



MKu3a Annual Report and Accounts

Year Ending 30th November 2020

Committee Members

Chair	Lesley Sparks
Vice Chair	Tina Two/Lynne Button
Treasurer	Diana Sears
Secretary	Neill Dewar
Membership Secretary	Claire Naismith/Yvonne Ashmore
Groups Coordinator	Shirley Dewar
Webmaster/Datum	Dave Barratt
TVN Representative	Fred Bass

Team Members

Sue Giordano	Finance Administration
Janet Thompson	Finance Administration
Hazel Spencer	Membership Administration
Len Barrows	Assistant Webmaster
Sandra Adkins	Groups Administration
Christine Costello	Groups Administration
Eve Tigano	Newsletter Editor

PURPOSE, STRUCTURE AND GOVERNANCE

U3A's in the UK are autonomous, self-help organisations run by the voluntary efforts of their members. All u3a's are members of the Third Age Trust (a registered charity) which is our national support and advisory body.

MKu3a is here to encourage and enable people of Milton Keynes and its surrounding locality, who are no longer in full time paid employment, to help each other to share their knowledge, skills, interests, and experiences.

As MKu3a is a registered charity, the Committee members are Trustees of the Charity as set out in Section 2 of our Constitution.

2020 has been a different and difficult year following the worldwide spread of the coronavirus, but the committee members have worked remotely to ensure the continuation and the smooth running of our u3a.

We welcomed two new Trustees this year following the departure of Tina Two as Vice Chair and Claire Naismith as Membership Secretary. Lynne Button moved into the position of Vice Chair and Yvonne Ashmore took over the role of Membership Secretary. Lesley Sparks agreed to be nominated for a fourth year as Chair and Dave Barratt was nominated to remain as Webmaster for the fifth year. Trustees can only serve for a maximum of five years (three in the first instance and a further two if necessary). There will be further vacancies on the committee in March 2021 as several Trustees are approaching the end of the three-year term. We will be asking for volunteers in January and we are confident we will recruit new volunteers to continue the good work. As MKu3a is a registered charity, the role of the Trustees can be found in its constitution. Recruitment and stability of Trustees continues to be a challenge and planning for the future is as always, a primary objective.

ACHIEVEMENTS AND PERFORMANCE

DATUM/WEBMASTER

At the time that this section of the Annual Report was written for the March 2020 AGM, which of course was not held, we could not have foreseen how quickly and dramatically MKu3a would become almost totally reliant upon technology. Not only were activity groups unable to meet face-to-face and monthly Open Meetings banned, but the Kingston office administration was required to operate remotely.

Few of us had heard of Zoom prior to the introduction of Lockdown 1. Although it could not be a universal replacement for all of our activities, it did at least provide a means by which some groups could continue, while the Open Meetings held online have proved to be more popular than they had previously been when held at the Oak Tree Centre.

Our Admin team have been able to manage membership (new and renewals) and finance using Datum and email, without which we could not have continued. At the time of writing, we do not know how long it will be before any degree of normality might return.

UPDATE

Our website, and the databases that sit behind it, the whole of which we refer to as Datum, has now reached the stage of being a stable platform/application. The development works that have taken place over recent years, largely since 2015, are substantially complete. The system now provides us with:

- Member and Group records (with easy-to-use update facilities)
- E-mailing capabilities from Group Leaders to group members
- Finance recording/returns/reporting
- On-line joining and renewals
- Newsletter library
- Admin reference library
- Event registration for our Zoom Open Meetings

MKu3a was the first UK based customer of Web Integrate/Simple Membership with whom we have worked to develop the system. There are now several other u3a's that have come on board, and we have developed a user group working party, which will be to the benefit of us all.

MEMBERSHIP

Membership Numbers

As we experienced lockdowns from mid-March, MKu3a membership dropped by 15%. At the end of 2020, our membership stood at 1313 (1536 in Dec 2019).

97 new members joined during the year (227 in 2019). At 31 December 2019 we had 39 Life Members; a further seven were awarded life membership on 1 January 2021 having been in membership for 25 years.

Membership Team

Hazel Spencer joined the Membership admin team in June 2019 to provide administrative support until lockdown in March 2020. We thank her for her service.

Online Joining and Renewals

All members who have an email address were reached by email for online renewal and joining processes, resulting in a reduction of the team's workload. A majority of members made their subscription payments using bank transfer or PayPal, again simplify our procedures. The number of cheque payments dropped by more than 50%, reducing the workload and making savings in costs (paper, stamps, and envelopes, etc).

Membership Fees

Many interest groups had to suspended face to face meetings, although the Open meetings and other groups had been meeting virtually. To encourage members to continue their membership it was agreed at the October Trustees meeting to implement the 15-month membership period for renewal dates falling in the period 1 December 2020–30 November 2021.

Induction Meetings

Two Induction meetings were held in February and March (with only two attendees in March!). There were very few members joining during the rest of the year. One online Induction meeting was held in October using Zoom with seven attendees. It was well-received.

GROUPS COORDINATOR

Coronavirus has had an impact on the groups this year. Initially we thought MKu3a would grind to a halt, but it is wonderful to see that members have embraced new technology so that some groups can continue not as normal but in completely different ways.

We have had a change of Group Leaders for some groups this year and our thanks have been extended to those outgoing as well as to the new personnel who have gallantly taken over the reins.

Sadly, the Group Leaders of several groups have decided to step back from their roles and as no-one has stepped into the breach these groups have been removed from our options list.

On a more positive note, several new groups have been formed with the intention of meeting online until the crisis is over, and many existing groups have initiated online meetings too.

The Trustees wish to thank everyone for their continued support and look forward when we can meet our friends as the groups reconvene,

COMMUNICATIONS/NEWSLETTER

Our office has been closed for regular work from March. The teams have been working from home with intermittent visits to check for post and collect supplies. Our answerphone service is accessed remotely, and messages have been answered.

Sheila MacDonald stepped down from the role of Newsletter Editor at the beginning of 2020 as she moved out of the area. Our thanks for her fantastic contribution in keeping the members informed monthly were sent. Eve Rooney took up this role and has continued to produce an online version. Non email members have been sent letters on a regular basis to assure them they have not been forgotten.

OPEN MEETINGS AND TALKS

Lynne, the vice chair, started the year with a schedule of talks planned for delivery on the last Wednesday of the month at the Oak Tree Centre, with an able team of volunteers in place to help with set out of the room, registers and refreshments. The first two talks, firstly by Fran Sandham telling us about his solo walk across Africa and secondly a scholarly insight into Ancient Rome by Eleanor Betts were well received by members with close to 90 members attending. Then, of course, concerns arose relating to COVID 19 and the first lockdown started. Live talks were suspended and options considered as the depth and length of required lockdown and social distancing became apparent. With the full support of Trustees, the decision was made to offer talks remotely via the online audio and web conferencing platform ZOOM. Initially a monthly programme was planned but due to the popularity of the talks, these increased to twice monthly with an expanded licence purchased to accommodate increasing numbers. The Committee agreed to waive charges to the members for talks, using funds to pay for speakers. Using virtual meetings enabled the booking of speakers from all parts of the country as distance was not now a restriction.

Restarting the meetings, virtually in July, 10 talks were delivered to financial year end. In November, the talks were supplemented by two performances by TAP, our Third Age Players Group. Break out chat rooms were made available, on occasion after the talks, to let members have a chance for a chatter with fellow members.

Our 10 talks covered a range of topics including a virtual walk from Covent Garden to Bloomsbury, an insight to London Street Art, three differing musical performances, a talk on poisonous plants in the garden, the history of cartoons and the D Day landings. Numbers for the talks ranged from 80 to over 120 attendees. Feedback received on talks was collated and shared

with speakers, with speaker information shared with other u3as for their consideration, actively supporting others during this difficult time.

The impact of these talks to members was clear. From feedback received members identified the talks supported them and provided interest during times of isolation. With so many other groups suspended it enable people to continue to be linked and involved with MK u3a. The talks provided new insights and learning opportunities. The talks provided plenty of laughter and comedy. We delivered on the u3a principles of Learn, Laugh and Live.

EVENTS - AGM 2020

Due to the coronavirus pandemic, we postponed our 2020 AGM twice and finally decided that we were unable to hold it until we had a change to our constitution to cover online meetings. All documentation was circulated to our members with a request for any questions to be submitted and the Annual Report and Accounts were submitted to the Charity Commission.

TAP, THE THIRD AGE PLAYERS

Our Third Age Players have been meeting via Zoom and have performed for us at two Open Meetings in November. These were very well received especially as some of the items performed were original works by TAP members. Appreciation was expressed to all who were involved in producing these events.

CHOIR

Many of our choir have continued to meet online and we were delighted when they agreed to perform a virtual carol concert for us to enjoy.

QUIZ

The suggestion to hold an inaugural Zoom quiz after the choir concert has been discussed and plans are proceeding.

FUTURE PLANS –

Special General Meeting

A change to our Constitution is required to allow the inclusion of a clause to allow hybrid or online meetings such as our AGM to take place. This meeting is planned for January 27th 2021

Datum

We will continue to consider further developments and enhancements to our management systems in 2021.

Volunteering within MKu3a

In 2021 we will continue to actively seek further volunteers to help in all aspects of running MKu3a.

National u3a Day

The postponed National u3a Day from June 2020 is now scheduled for June 2nd, 2021. It will almost certainly be a distanced celebration and has been planned to take place during Volunteers Week. The aim is to highlight MKu3a with the hope to attract new members.

REVIEW OF FINANCIAL ACTIVITIES

Financial Extract from 2019-2020 Annual Report

Overview.

The 2019-2020 accounts continue to reflect a financially strong and active u3a despite the challenging year we have had. Understandably income is down from last year by £90,910 from a previous year figure of £147,311 to just £56,401, split between groups income of £30,404 and general fund income of £25,997. However, expenditure has also been vastly reduced this year by £26,862 to just £59,694 from £86,556 last year. Just £18,199 of this was on general fund leaving expenditure on groups at £41,495.

Most members have continued to support our u3a with their subscriptions even if they have not been able to use all the groups, which has meant we have been able to continue to cover office costs.

At the start of the first lockdown, it was felt that it would benefit our members if we could support all halls and tutors for 3 months, so the costs of all invoices for this period was covered, at a cost of £4,467, by the bequest fund, , it was also used to cover the costs of the zoom Open Meetings, during this pandemic, at a cost of £590.61. which now stands at £36,628.55.

Other key financial events have been:

- The refunding to members for Music Lectures and Outing trips that had been pre-paid but had to be cancelled, no losses were incurred here, and some members even choose to waive their refund preferring to leave it within the groups fund.
- Gift Aid of £4,450.81 for 2019 has been claimed, 2020 gift aid is to be claimed during 2021.
- With all finances now going through Datum we have continued to develop the system alongside Web Integrate.

Accounting and Control.

The accounts are based on a Receipts and Payments principle with unrestricted and restricted funds to reflect the activities of a u3a. They are prepared in accordance with the Charity Commission requirements and they have been independently examined. MK u3a is one of the larger u3a's and the range of financial activity is now relatively complex. A certain level of skill, discipline and control is important with the need for on-going training of all users.

Income

Income was derived from:

- Membership Fees – £19,130, a decrease from 2018-2019 of £4,273.
- Group Receipts – £20,975, a decrease of £30,704.
- Outings Receipts - £7,943, a decrease of £13,340.
- Open Meetings and Music Lectures Receipts – £1,486, a decrease of £1,092.

Outings and Music Lectures both had some income at the start of the year most of which was later refunded.

Expenditure

Key aspects were:

- Group operating costs (£29,854) is mostly made up of hall hire and tutor fees with the additional cost of zoom license's and other various expenses where groups have continued to meet using other means. This is a reduction from 2018-2019 of £13,463 and reflects the impact of groups not being able to meet. Expenditure from the Groups is higher than the income by £8,879, of which £5,058 has been covered by the bequest fund. The remainder has been covered by the individual groups from their ring fenced, previously accumulated, funds.
- Third Age Trust Levies (£8,092) cover the subscription fees and Third Age Matters magazine levy.
- Communications (£4,036) is an increase on 2018-2019 of £749 and includes telephone and broadband, the maintenance of the web site, e-mail facilities and Datum management system.
- Administration/Office running costs (£4,144) is a decrease of £1,573 on 2018-2019 costs. This is a significant level of expenditure that includes office rent and service charges, consumables, postage, and trustee expenses. Although there have been little expenses paid this year.

Group Purchases.

Although groups are intended to be self-funding there is a scheme whereby groups can request a contribution for special items. A budget of £2,000 was set aside for this purpose at the start of 2019-2020 but only £160 was claimed, for a sound speaker for one of the keep fit groups. A form to apply for a grant can be found in the Administration area of the website.

Such assets remain the property of MK u3a and may be borrowed by other groups, depending on availability.

Assets and Liabilities.

Our inventory of sundry equipment is less than £25,000 at replacement cost. Our principal assets are cash balances. There are no known significant liabilities.

Reserves

The General Fund (£55,799) is an increase of £7,799. This is mainly due to the claiming of Gift Aid during the year of £4,451 and the reduction of costs due in some part to COVID-19, and the use of online joining and renewal. The overall level of reserve more than meets the 50% of anticipated expenditure that is the advised Charity Commission parameter. It should also be noted that MKu3a is not a high-risk organisation.

Declaration

The Trustees declare that they approved the report and attached accounts.

Signature..... Chairman Lesley Sparks

Signature..... Secretary Neill Dewar

Date24th March 2021

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Web: www.mku3a.org
Registered Charity No. 298693

MKU3A Receipts & Payments Summary and Assets & Liabilities

Year to Date:

30/11/2020

		General <i>Unrestricted</i>	Bequest <i>Restricted</i>	Groups <i>Restricted</i>	Outings <i>Restricted</i>	Open Meetings <i>Restricted</i>	Total 2019-2020	Total 2018-2019
B/Fwd 01.12.2019		48,000.70	41,686.16	24,727.90	5,156.46	1,027.88	120,599.10	59,773.00
Receipts:								
Members Subscriptions		19,130.00					19,130.00	23,403
Group Fees		232.00		20,774.83	7,942.95	1,485.96	30,435.74	75,966
Bank Interest		108.59					108.59	210
Gift Aid		4,450.81					4,450.81	5,833
Other		2,076.06		200.00			2,276.06	41,899
Total Receipts		25,997.46	0.00	20,974.83	7,942.95	1,485.96	56,401.20	147,311
Payments:								
Group operating expenses				29,854.23	8,706.32	2,343.86	40,904.41	65,733
Third Age Trust	1	8,091.92					8,091.92	6,869
Meetings/Conf Exps	2	152.02					152.02	1,853
Communications/Web/Datum	3	4,036.20					4,036.20	3,287
Administration/Postage/Office Costs	4	4,143.77					4,143.77	5,716
Other	5	1,775.15	5,057.61	-4,067.00		-400.00	2,365.76	3,098
Total Payments		18,199.06	5,057.61	25,787.23	8,706.32	1,943.86	59,694.08	86,556
Surplus/Deficit for the Year		7,798.40	-5,057.61	-4,812.40	-763.37	-457.90	-3,292.88	60,756
Year End Adjustments/Accruals							0.00	5,351.50
C/Fwd YTD		55,799.10	36,628.55	19,915.50	4,393.09	569.98	117,306.22	125,951

Assets Represented By:	Metro Current	10,860.93
	Metro Savings	53,802.97
	Lloyds Current	883.00
	Lloyds Savings	49,000.00
	Open Meetings Float	30.00
	Cash Held by Group Leaders	2,729.32
	PayPal	0.00
		117,306.22

Funds		
U3A General Fund	GF	Unrestricted, records all receipts and payments relevant to the general running of the charity.
Local Groups Fund	LG	Restricted to individual groups covering all their direct activities
Outings Group	O	Restricted, records all receipts and payments for the Outings Group and their operating costs
Open Meetings	OM	Restricted, records all receipts and payments for Open Meetings and their operating costs
Bequest - Miss V Poole	BQ	Restricted, records all receipts and payments against the bequest received from Miss V Poole

Prepared by Diana Sears

Independent Examiner - Sarah Russell

Independent examiner's report on the accounts

Report to the trustees of the charity: - Milton Keynes University of the Third Age Trust (MKU3A) Registered Charity Number: - 298693

On the accounts for the year ended 30/11/2020

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity's Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

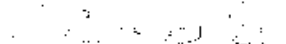
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 following statement.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention 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 the report, in order to enable proper understanding of the accounts to be reached.

Signed: 

Date: 21st February 2021

Name: Sarah Russell

Relevant professional qualification or body:

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