

Charity Registration No. 297948

**LEWES U3A**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR**  
**THE YEAR ENDED 31 AUGUST 2022**

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## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Michael Austin Ann Coffey Ann Holmes Hilary Golden Janet Kennedy Dorothy Goldman Susan Murray (Chair) Hazel O'Hare Jacqueline Ralph Margaret Sheppard Marion Tyler Anne Williams	(co-opted 8 July 2022)     (co-opted 25 August 2022)
<b>Charity number</b>	297948	
<b>Contact Address</b>	Lewes u3a Ann Coffey Flat 2 170B High Street Lewes East Sussex BN7 1YE	
<b>Website</b>	<a href="https://www.u3asites.org.uk/lewes/home">https://www.u3asites.org.uk/lewes/home</a>	
<b>Independent examiner</b>	Steve Brentnall FCIE 1 Meadow View Cottages Town Littleworth Lewes BN8 4TH	
<b>Primary Bankers</b>	NatWest Bank Lewes Branch 11 High Street Lewes BN7 2LH	

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022

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The trustees present their report and accounts for the year ended 31 August 2022.

#### **Objectives and activities**

Lewes u3a is part of a national and international movement of older people who wish to keep their minds and bodies active and share their lifetimes of experiences and knowledge with others. Lewes u3a sets out to attract new members and to offer an environment in which people can establish new friendships and deepen and extend their interests. All our activities are organised and run by members who freely give of their time, experience and expertise.

The aim of Lewes u3a is to engage, Inform, entertain and present learning opportunities for retired and semi-retired people by providing low-cost activities. We do this by sustaining and developing opportunities for members to pursue interests through stimulating group study, talks, visits and activities. The cost of annual membership, study groups and activities will be kept low. Lewes u3a encourages all people no longer in full-time employment to join and participate. Organising, contributing to and running Lewes u3a is done on a voluntary and unpaid basis.

In pursuit of this mission, the Lewes u3a Executive Committee endeavours to manage Lewes u3a effectively, efficiently and economically. It plans, maintains and updates actions and policies that widen membership, and that support and guide groups, courses and other activities. It strives to create new and additional groups and courses to meet the needs of the members.

There are still some ongoing difficulties created by the Covid-19 pandemic. Even so, over the past year we have managed to provide numerous opportunities for some 850 members to engage with a wide variety of activities and subjects. These have been available face-to-face, on Zoom and in experimental hybrid formats.

#### **Public benefit**

The Trustees acknowledge the requirement to demonstrate that Lewes u3a has charitable purpose or aims that are of public benefit. The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit.

#### **Achievements and performance**

Following the report from the working party set up to look at the future of Lewes u3a we have put a number of the proposed changes in place. We now operate on 4 sessions per year as opposed to the previous 3 terms (though some groups ran continuously or monthly, for instance). It was felt that this would provide more activities during the summer months when not everyone has holidays or family responsibilities and potentially mean that more

## LEWES U3A

groups could be provided in total or to parallel groups currently over-subscribed. It is perhaps too soon to say how successful this has been. The decision – on climate and cost grounds – to stop printing a quarterly programme for all members so only those without access to the internet would receive a printed programme has bedded in well, though as was to be expected there have been some who regretted the change. Those without internet access receive a copy by mail. The first issue of the new Handbook was produced in January 2022 and sent to all members, with a surplus print run to enable new members to receive a copy when they joined. Some of its contents are – inevitably - already out of date, but it is hoped that it will continue to be useful for at least the next couple of years until we decide a new version is required as we make more changes to our organisation.

Our achievements are measured by the number and range of groups, subjects and activities provided. Since the worst of the Covid-19 pandemic seems to be over and with most of our members fully vaccinated the number of groups provided has steadily risen towards previous numbers with 56 planned for the Autumn 2022

Throughout autumn and spring Lewes u3a organised on Zoom monthly public lectures on a wide range of topics. They were well received by Lewes u3a members and those from further afield. After a break over the summer the lectures will continue to be organised on a quarterly basis.

Each year Lewes u3a holds an Open Day aimed at attracting new members and informing existing ones about what is on offer. Held in a central location in Lewes, conveners of the various groups and activities are on hand to meet the public and explain what they provide and how it is organised. Members of the public are encouraged to join on the day. This year's Open Day was held on 7<sup>th</sup> September, returning to the usual timescale, so falls just outside the remit of this report.

The Executive Committee has now increased fees for attending groups from £1 per session to £2 per session. Meetings in members' homes will continue to be free. A few concerns have been raised about this especially as the cost of living continues to skyrocket. However, the cost of venues etc has also increased so there will be a balancing act to be done when we review the fees at the end of the year. At least we haven't so far had to increase our membership fees.

The monthly bulletin, started in September 2020, continues to be received with a great deal of enthusiasm. It goes out by email but our 'buddy' scheme means that members who do not have access to the internet can be kept informed of events and the bulletin printed for them. This has been of great value to our members.

It has become increasingly apparent that the Beacon database, supported by the Third Age Trust, we have been using is unlikely to be updated in the near future, so we looked at alternatives and decided to go with Simple Membership (SM). A project group has been set up and now Lewes u3a is starting the process of updating all of its IT systems by moving from Beacon to SM, which is already used successfully by a number of other u3as. It will inevitably take a few months to make the change, but we hope it will provide a much more user-friendly membership database, which will allow for on-line payments for membership,

## **LEWES U3A**

new courses, etc. The Membership Secretary and our Treasurer are looking forward to their lives being made easier. SM will also allow us to update our website to look more modern and again be more user friendly. A working group is looking at what we want from the new website.

### **Financial review**

The Charity Commissioners require registered charities to make an annual return of their financial accounts. An Independent Examiner has examined and verified the Accounts for 2021/22.

The Charity Commission requires all charities to prepare a set of Financial Statements. These Financial Statements have been subject to Independent Examination in accordance with Directions issued by the Charity Commission.

Total receipts in 2021/22 amounted to £49,450 (2020/21 £14,716). Total payments of £45,870 were made in 2021/22 (2020/21 £11,101) resulting in net receipts of £3,580.

This year, some of our groups have gone back to hired rooms, others have remained on Zoom only, and a few are hybrid meetings, held in a room with some members connecting from home via Zoom. This year, we charged the same for a group whichever accommodation arrangement was made. Groups in members' home or where the convener already had a Zoom licence remain free.

At 31 August 2022 the total cash balances amounted to £32,146 (at 31 August 2021, £28,566), the breakdown being shown on page 9.

### **Reserves Policy**

The Charity's policy is to try to spend constructively the income it receives on charitable objectives as laid down in its Constitution. Funds have accumulated over the years and are held now as reserves in a Deposit Account.

The amount held in the COIF Deposit account at 31 August 2022 was £4,201, being retained for future spending on new activities.

The General Fund balance at 31 August 2022 was £23,004 (at 31 August 2021, £19,414) providing adequate amount of working cash for the Charity.

The trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Structure, governance and management**

Lewes u3a was established in 1985 and registered as a charity at that time. Lewes u3a provides a range of learning, social and activity-based groups for the benefit of its members, all of whom are no longer in full-time employment.

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Lewes u3a is governed by its constitution. The management of Lewes u3a is vested in an Executive Committee, consisting of members whose duty it is to carry out its general policy and to provide for the administration, management and control of the affairs and finances of Lewes u3a. The Executive Committee, consisting of not less than six and no more than twelve members, is elected annually by the members at the AGM. The honorary officers (chair, vice-chair, secretary and treasurer) are appointed by the elected committee at their first meeting following the AGM.

The Executive Committee meets at least five times during the year and the confirmed minutes are posted on the Lewes u3a website, making them available to the members and the public. Decisions are made following full discussion by the Executive Committee.

Activity groups are managed by coordinators who operate within guidelines set by the Executive Committee and who meet to share ideas and experiences under the leadership of the Groups Coordinator. New groups are encouraged and supported by the Groups Facilitator.

Membership of Lewes u3a is open to all no longer in full-time employment. The Membership Secretary keeps records of the membership and collects the annual fee from members as well as making a return to the Third Age Trust (TAT) of all eligible members. TAT provides insurance cover for Lewes u3a and its members participating in activities run by Lewes u3a. Members also receive copies of the national newsletter from TAT.

Lewes u3a plays its part in regional u3as through the Sussex u3a Network (SUN) through the appointment of a Lewes u3a representative to SUN and by bringing activities run by SUN to the attention of Lewes u3a members.

Signed on behalf of the Trustees of Lewes u3a by the Chair, Susan Murray.

Chair      **S J Murray**

Dated:      **3<sup>rd</sup> November 2022**

## LEWES U3A

### RECEIPTS AND PAYMENTS ACCOUNT

#### FOR THE YEAR ENDED 31 AUGUST 2022

		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
<b>INCOME RECEIPTS</b>			
Voluntary Receipts			
Subscriptions	7,973		9,455
Gift Aid tax reclaimed	1,580		1,601
	-----	9,553	
Receipts for Activities			
Fees for courses, lectures, trips etc.	39,882		2,559
	-----	39,882	
Other receipts			
Grants from Police, Town Council			1,100
Bank interest	15	15	1
		-----	-----
<b>Total receipts</b>		<b>49,450</b>	<b>14,716</b>
		-----	-----
<b>DIRECT CHARITABLE EXPENDITURE</b>			
Affiliation fees, insurance, u3a news (see note 4)	5,648		5,659
Cost of courses, lectures, trips etc (incl Zoom)	36,309		3,774
Printing, postage and stationery	1,654		193
Purchases of equipment	314		
Equipment maintenance			96
	-----	43,925	
<b>MANAGEMENT AND ADMINISTRATION</b>			
General administrative expenses (see Note 4)	1,405		667
Independent Examination fee	470		630
Sundry expenses	70		82
	-----	1,945	
		-----	-----
<b>Total payments</b>		<b>45,870</b>	<b>11,101</b>
<b>NET RECEIPTS FOR THE YEAR</b>		<b>3,580</b>	<b>3,615</b>
Cash and bank balances at 1 September 2021		28,566	24,951
		-----	-----
<b>Cash and bank balances at 31 August 2022</b>		<b>32,146</b>	<b>28,566</b>
		=====	=====



## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2022

	2022 £	2021 £
<b>Assets</b>		
<b>Monetary Assets</b>		
Nat West Bank (General Fund)	23,004	19,414
Nat West Bank (Out and About Group)	4,318	4,269
Writing Workshop Group	563	677
CCLA Ltd – COIF Deposit Fund	4,201	4,187
PayPal	10	10
Writing Workshop Group {Petty cash}	50	9
	<u>32,146</u>	<u>28,566</u>
	=====	=====
<b>Non-monetary assets</b>		
Assets retained for the Charity's own use *	2,500	2,500
New assets purchased during the year	314	-

- \* Assets retained for the Charity's own use comprise various items purchased in previous years such as laptops, projectors, microphones and speakers. They are included at their estimated market value.

These values were updated in 2021 to reflect current market conditions.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

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- 1 The financial statements have been prepared on the receipts and payments basis in accordance with section 133 of the Charities Act 2011.
- 2 Although all of the funds of Lewes u3a are unrestricted, the Charity operates with four Designated Funds. A summary of the Receipts and Payments by Designated Fund is shown below.

	<b>Movement in funds</b>				
	<b>Balance at 1 Sep 2021</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Balance at 31 Aug 2022</b>
<b>General Fund</b>	19,424	44,823	41,233	-	23,014
<b>Development Fund</b>	4,187	14	-	-	4,201
<b>Out &amp; About Group</b>	4,269	4,574	4,525	-	4,318
<b>Writing Workshop Group</b>	686	39	112		613
	-----	-----	-----	-----	-----
	28,566	49,450	45,870	-	32,146
	=====	=====	=====	=====	=====

- 3 None of the trustees were remunerated in their capacity as trustees.
4. Cost of Beacon admin system was previously included in Affiliation fees, insurance, u3a news, now included in General administrative expenses,

**Signed by:-**

**S J Murray**  
Chair

**Date:-** 3<sup>rd</sup> November 2022

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**For and on behalf of the Trustees of Lewes u3a**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
LEWES U3A [Registered Charity No. 297948]**

I report on the accounts of Lewes U3A for the year ended 31st August 2022 which are set out on pages 8 to 10.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to :-

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act, or
- the accounts do not accord with the accounting records.

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**S R BRENTNALL**

Signed by :-

*Steve Brentnall* FCIE

1 Meadow View Cottages

Town Littleworth

LEWES

BN8 4TH

Date:     **4th NOVEMBER 2022**