1 Nov 23 to 31 March 24	
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

### 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 Members

### 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.

We are affiliated to the National Third Age Trust

## Section C Objectives and activities

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

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, in Sawbridgeworth 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)**

Running over 30 interest and self- learning groups covering all aspects of educational subjects and visits to places of interest and enjoyment specific to the third age generation to educate and enlighten. Providing speakers on a variety of topics and interest at our monthly meetings to enhance members perspectives on these issues.

The Trustees declare that they have had regard to the Charity Commission public benefit guidance when exercising any power or duties to which the guidance is relevant.

**Additional details of objectives and activities (Optional information)**

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

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

**Summary of the main achievements of the charity during the year**

During the period under review the Trustees and members of the charity have continued to be well supported by the members whose numbers are maintained at around 420. We have had a full year of activities. Thanks to our hard-working team the hall is full for our General Meetings where we have entertained speakers ranging from a talk about Cyber Security to hearing about the life and career of William Morris

Our interest groups continue to function well. Although we have reduced activities a solid core of them continue to grow and several new walking groups have been introduced during the year. New members are being attracted on a regular basis and enthusiasm is being maintained.

Early in the year a visit to Holland planned before shutdown was undertaken. A group of members travelled to Utrecht and during the long weekend visited the Keukenhof Gardens, took a guided boat tour around Utrecht and visited The Hague. There was a morning in Bruges during the return journey. We were lucky to have this opportunity through our membership of the u3a.

## Section E Financial review

### Brief statement of the charity's policy on reserves

Our Target Reserves are based on twelve months on any expenditure with an annual commitment plus six months on any other revenue expenditure.

### Details of any funds materially in deficit

### 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.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	G Sewell	
Full name(s)	Gillian Sewell	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	3 <sup>rd</sup> May 2024	

**Sawbridgeworth U3A - Charity Number 1173937****Income and Expenditure Account****for the year ended 31st March 2024**

	Notes	General Account £	Groups £	Social Account £	Total £	Total 2023 £
<b><u>Receipts</u></b>						
Membership	1	6597			6597	6355
Gift Aid		378			378	284
Social Events booking fees,tickets etc.				30169	30169	87023
Groups - Income			4502		4502	3587
<b>Total Income</b>		<b>6975</b>	<b>4502</b>	<b>30169</b>	<b>41646</b>	<b>97249</b>
<b><u>Payments</u></b>						
Subscription Fee (Third Age Trust)		1680			1680	1712
Meetings						
Hall Hire		789			789	615
Speakers		995			995	575
Refreshments		66			66	30
u3a Magazine		1113			1113	1016
u3a Beacon		430			430	376
Zoom		144			144	99
Printing, Postage & Stationery		412			412	146
Cards & Flowers		261			261	188
Presentations		167			167	
Miscellaneous		85			85	80
Equipment		0			0	163
Community Event		0			0	176
Social Events Transport & Entrance Fees etc				28499	28499	84780
" Admin Expenses				153	153	236
" Raffle Costs				143	143	146
" Defib Battery & Pads				483	483	
Groups - Expenditure			4298		4298	3733
<b>Total Expenditure</b>		<b>6142</b>	<b>4298</b>	<b>29278</b>	<b>39718</b>	<b>94071</b>
<b>Net Income</b>		<b>833</b>	<b>204</b>	<b>891</b>	<b>1928</b>	<b>3178</b>
<b>Retained Income</b>	brought forward	<b>9278</b>	<b>868</b>	<b>5865</b>	<b>16011</b>	<b>12833</b>
<b>Retained Income</b>	carried forward	<b>£10,111</b>	<b>£1,072</b>	<b>£6,756</b>	<b>£17,939</b>	<b>£16,011</b>

**Sawbridgeworth U3A - Charity Number 1173937****Balance Sheet****As at 31st March 2024**

	Notes	£	£	2023 £
<b>Assets</b>				
General Account Bank Balance	2	15649		15240
Social Account Bank Balance	3	15899		7572
Social Account Paid in Advance		15626		1963
Cash held by Groups		574		231
Cash in Hand		<u>5</u>		<u>6</u>
			47753	<u>25012</u>
<b>Liabilities</b>				
Membership fees received in advance		5040		5325
Social Account Payments received in advance		<u>24774</u>		<u>3676</u>
			29814	<u>9001</u>
<b>Net Assets</b>			<u>£17,939</u>	<u>£16,011</u>
<b>Reserves</b>				
General Reserves			10111	9278
Group Reserves	4		1072	868
Social Account Reserves			6756	5865
<b>Total Reserves</b>			<u>£17,939</u>	<u>£16,011</u>

**Notes to the Accounts**

- 1 Membership subscriptions relate to 446 members
- 2 General Bank Balance includes £5040 membership fees received for 2024/2025
- 3 Social Account Bank Balance includes £24774 payments received for future functions and takes into account £15626 paid out for future functions.
- 4 Group Reserves consist of cash held by Groups £574 and £498 held on their behalf in the General Bank Account.

**P Simmons** Treasurer**Examination of Accounts**

I have carried out an examination of the accounts and have received satisfactory explanations on all matters raised.

I consider that the figures shown in the accounts reflect the activities of this organisation for the year ended 31st March 2024 and that the accounts have been maintained in a satisfactory way.

**D G Brampton** Independent Examiner

7th May 2024

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