

GUILDFORD AREA u3a ANNUAL REPORT 2020/21

Governance The Board of Trustees submit their report and financial statements for the period ended 31 August 2021. The financial statements relate to Guildford Area u3a (Gu3a), registered charity no: 296975; registered office: The Black Cottage, Newlands Corner, Guildford GU4 8SE. The accounts have been prepared on the basis of accounting policies, applicable law and the requirements of the Charities Statement of Recommended Practice (SORP) FRS102. Gu3a is governed by a formal constitution and administered during the current year by the Trustees: Julie Beattie (Chairman), Justin Jackson (Vice Chairman, Beacon Master), Sonia Ashworth MBE (Secretary) and Michael Brooks (Treasurer); Ann Elms (Visits & Outings), Margaret Clements (Prospectus), Sandi Layton (PR & Publicity), Moira MacQuaide (Director of Studies), Roger Philo (Webmaster), Jackie Ring (Visits & Outings), Jane Robertson (Venues), Caroline Sawers (External Relations) and Sue Watson (Membership). Changes to the Board of Trustees (the Management Committee) became effective from the January 2021 AGM and Trustees are voted onto the Board by the membership, for one year, at the AGM. All Trustees have an induction, to understand their role, background, communication and their legal obligations. The Trustees met on 9 occasions during the year (14 times in 2020-21). Other members who have assisted this committee significantly were: Jennifer Margrave (Monthly Meetings); Margaret Morgan (Newsletter Editor), Jackie Deyong (Prospectus) and Des Brown (Venues Costs Controller).

Activities The activities of Gu3a are founded on the guiding principles of the University of the Third Age movement. The Trustees ensure that they use Charity Commission guidance on public benefit when reviewing Gu3a aims and objectives and in planning activities. The focus of activity remains the provision of education on a self-help basis, together with social events, visits and outings. To this end Gu3a draws upon the expertise and knowledge of members as a way of stimulating interest groups and recreational activities which can then be provided for a minimal outlay. No payments are made to individual members for services rendered. Gu3a is self-funded with membership subscriptions and costs kept as low as possible - outside financial assistance is only sought if it does not imperil the integrity of the U3A movement. Gu3a success relies upon the contribution and commitment of voluntary Group Leaders. All members are invited to participate in our study groups. 129 groups were organised under eight faculties: Arts & Crafts, Humanities, Literature & Drama, Languages, Music, Games & Indoor Pursuits, Sport & Outdoor Leisure, and Science & Computing. Study Days, an Annual Lecture and Coffee Mornings were planned and a programme of visits and outings. The thanks of the membership are extended to all the Group Leaders who work so tirelessly for GU3A.

The ongoing pandemic has had a significant impact on Gu3a activities, resulting in only around 65% of groups meeting, either in person or electronically; members and venues adjusted very quickly to ever changing government advice regarding Covid measures. Those participating in the U3A movement are retired from full time work and a significant number fell into the category of being asked to minimise social contact. Some venues remained closed. The Annual Lecture and some other activities had to be cancelled. Risk assessments were prepared by those groups able to continue to meet. Interim and main newsletters were distributed keeping members in touch with the latest developments at Gu3a and information was regularly updated on the website. The AGM took place in January 2021 - the constitution allowed this to happen online. Conscious that not all members use computers, voting also took place by a written paper questionnaire sent by post; by using Google forms to those on computer before the AGM and actually voting at the meeting on the day.

The Membership Survey Results. The most important thing stressed was the importance our members place on the social aspects of Gu3a. The sooner Gu3a gets back to full face to face meetings and events, the happier the membership will be. Virtual meetings will continue only as long as there is a perceived demand. The subscription, which was

perceived by some members to be unfairly increased in view of the lack of physical meetings during the pandemic, is recommended to be kept at £30 for at least 2 years. Gu3a will continue to buy a Zoom licence for all GLs who have requested one. A large number of Interim newsletters during the pandemic were written, in an attempt to improve communication with members. Possible embellishments to future plans: Gu3a members have made it clear that they are keen to get back together in face to face group meetings and the Trustees are determined to build on this. Gu3a has taken on board TAT's Recruitment and Retention plans and are working to implement them; and also working to appeal to the newly retired of whom there are more than usual because of the pandemic. Gu3a Trustees must make sure that all the membership is aware of how much we appreciate their loyalty over the past 2 years.

The Trustees revisited **GDPR** – and have put more prospectus detail on the website, but personal email addresses have been removed. These are now hidden behind a password, restricting the prospectus on the website to members only. The membership phone number is now a generic number which is redirected to the Membership Secretary's personal phone.

Risk Management The Trustees have a risk management strategy which comprises: i) regular review by the Management Committee, of the principal risks and uncertainties that the charity faces; ii) the establishment of policies, procedures and systems to mitigate risks identified in an annual review; iii) the implementation and monitoring of procedures designed to minimise or manage any potential impact on the charity, should risks materialise.

Membership and Finances The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to: i) select suitable accounting policies and apply them consistently; ii) observe the methods and principles of the Charities SORP; iii) make judgements and estimates that are reasonable and prudent; iv) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and v) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue to operate. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with Charity (Accounts and Reports) Regulations 2008 and the provisions of the Memorandum and Articles of Association. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees confirm that, in the case of each of the persons who are Trustees at the date of this report, the following applies: i) so far as each Trustee is aware there is no relevant audit information (information needed by the Gu3a Independent Examiner in connection with preparing his report) of which he is unaware; and ii) each trustee has taken all the steps necessary to make herself/himself aware of any relevant audit information and to establish that the Gu3a Independent Examiner is aware of the information. An independent examination according to Charity Commission guidelines takes place annually.

The annual subscription for 2020/21 remained at £30 and no increase is proposed. The number of members on 31 July 2021 was 1387 (1797 in 2019/20), including 9 associate members. Although we sadly lose members during the year for various reasons, we were pleased to welcome 92 new members. Our advertising in GLive (a rotating presentation during the vaccination period) attracted many new members, as did u3a Day. A new

advertising and promotion plan has been agreed to promote recruitment. Gu3a keep in contact with previous members who have not renewed and as the new academic year started, renewals and new member numbers were double, compared with the previous year. The planned improvements to the Beacon membership system upgrade did not take place and are unlikely to before March 2022, as The Third Age Trust's timetable has been delayed. The financial reserve has increased, mainly due to fewer venues being used. Some venue and additional cleansing costs have increased. A number of Zoom licences have been purchased to enable our online groups to continue. Equipment: a new laptop has been purchased for the membership secretary. At the time of writing Gu3a is able to offer a full programme for 2021/22 including a varied visits and outings programme and 115 groups.

BY ORDER OF THE BOARD OF TRUSTEES

Julie Beattie, **Chairman**, Dated 14th December 2021

Guildford Area U3A

Income and Expenditure Account

For the Year to 31 August 2021

	2021	2020
	£	£
Income		
Membership Subscriptions	37,720	44,900
Outings and Concerts	2,989	26,211
Study Events	-	-
Gift Aid Rebate	7,472	8,355
Interest Received	2	80
Miscellaneous inc donations	1,584	986
Total Income	49,767	80,532
Expenditure		
Hire of Venue	1,515	26,973
Outings and Concerts	3,333	23,209
Annual Lecture	-	-
Study Events	490	155
Printing and Stationery	715	3,507
Postage and Telephone	1,066	2,128
Honoraria-in-kind	-	-
Equipment and Maintenance	870	498
National Membership Subscription	4,407	6,286
Beacon Fee	1,573	1,795
Miscellaneous	3,356	479
Total Expenditure	17,325	65,030
Surplus/(Deficit) for the Year	32,442	15,502

Guildford Area U3A

Balance Sheet

As at 31 August 2021

	2021 £	2020 £
Assets and Liabilities		
Current Assets		
Santander Deposit Accounts	26,415	26,412
Santander Current Accounts	81,254	36,887
Paypal account	519	3,466
Debtors and Prepayments	4,130	2,410
	<u>112,318</u>	<u>69,175</u>
Current Liabilities		
Membership subs received in advance	(28,050)	(18,185)
Other income received in advance	(9,554)	(8,878)
Sundry Creditors	(1,564)	(1,404)
	<u>(39,168)</u>	<u>(28,467)</u>
Net Assets	73,150	40,708
Reserves		
Accumulated Fund as at 1 September	40,708	25,206
Surplus/(Deficit) for Year	32,442	15,502
Accumulated Fund as at 31 August	<u>73,150</u>	<u>40,708</u>

Chairman

Treasurer

Julie Beattie

Michael Brooks

Date Signed15.12.21.....



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
GUILDFORD U3A TRUST

On accounts for the year
ended

AUGUST 31, 2021

Charity no
(if any)

296975

Set out on pages

1 & 2

(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 / 08 / 2021**.

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 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: JANUARY 2, 2022

Name:

DOMINIC BEATTIE

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

FCMA

Address:

36 KINGSWAY, GERRARDS CROSS, BUCKS, SL9 8NU

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

There were no material matters of concern in relation to the accounts for the year ending August 31, 2021.
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