

u3a Bury St Edmunds

Trustees Annual Report

and

Financial Statements

Year ended 31 July 2022



Trustees' Annual Report for the year ended 31 July 2022

1. Administrative information

Charity Name	University of the Third Age in Bury St Edmunds
Charity Number	803112
Charity Website	https://www.u3aburystedmunds.co.uk
Registered Address	Risbygate Centre 90 Risbygate Street Bury St Edmunds IP33 3AA
Banker	Lloyds Bank 9 Buttermarket Bury St Edmunds IP33 1DB
Independent Examiner	Jacobs Allen 59 Abbeygate Street Bury St Edmunds IP33 1LB

2. Governance and Management

u3a Bury St Edmunds is an unincorporated association and a registered charity. It is governed by its constitution which was adopted on 20 June 2001, and is affiliated to the Third Age Trust and the East of England u3a.

Appointment of Trustees: trustees are elected at the Annual General Meeting which is normally held in October. Under the constitution, there must be a minimum of eight and not more than twelve elected trustees. The trustees may co-opt a further two trustees if they consider it would be in the interests of Bury St Edmunds U3A to do so.

Management: the trustees are responsible for strategic direction and governance as well as the day to day operation

Trustees who served in the year to 31 July 2022:

	<i>Committee Role</i>	
Rainaldo O'Meara	Chair	Vice Chair till 5 July 2022
John Byrne	Vice Chair	Chair till 5 July 2022
Elizabeth Barham	Secretary	
Malcolm Seymour	Treasurer	Appointed 7 December 2021

Jennifer Baker	News/IT	Appointed 5 October 2021
Peter Chapman	Education	
David Dawson	Lectures	Appointed 5 October 2021
Sheila Deare	Membership	
Stuart Lee	Interest Groups	

Alan Pearson	Resigned 31 December 2021
Stephen Poulton	Appointed 5 October 2021
	Resigned 4 May 2022

3. Objectives

The charitable purpose of the u3a Bury St Edmunds is the advancement of education, and in particular, the education of older people and those who are retired from full time work, by all means including associated activities conducive to learning and personal development, in Bury St Edmunds and its surrounding locality.

As a member of the Third Age Trust we adhere to the principles of the u3a movement which is non-religious and non-political and has three main principles:

- membership of a u3a is open to all in their third age, which is defined not by a particular age but by a period in life in which full time employment has ceased.
- members promote the values of lifelong learning and the positive attributes of belonging to a u3a.
- members should do all they can to ensure that people wanting to join a u3a can do so.

4. Review of the Year

In our previous year, 2020-2021, we had to make significant financial savings to keep Bury St Edmunds u3a afloat financially, as the pandemic had seriously hit membership numbers and, hence income. Our strategy proved successful, and we were able to keep going. By the summer of 2021, membership numbers were on the rise, with a mix of lapsed and new members. We were heartened that Interest Groups were reporting that they were restarting in person. Some groups fell by the wayside, as was to be expected, but we were cheered, as Trustees, by the enthusiasm shown by members wishing to get back to normality, and by the fact that new people were keen to join. Our financial forecast for the year 2022-2023 is currently estimated to be a small deficit.

The Trustees who had joined in 2020, during the pandemic (and when Committee members had fallen below the required number), were fortunately able to remain, and were joined by two new Trustees in October 2021: one who brought invaluable IT skills and is now Website/News Editor, and one who has assumed responsibility for the Lecture Programme. Our Treasurer had to resign in December 2021, and we were fortunate to be able to immediately recruit a new Trustee with treasurer experience. The total number of 9 Trustees remains low for the size of our u3a, and we continually seek to recruit more as a priority, both

to enhance our capability now, and also to build in capacity for succession planning. Recruitment of Trustees appears to be a problem for u3as across the country.

We are, however, immensely grateful to those members who volunteer in non-committee roles throughout the year – all the Group Leaders, the Technical Team, The Computer Clinic, the Apex Stewards and their Organiser, and New Member Buddies. Their enthusiasm and commitment is invaluable in helping make Bury St Edmunds u3a successful, and we hope to recruit even more next year.

5. Financial Results

The results for the year produced a surplus of £2,755 on the General Fund. This results in part from a lower charge than anticipated for the Third Age Matters magazine, and the deferral of our major celebration event to 21 September 2022.

The total Unrestricted Funds are £22,051. The Trustees' policy is to maintain reserves at a level that will cover six months operational expenditure; the Trustees will therefore be reviewing the best ways of utilising some of the accumulated reserves.

6. Progress Against Priorities 2021-2022

i. Restarting Public Talks at the Apex, Bury St Edmunds

Long considered a central plank of our 'offering', we decided to re-open our monthly talk programme, which had been closed since March 2020. Talks are free to members, but there is a cost factor in hiring the hall and paying speakers, which must be included in the budget planning.

We thought carefully about the financial cost and felt that, as the membership was on an upward trajectory, we could budget successfully for a re-opening. This proved to be an accurate assessment. It was very difficult re-starting with COVID-19 regulations and guidance in place, and some members were still, understandably, reluctant to meet in a large, enclosed venue. However, the Trustees took great care to take both government and the u3a Trust advice on board, and to pass on all advice to members, and this proved effective. From an early audience of 80 in September, numbers crept up to around 130 on average. Members said they really appreciated the talks being staged again. The organisation of the speaker programme was handed over to a new Trustee and plans are well in place for the new 2022-2023 line-up, with an engaging set of speakers.

The Secretary re-established a team of u3a Volunteer Fire Stewards which was needed to run the talks, and this was agreed with the management of the Apex, and helped reduce costs. The organisation of the team has now been handed to a volunteer, and is running smoothly. We also have a volunteer technical team which sets up the speaker's equipment. New processes were put in place to ensure they were put in direct contact with the speaker before the event in order to ascertain particular needs. New procedures were created to ensure speakers were paid promptly.

ii. Retention and Recruitment

We are particularly pleased with the recruitment of new members which has shown an encouraging increase from pandemic days. Whilst we have no data that tells us why people join, informal discussions suggests that 'word of mouth' and the positive image of the redesigned and up-to-date website have played a significant part. In addition, the monthly newsletter under its new editor is a very professional and informative document that we hope also encourages new members to join.

iii. Looking after New Members

A new programme of 'new members' coffee mornings was restarted in the spring. We recognised that it can be daunting to join a new organisation, and we wanted to ensure that newcomers felt welcomed. However, the venue used proved not particularly suitable, being public and quite noisy, and it was agreed that a trial would take place in a more private hired venue. The plan was to expand the coffee morning so that it was open to all members, and that, if successful, we would consider running this on a regular basis. Volunteer 'Buddies' were recruited to talk to newcomers. Unfortunately, the first one in July was cancelled owing to the excessive heat, but it is planned to try again in the autumn.

iv. Administration and IT

Further significant progress was achieved in remedying technical problems with the online membership system. The website content and navigation have been significantly improved and continue to be a priority. Updating of information is now very good, with all the Interest Groups being accurately publicised. The email system for the Committee has been replaced with a new one which is fundamentally more efficient. Members can now immediately email individual Committee Members via a dropdown box on the website. It has been decided to replace the existing electronic filing system with a web-based one for essential documents, and the task of moving key documents to this will take place over the next year. The ability to pay online for trips and social events has been agreed in principle and should be in place for next year.

A search for storage space for paperwork and equipment resulted in a locked cupboard being rented at the Citizens Advice Bureau (CAB). The Committee now have their monthly meeting at the CAB too, and it is also used as our postal address.

v. Interest Groups

We continued to offer up-to-date guidance on re-opening groups, and over the year many did so. Some Trustees attended an online 'Interest Groups Matter' conference organised by the u3a Trust, and were able to present ideas to the Committee regarding how to help and support existing groups and, in particular, encourage the starting of new groups. This was considered essential with the rise in membership. One outcome was the creation of a website section whereby members could indicate their interest in new groups. This has led to several new groups being formed, and others hopefully are in the pipeline.

A new offering this year was a two-hour IT workshop designed to help members with technology, as we identified a need for this. It was very successful, and it is hoped to host more workshops on different topics next year.

vi. Publicity

In the planning stages is a major event to celebrate the u3a 40th Anniversary in September, whereby members will be able to come together to enjoy seeing all the Interest Groups' activities. It will also be an opportunity for potential members to visit. The local newspaper, Bury Free Press, is scheduled to publish an article in August following an interview with the Chair, Secretary and News Editor.

vii. Social Events

We were delighted that a member volunteered to re-start day coach trips open to all. Trips to Bletchley Park and Burghley House have proved popular and more are planned. The Travel, Gardening, and Theatre Groups also run trips which are well attended, and all make an important contribution to the u3a offer.

Around 80 members attended the Trust-promoted national 'Picnic in the Park' event in May, to celebrate the Queen's Platinum Jubilee. Consideration will be given to making a picnic an annual event.


viii. New Priority: EDI (Equality, Diversity and Inclusion)

Following attendance at a Trust zoom conference on this topic earlier this year, and a report to the Committee, it was agreed that it was important to have a Trustee take on an EDI role from July.

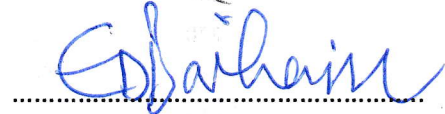
7. Conclusion

Your Committee would like to thank all of you - the members - for continuing to support the Bury St Edmunds u3a.

Approved by the Trustees on 6 September 2022 and signed on their behalf by:



Rainaldo O'Meara (Chair)



Elizabeth Barham (Secretary)

University of the Third Age in Bury St Edmunds
Charity Registration Number 803112
Receipts and Payments Account for the year ended 31 July 2022

	Unrestricted Funds		Restricted Funds		
	General Fund	Trips and Events	Study Groups	Total 2021/22	Total 2020/21
Income					
Membership subscriptions	12,814	-	-	12,814	9,345
Bank interest	26	-	-	26	2
Amazon donations	13	-	-	13	13
Gift Aid reclaim	1,921	-	-	1,921	462
Grant income	-	150	-	150	-
Sale of fixed assets	-	-	-	-	127
Events and visits	-	3,220	-	3,220	-
Travel Group receipts	-	-	442	442	387
Theatre Group receipts	-	-	30,372	30,372	2,568
Other Study Group receipts	-	-	8,703	8,703	1,117
	14,774	3,370	39,517	57,661	14,021
Expenses					
Third Age Trust membership	3,224	-	-	3,224	1,935
Third Age Matters Magazine	232	-	-	232	980
u3a Suffolk District Network	25	-	-	25	-
Equipment purchase	34	-	-	34	-
Website	1,086	-	-	1,086	2,055
Lecture costs	4,789	-	-	4,789	1,215
Room hire and accommodation costs	763	-	-	763	1,171
Telephone	53	-	-	53	705
Accounting software licence	522	-	-	522	522
Postage and stationery	364	-	-	364	521
Publicity	-	-	-	-	535
Committee expenses	80	-	-	80	-
Independent Examiner Fee	390	-	-	390	390
E-banking commission	270	-	-	270	116
Miscellaneous expenses	187	-	-	187	60
Trips and events	-	2,018	-	2,018	-
Travel Group expenditure	-	-	1,667	1,667	1,104
Theatre Group expenditure	-	-	28,372	28,372	4,427
Other Study Group expenditure	-	-	8,479	8,479	693
	12,019	2,018	38,517	52,554	52,555
Net Receipts/(Payments)	2,755	1,352	1,000	5,107	(2,408)
Cash Funds as at 31 July 2021 b/f	17,899	45	5,757	23,701	26,109
Cash Funds as at 31 July 2022 c/f	20,654	1,397	6,757	28,808	23,701

University of the Third Age in Bury St Edmunds
Charity Registration Number 803112
Statement of Assets and Liabilities for the year ended 31 July 2022

	Equals Cards	Lloyds Main A/c	COIF Deposit	Lloyds Theatre A/c	Lloyds Travel A/c	Total 2021/22	Total 2020/21
Unrestricted Funds							
General Fund	-	10,732	10,171	-	-	20,903	17,899
Trips and Events	270	878	-	-	-	1,148	45
Restricted Funds							
Theatre Group	192	-	-	4,187	-	4,379	2,378
Travel Group	147	-	-	-	517	664	1,889
Other Groups	303	1,411	-	-	-	1,714	1,490
Total Cash Funds	912	13,021	10,171	4,187	517	28,808	23,701

Assets retained for the charity's own use

The following assets are held for members use and relate to the General Fund:

3 Hewlett Packard Pavillion notebooks
Toshiba Satellite laptop
Epson projector
Active AT-16X shredder
2 x iZettle card readers

Notes to the Accounts for the year ended 31 July 2022

1. The financial statements have been prepared on the Receipts and Payments basis.
2. Restricted Funds were held during the course of the year on behalf of the following Interest Groups:

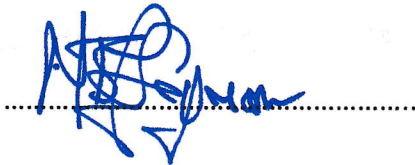
Antiques, Art Painting & Drawing, Badminton, Book 2, Book 4, British Social History, Chaucer, Choir, Churches and Villages, Craft, Dante, Eliot, Garden, Government and Politics, Greek Drama, History, Music Matters, Philosophy Matters, Shakespeare, Theatre, Travel, Wine Appreciation, Wines Around the World
3. The balance on the main Lloyds bank account (General Fund) has been adjusted to exclude £255 of membership subscriptions collected and banked but relating to the 2022/23 financial year.

4. A payment of £232 from main Lloyds bank account was issued prior to 31 July 2022 but not cashed until August 2022.
5. Trips and Events receipts include £878 received from members relating to a future event.
6. Theatre Group receipts include £5,215 received from members relating to future events, and costs of £3,308 have been paid in advance.

Approved by the Trustees on 6 September 2022 and signed on their behalf by:



Rainaldo O'Meara (Chair)



Malcolm Seymour (Treasurer)

**Independent Examiner's Report to the Trustees of
The University of the Third Age in Bury St Edmunds
Charity Number 803112**

I report to the trustees of my examination of the accounts of the University of the Third Age in Bury St Edmunds (the Trust) for the year ended 31st July 2022 which are set out on pages 1 and 2.

Responsibilities and basis of report

As the charity trustees of the Trust 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 135(5)(b) of the Act.

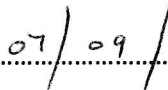
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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:..... 

Christopher P Kelly FCA

Jacobs Allen Limited
59 Abbeygate Street
Bury St Edmunds
Suffolk
IP33 1LB