

APPENDIX 1

OSCR

Scottish Charity Regulator

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	Sept	2024		31	Aug	2025

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

West Lothian University of the Third Age
West Lothian u3a
SC038021
8 Faraday Place, Addiewell, West Calder, West Lothian.

Postcode EH55 8NG

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Anne Walsh	Chairperson	16.10.24 was vice-chairperson until AGM	Members at AGM
2	Isabel Taggart	Treasurer		Members at AGM
3	Irene McCrystal	Secretary	Until 16.10.24 and then was co-opted as committee member	Members at the AGM
4	Anne Brown	Membership secretary		Members at the AGM
5	Jane Benjamin	Programme secretary		Members at the AGM
6	Gavin Brown	Groups coordinator	From 16.10.24	Members at the AGM
7	Libby Gilliver	Minute Secretary		Members at the AGM
8	Lindesay Burton	Committee member		Members at the AGM
9	Heather McBay	Committee member		Members at the AGM
10	Eileen Ward	Committee member		Members at the AGM
11	Eileen Seer	Committee member	From 16.10.24	Members at the AGM

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
Albert Harris	16.10.24 – resigned 4.7.25
Brian Gray	stepped down at AGM
Christine Egerton	Stepped down at AGM

Structure, governance and management

Type of governing document

West Lothian u3a is an unincorporated organisation and a member of the Third Age Trust.
It is managed by its constitution which is based on that of the Third Age Trust

Trustee recruitment and appointment

Committee (board) are generally elected at the AGM in October and serve a two-year term but can stand again. Chairperson and vice chairperson can stand for a further year, however if there are no nominations for these posts, they can exceptionally be re-elected for a further year. Other office bearers and committee members may stand for a further two years up to a maximum of six years. The total maximum period on the committee is ten years in total, in any position, even if there are breaks between period of service.

Objectives and activities

Charitable purposes

The objects of West Lothian u3a are the advancement of education, in particular older people and those who have retired from full time work, by all means including associated activities conducive to learning and personal development.

Summary of the main activities in relation to these objects

In most months of the year, an Open Meeting takes place, when invited guests gives a talk on a wide variety of subject that are of interest to our members. There were also 22 study groups during this period to which members were encouraged to attend and participate.

Achievements and performance

Summary of the main achievements of the charity during the financial period

Membership At the end of the year, membership stood at 123, one less than the previous year, though sadly two members died during that period. We thank our membership secretary, Anne Brown for her hard work in keeping in contact with members during that time.

Attendance Average attendance at Open Meetings was 36, slightly down on the previous year.

Open meetings These are usually held at Uphall Community Centre and we thank our Programme Secretary, Jane Benjamin for organising a range of interesting speakers throughout the year:

These included Playlist for Life – a music and dementia charity;

Falkirk and West Lothian Fire Service – Safety in the home and community support;

Citizens Advice Bureau – talking about their work and the importance of volunteers;

A Forum at which three members gave short talks of things they'd done e.g taken part in TV quiz programmes, Speech Therapy and quilting, the last showing many excellent samples of their work' A member from another u3a spoke on Why a religious country like Scotland got involved in Slavery and how they helped end it;

A Laugh on the Ocean Waves – an amusing talk from a former cruise captain;

Cake and Coffee session on behalf of Poppy Scotland;

Radio in My Life – a radio enthusiast who became a bilingual broadcaster;

The Dogs' Trust – A talk on their work with the help of the speaker's own rescue dog.

Activities We thank our Groups' Coordinator, Gavin Brown for his hard work supporting existing groups and encouraging new ones.

There are 22 active study groups and 3 dormant ones.

Groups that meet at Uphall Community Centre are: Book Group, Craft, Discussion, History, Mah-Jong, Music for All, Poetry, Poetry Extra and Poetry Plus, Quiz, Scrabble and Ukulele.

Groups meeting out with the Community Centre are: Art Appreciation, French Conversation, Garden Visits, Lunch Group, Out and About, Science (meets on Zoom), Scribblers, Strolling Group and the Walking Group.

WE encourage members to consider if they could support additional groups in any way. Our members Only Facebook page has 62 members and a public page which continues to attract interest.

A newsletter is published monthly and emailed to those with email addresses and posted to those without.

Some members of West Lothian u3a engage with the Scotland wide movement and the u3a UK.

Financial review

Brief statement of the charity's policy on reserves

Our treasurer Isabel Taggart continues to keep an eye on our finances and keeping the rest of the committee up to date, we thank her for this important work.

Our income for the year was £1,194 more than expenditure, a slight increase on the previous year, leaving our reserves at £4,992, a slight increase on the previous year. This may seem more than an organisation like ours should have in reserve but as there is uncertainty over the future of our main venue, there is the likelihood that meeting cost will increase from April 2026, Nevertheless, it was decided to leave the subscription charge at £20 for the coming year.

Details of any deficit

Not Applicable

Donated facilities and services (if any)

Not Applicable

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Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) <i>OSCR will accept digital or typed signatures</i>		
Full name(s)	Anne Walsh	Isabel Taggart
Position (e.g. Chair)	chairperson	Treasurer
Date	14.10.25	14.10.25

ANNUAL ACCOUNTS

Receipts and Payments Account for the year ended 31 August 2025

		Unrestricted 2024-25	Restricted 2024-25	TOTAL 2024-25	Total 2023-24
		£	£	£	£
Receipts:	Note:				
Annual membership subscriptions	1	3,200	-	3,200	2,119
Meeting Attendance fees		332	-	332	344
HMRC - Gift Aid		242	-	242	257
Donations	2	-	-	-	-
Christmas party		820	-	820	516
Summer party			-	-	576
Ukulele Group					72
Lunch Group		65			
Miscellaneous Receipts					
		4,658	-	4,658	3,884
Sale of Fixed Assets & Investments					-
		4,658	-	4,658	3,884
Payments:				-	
Venue attendance fees		-	-	-	
Cost of speakers (including expenses)		231	-	231	120
Other meeting expenses		31	-	31	28
Membership fees paid	3	1,530	-	1,530	992
Travel & conference expenses			-	-	-
Software Licence Fees	4	181	-	181	123
Christmas party expenses		840	-	840	542
Summer party expenses		-			593
Publications (TAM Magazine)		437	-	437	375
Stationery & Printer Consumables		48	-	48	21
Equipment		-	-	-	-
Postage		42	-	42	-
Gifts made		63	-	63	81
Preparation of Accounts		50	-	50	50
Ukulele group					34
Miscellaneous Payments		12	-	12	-
		3,464	-	3,464	2,959
Surplus / (Deficit) for year		1,194	-	1,194	925
Reserves:		£	£	£	£
Opening balances at 01/09/2024		3,798	-	3,798	3,273
Surplus / (Deficit) for the year		1,194	-	1,194	925
		4,992	-	4,992	4,198

Represented by:

Bank of Scotland Business Account	4,952	-	4,952	3,758
Cash in hand	40	-	40	40
	<u>4,992</u>	<u>-</u>	<u>4,992</u>	<u>3,798</u>

Investments - None

Other assets (depreciation by 20% pa)	year purchased	original cost		£
Printer	2012-13	scrapped	0	0
2-drawer filing cabinet	2015-16	43	0	0
digital keyboard	2015-16	195	0	0
USB memory sticks	2015-16	92	0	0
presenter for PC	2015-16	40	0	0
Lenovo laptop computer, mouse and bag	2016-17	330	0	0
table top display board	2016-17	112	0	0
rotary paper trimmer	2016-17	19	0	0
computer cable	2016-17	20	0	0
music stand	2017-18	25	0	10
MS office software	2017-18	30	0	12
Printer	2018-19	90	18	54
labelling machine	2018-19	27	5	16
Music Stands	2021-22	20	16	0
			<u>39</u>	<u>92</u>

Liabilities - None**Contingent Liabilities - None****Notes to the accounts:**

1. Adjusted for differences in Year end

Total of Membership and Donations for the year

-£540 paid into bank account in August 2024 but showing in Beacon for September 2024

+£1240 paid into bank account in August 2025 but showing in Beacon for September 2025

2. Donations added to Membership to take account of Gift Aid part of

3. Membership fees paid: Third Age Trust Membership Fees (£530) and Uphall Community Centre (£1,000)

4. Software Licence fees paid: Beacon Licence Fee (£131) and Siteworks (£50)

Approved by the trustees on _____ and signed on their behalf



Anne Walsh (Chair)



Isabel Taggart (Treasurer)

APPENDIX 3



		Independent examiner's report on the accounts						v2		
Report to the trustees/members of		Charity name West Lothian University of The Third Age								
Registered charity number		SC038021								
On the accounts of the charity for the period		Period start date					Period end date			
		Day	Month	Year		Day	Month	Year		
		01	September	2024	to	31	August	2025		
Set out on pages									(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner		The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.								
Basis of independent examiner's statement		My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.								
Independent examiner's statement		In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*] - which gives me reasonable cause to believe that in any material respect the requirements: - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or - to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.								
Signed**:		Karen Downie				Date:	09.10.2025			
Name:		Karen Downie								
Relevant professional qualification(s) or body (if any):		MA Accountancy								
Address:		7 Faraday Place								
		Addiewell								

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

** OSCR will accept digital or typed signatures

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose