

## **GUILDFORD AREA u3a ANNUAL REPORT 2022/23**

**Governance:** The Trustees hereby submit their Annual Report and Financial Statements for the period ended 31st August 2023.

The financial statements relate to Guildford Area u3a (Gu3a), registered charity no: 296975; registered office: PO Box 1631, Guildford, GU1 9HA.

Gu3a has been governed during the current year by the Trustees: Julie Beattie (Chair), Jackie Ring (Vice Chair), Sandi Layton (Secretary & Publicity), Alex Kundert (Treasurer), Ann Elms (Visits & Outings), Margaret Clements (Prospectus), Moira MacQuaide (Director of Studies), Roger Philo (Webmaster), Jane Robertson (Venues), Caroline Sawers (External Relations), Sue Watson (Membership) and Justin Jackson (Beacon).

Changes to the Trustees (the Management Committee) became effective from the AGM in November 2022 and Trustees were voted in by the membership for a one year term at the AGM.

All trustees are required to undertake an induction, to understand their role and their legal obligations.

Other members who have assisted the committee significantly are: Jennifer Margrave (Monthly Meetings), Margaret Morgan (Newsletter Editor), Jackie Deyong (Prospectus) and Liz Rye (Venues Costs Controller).

The trustees met on 6 occasions during the financial year (01Sep- 31Aug) and an AGM was held on 28 Nov 2022, for the financial year 2021/22.

**Activities:** Gu3a is affiliated to the University of the Third Age movement and is guided by its principles. The Trustees follow the Charity Commission's guidance in relation to Gu3a aims and objectives and in management of the organisation.

Activities including a busy schedule of visits and outings and provide opportunities to learn and mix socially all enabled through member volunteers.

Guildford Area u3a is self-funded through membership subscriptions, with costs kept as low as possible. Over 100 groups were created under eight faculties: Arts & Crafts, Humanities, Literature & Drama, Languages, Music, Games & Indoor Pursuits, Sport & Outdoor Leisure, and Science & Computing. Study Days, Monthly Meetings, an Annual Lecture and Coffee Mornings were planned along with a busy programme of visits and outings.

Groups continued to open up after the pandemic, with just a few using Zoom or hybrid solutions.

The Guildford Area u3a day was cancelled in September as a sign of respect, due to the passing of the late Queen Elizabeth, just a few days before the event was scheduled.

The 2021/22 AGM took place at Queen Elizabeth Park Centre in November 2022 and voting was enabled prior to the meeting as well as on the day for those attending in person.

It was a busy year. Prof. Jeremy Myerson of the Royal College of Art was the speaker at the Annual lecture in April. Unfortunately, the event was poorly attended, forcing the Management Committee to review the future of the annual lectures.

Three New Members' meetings were held in October, March and May, enabling members who joined Gu3a mid-year to attend these sessions.

The Annual Group Leaders' Lunch was hosted by the Chair at the Lakeside Restaurant at Surrey University in April, as a thank you and in recognition of the huge amount of hard work that continues to be undertaken by the Group Leaders.

Early in the year a commitment was made to attend Farmers' Market through the Summer months, including the Coronation themed market in May. Volunteers were encouraged to dress themselves and their stalls up in bunting to mark the occasion.

Member volunteers were so busy over the Summer that for the first time a second print run for this year's tri-fold leaflets needs to be undertaken. The Management Committee recognises that these events could not take place without the volunteers and warmly thank them for their support and effort.

Radio interviews, appeared on the agenda this year, as Julie Beattie, the Chair and Caroline Sawers, the External Affairs representative were interviewed on BBC Radio Surrey and Sussex in April, talking about Guildford u3a, which was very well received. Julie went on to do a further interview in August on Radio Surrey and then did a filmed interview with University of Surrey, as part of their research into making hospitality premises more 'older person' friendly.

Fortnightly Coffee mornings were held at local pubs and garden centres throughout the Summer and Liz Thackray, the Chairman of The Third Age Trust was hosted at one such an event on 18<sup>th</sup> July at Clandon Park. The event was well attended by members, who took the opportunity to sit and chat with Liz during the morning.

Group Enrolment Day took place on 22 August at the Spectrum in Guildford. The venue was roomy, giving everyone plenty of space to move around during the event and with ample parking available too for those who attended.

*Risk Management* Risk Analyses are conducted as and when appropriate and mitigation identified and actioned as required. Existing Policies and Procedures are reviewed yearly and amended as needed.

## **Membership and Finances**

In order to provide additional security and comply with GDPR legislation, Guildford Area's registered address was removed from the former Secretary's home address and appointed to a PO Box number. All Guildford Area u3a mail, including that addressed to the Membership secretary is now directed to the PO Box address. (PO Box 1631 Guildford, GU1 9HA)

As in previous years, the Trustees are required to prepare the Annual Report and financial statements giving a true reflection of the Charity, in accordance with applicable law, the United Kingdom Accounting Standards and complying with Charity regulations 2008 and the provisions of the Memorandum and Articles Association.

In preparing these financial statements, the Trustees are required to: i) identify accounting policies and apply them consistently; ii) observe the methods and principles of the Charities SORP; iii) make decisions and estimates that are reasonable and prudent; iv) confirm applicable accounting standards have been followed and if not explain in the financial statements the deviations; and v) prepare the financial statements on an ongoing basis, unless it is inappropriate to assume the Charity will continue to operate.

They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps in the prevention and detection of fraud or other irregularities. The Trustees confirm that 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 has the information. An independent review, as required by Charity Commission takes place annually.

The number of members at the end of Aug was 1467 (versus 1424 at the end Aug 2021/22), including 8 associate members.

This year there was a surplus of just £81.00, as venue costs began to rise.

It is proposed that the subscription for 2024/25 be kept at £30, though increases may be required beyond that to manage the impact of inflation, increased venue and TAT capitation costs.

Gu3a continues to fund two Zoom licences which are used for Management Committee meetings, AGMs and some group meetings, though most groups have now moved back to face-to-face meetings so the number of licences fell as the year progressed.

Some of the Guildford Area reserves were moved into a higher interest account to take advantage of increasing interest rates.

**BY ORDER OF THE BOARD OF TRUSTEES**

JB Gu3a Chair, Dated 30 Oct 2023.

## **Guildford Area U3A**

### **Income and Expenditure Account**

**For the Year to 31 August 2023**

	2023 £	2022 £
<b>Income</b>		
Membership subscriptions	43,440	41,735
Outings and concerts	34,622	52,129
Gift aid rebate	3,415	2,940
Interest received	704	12
Miscellaneous inc donations	1,845	1,736
<b>Total income</b>	<b>84,026</b>	<b>98,552</b>
<b>Expenditure</b>		
Hire of venues	35,680	27,454
Outings and concerts	33,279	48,744
Annual lecture	1,046	728
Enrolment day	280	225
Study events	600	280
Printing and stationery	1,385	1,094
Postage and telephone	1,592	1,078
Honoraria-in-kind	1,035	1,320
Equipment and maintenance	-	145
National membership subscription	5,760	5,572
Beacon fee	1,441	2,128
Online activities	1,047	1,440
Miscellaneous	800	529
<b>Total expenditure</b>	<b>83,945</b>	<b>90,737</b>
<b>Surplus/(Deficit) for the year</b>	<b>81</b>	<b>7,815</b>

## Guildford Area U3A

### Balance Sheet

As at 31 August 2023

	2023 £	2022 £
<b>Assets and Liabilities</b>		
<b>Current assets</b>		
Santander deposit accounts	40,852	26,427
Santander current accounts	31,932	77,837
Paypal account	1,156	2,484
United Trust bank accounts	50,000	-
Debtors and prepayments	8,485	3,591
	<u>132,425</u>	<u>110,339</u>
<b>Current liabilities</b>		
Membership subs received in advance	(30,640)	(23,850)
Other income received in advance	(17,433)	(4,725)
Sundry creditors	(3,306)	(799)
	<u>(51,379)</u>	<u>(29,374)</u>
<b>Net assets</b>	<b>81,046</b>	<b>80,965</b>
<b>Reserves</b>		
Accumulated fund as at 1 September	80,965	73,150
Surplus/(Deficit) for the year	81	7,815
<b>Accumulated fund as at 31 August</b>	<b><u>81,046</u></b>	<b><u>80,965</u></b>

Chairman .....

Julie Beattie

Treasurer .....

Alexander Kundert

Date Signed .....



## 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, 2023

**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 / 2023**.

**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:**

NOVEMBER 6,  
2023

**Name:**

DOMINIC BEATTIE

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

FCMA

**Address:**

36 KINGSWAY, GERRARDS CROSS, BUCKS, SL9 8NU


**Section B****Disclosure**

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, 2023.