

Charity Registration No. 297948

**LEWES U3A**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR**  
**THE YEAR ENDED 31 AUGUST 2024**

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## LEWES U3A

### LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Michael Austin Roger Cockrell Ann Coffey Caroline Moorhead ( appointed January 2024) Susan Murray (Chair) Jacqueline Ralph Marion Tyler Anne Williams
<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://u3a.simplmembership.co.uk/Lewes">https://u3a.simplmembership.co.uk/Lewes</a>
<b>Independent examiner</b>	Steve Brentnall 1 Meadow View Cottages Town Littleworth Lewes BN8 4TH
<b>Primary Bankers</b>	NatWest Bank

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2024

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The trustees present their report and accounts for the year ended 31 August 2024.

#### **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.

#### **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**

We operate on 4 sessions per year, though some groups ran/run continuously or monthly, for instance. This has provided more activities during the summer months when not everyone has holidays or family responsibilities. There is still potentially scope for more groups and activities. The new group listings document, which can very easily be updated to reflect a more flexible programme and doubles as a timetable, has bedded in well. As before, those without internet access receive a copy by mail.

Our achievements are measured by the number and range of groups, subjects and activities provided and these continue to expand.

## **LEWES U3A**

A series of quarterly social events with speakers have been well attended and very much enjoyed. Topics have ranged from an insight into AI to a look at climate change.

Each year Lewes u3a holds an Open Morning 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 Morning was held in September 2023. It was well attended and people were able to join or renew their membership and to talk to the leaders of some 50 of the groups represented .

As from January 2024 course fees were reduced to £1 per session, hopefully this will help our members with cost of living. Costs of venues have increased, but with our healthy bank balance we expect the £1 fee to continue.

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.

Over the year great efforts went into Membership running smoothly on Simple Membership (SM). Hopefully finances will follow in due course. SM integrates with our website from where it is easily accessed by members. We are now running with a smaller number of Trustees as a number of requests for volunteers have met with only limited success.

### **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 2023/24.

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 2023/24 amounted to £84,638 (2022/23 £68,517). Total payments of £83,849 were made in 2023/24 (2022/23 £55,737) resulting in net receipts of £789.

Most groups now meet in hired rooms, with very few meeting on Zoom and a few hybrid meetings, held in a room with some members connecting from home via Zoom.

At 31 August 2024 the total cash balances amounted to £45,715 (at 31 August 2023, £44,926), the breakdown being shown on page 10.

## **LEWES U3A**

### **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 2024 was £20,487, being retained for future spending on new activities

The General Fund balance at 31 August 2024 was £19,671 (at 31 August 2023 £20,461) 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.

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 group leaders 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..

**LEWES U3A**

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

Chair ..... *S J Murray* ..... Dated: ..... *18/10/28* .....

**LEWESU3A**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>INCOME RECEIPTS</b>		
Voluntary Receipts		
Subscriptions	10,760	9,571
Gift Aid tax reclaimed	1,781	1,730
	----- 12,541	
Receipts for Activities		
Fees for groups, lectures, trips etc.	71,079	56,765
Other receipts		
Closing payment from SUN	0	182
Bank interest	1,018	268
Miscellaneous receipts	0    1,018	0
	-----	
	----- 84,638	----- 68,517
<b>Total receipts</b>		
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<b>DIRECT CHARITABLE EXPENDITURE</b>		
Affiliation fees, insurance, u3a	3,784	4,862
Cost of groups, lectures, trips etc	77,817	47,675
Printing, postage and stationery	606	648
Purchases of equipment	0	756
<b>MANAGEMENT AND ADMINISTRATION</b>		
General administrative expenses	877	1,296
Independent Examination fee	765	500
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<b>Total payments</b>	83,849	55,737
<b>NET RECEIPTS FOR THE YEAR</b>	789	12,780



## LEWES U3A

Cash and bank balances at 1 September 2023	44,926	32,146
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<b>Cash and bank balances at 31 August 2024</b>	<b>45,715</b>	<b>44,926</b>
	=====	=====

All the receipts and Payments of Lewes U3A  
are unrestricted

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2024

	2024 £	2023 £
<b>MONETARY ASSETS</b>		
Bank and cash assets:-		
Nat West Bank (General Fund)	19,671	20,891
NatWest Bank current account (Held for Writing Workshop )	563	563
Nat West Bank (Out and About Group)	3,568	3,348
Lloyds Bank current account (Theatre Group)	1,426	0
CCLA Ltd – COIF     Deposit Fund	20,487	19,469
PayPal account	0	571
Petty Cash (Writing Workshop Group)	0	84
	<u>45,715</u>	<u>44,926</u>
	=====	=====
<b>NON-MONETARY ASSETS</b>		
Assets retained for the Charity's own use; various items of equipment shown at estimated market values		
Brought forward	3,570	2,814
Purchased during the year	0	756
	<u>-----</u>	<u>-----</u>
At estimated market value carried forward	<u>£3,570</u>	<u>£3,570</u>
	=====	=====

## NOTES TO THE FINANCIAL STATEMENTS

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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.

	Movement in Resources			
	Balance at 1 Sep 2023	Incoming	Outgoing	Balance at 31 Aug 2024
General Fund	20,461	39,330	39,550	19,671
Development Fund	19,469	1,018	0	20,487
Out & About Group	3,348	13,188	12,968	3,568
Theatre Group	1,000	31,102	31,247	1,426
Writing Workshop Group	648	0	85	563
	-----	-----	-----	-----
	44,926	84,638	83,850	45,715
	=====	=====	=====	=====

- 3 None of the trustees were remunerated in their capacity as trustees.

Signed by:-

*ST Murray*

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Chair

Date:-

*18 / 10 / 24*

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 2024 which are set out on pages 8 to 11.

**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.



Signed by :-

Steve Brentnall

1 Meadow View Cottages

Town Littleworth

LEWES

BN8 4TH

Date: 18th October 2024