

KNUTSFORD & DISTRICT UNIVERSITY OF THE THIRD AGE

TRUSTEES ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31ST MARCH 2019

CHARITY NUMBER : 1139427

Knutsford & District University of the Third Age

Income and Expenditure for Financial Year 2018/19

	2018/19 unrestricted funds	2018/19 restricted funds	2018/19	2017/18
Income				
Subscriptions	10,930.00	-	10,930.00	10,275.00
Activity receipts	-	62,763.00	62,763.00	-
Sundry income	-	-	-	201.00
Total Income	<u>10,930.00</u>	<u>62,763.00</u>	<u>73,693.00</u>	<u>10,476.00</u>
Expenditure				
Activity payments	-	39,106.00	39,106.00	-
Room hire	1,130.00	10,165.00	11,295.00	1,104.00
Subscriptions	2,440.00	-	2,440.00	2,380.00
Publications	1,292.00	-	1,292.00	1,165.00
Speaker fees	1,060.00	-	1,060.00	780.00
Postage and stationery	1,030.00	-	1,030.00	863.00
Equipment	312.00	-	312.00	1,034.00
Training/networking	1,661.00	-	1,661.00	1,413.00
Miscellaneous expenses	344.00	3,080.00	3,424.00	155.00
Travel	100.00	6,794.00	6,894.00	324.00
Total Expenditure	<u>9,369.00</u>	<u>59,145.00</u>	<u>68,514.00</u>	<u>9,218.00</u>
Surplus	<u>1,561.00</u>	<u>3,618.00</u>	<u>5,179.00</u>	<u>1,258.00</u>

Statement of Asset and Liabilities at 31st March 2019

	2018/19 unrestricted funds	2018/19 restricted funds	2018/19	2017/18
Monetary assets				
Bank current account	15,735.00	7,877.00	23,612.00	18,743.00
Cash in hand	-	1,237.00	1,237.00	1,176.00
Other assets	-	-	-	21.00
	<u>15,735.00</u>	<u>9,114.00</u>	<u>24,849.00</u>	<u>19,940.00</u>
Creditors	-	-	-	- 270.00
	<u>15,735.00</u>	<u>9,114.00</u>	<u>24,849.00</u>	<u>19,670.00</u>
Accumulated funds				
Balance at 01/04/18	14,174.00	5,496.00	19,670.00	18,412.00
Surplus	1,561.00	3,618.00	5,179.00	1,258.00
Balance at 31/03/19	<u>15,735.00</u>	<u>9,114.00</u>	<u>24,849.00</u>	<u>19,670.00</u>

The financial statements were approved and authorised for issue by the Trustees on 4/7/2019 and signed on their behalf by:

Christine Jones (Chair) *C. Jones*
 Colin Bowman (Treasurer) *C. Bowman*



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Knowsley & District University of the North East

**On accounts for the year
ended**

31st March 2019

**Charity no
(if any)**

1139421

Set out on pages

(Remember to include the page number(s) of the report)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY. 31/03/2019

**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 the applicable Directions given by the Charity Commission under section 145(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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

[Signature]

Date:

4/7/19

Name:

Paul Robert Buens

**Relevant professional
qualification(s) or body
(if any):**

FCA (ICAEW)

Address:

61 Rodney Street
Liverpool
LI 9ER

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

Trustees' Annual Report for the period

Period start date	Period end date
From 1st April 2018	To 31st March 2019

Section A

Reference and administration details

Charity name Knutsford and District University of the Third Age

Other names charity is known by Knutsford U3A

Registered charity number (if any) 1139427

Charity's principal address

5 Bracken Way
Knutsford
Cheshire
Postcode WA16 9BU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christine Jones	Chair		
2	Colin Bowman	Treasurer	1.11.2018-31.3.2019 Trustee for whole period	
3	Barbara Arnell	Vice Chair		
4	Sue Allan	Secretary		
5	Veronica Gordon			
6	Margaret Wilford			
7	Evelyn Brown			
8	John Funnell	Treasurer	1.4.2018 -31.10.2018 Trustee for whole period	
9	Stuart Allan			
10	Irene Hardy			
11	Barbara Brady			
12	Roger Brown		25.10.2018 - 31.3.2019	
13	Mark Barley		29.11.2018 - 31.3.2019	
14	David Lee		28. 3.2019 – 31.3.2019	
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Paul Burns	Alexander Myerson, 61 Rodney St, Liverpool. L1 9ER

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	We are governed by our Constitution, which was first adopted on 4 th March 2010. It was amended in 2017, and again in 2018.
How the charity is constituted	An independent charity which is a member of the Third Age Trust, as an unincorporated association.
Trustee selection methods	Elected by the membership at the AGM. Also, new Trustees may be co-opted between AGMs, and then stand for election at the next AGM.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>Knutsford U3A carries out induction for new Trustees.</p> <p>We are an independent charity, but members of the national Third Age Trust. We maintain relationships with other local U3As through the South Cheshire Cluster group, and the North West network.</p> <p>Trustees have considered risks and take professional advice as appropriate. We have clear financial guidelines, adequate insurance cover through our national body, and a sensible reserves policy. We do not employ staff, or hold leases or property.</p>
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Summary of the objects of the charity set out in its governing document

The object of Knutsford U3A 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.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Knutsford and District U3A is a self-help learning organisation for all local retired people, who wish to join in activities that will develop learning, skills, personal development, enjoyment and friendship.

We have three main kinds of activities. We hold monthly Members Meetings with a speaker on a very wide variety of topics, followed by refreshments and social interaction afterwards.

We currently have 52 different Activity Groups offering a range of learning experiences to suit different interests- ranging from Tai Chi, Table Tennis and Walking Football, to Bridge, several languages, poetry, and history, for example. These are led by Co-ordinators giving their time as U3A volunteers. Co-ordinators are supported with networking and training sessions that help them to provide their members with a good experience.

We organise many outings to places of interest, as well as many theatre and concert trips to different venues.

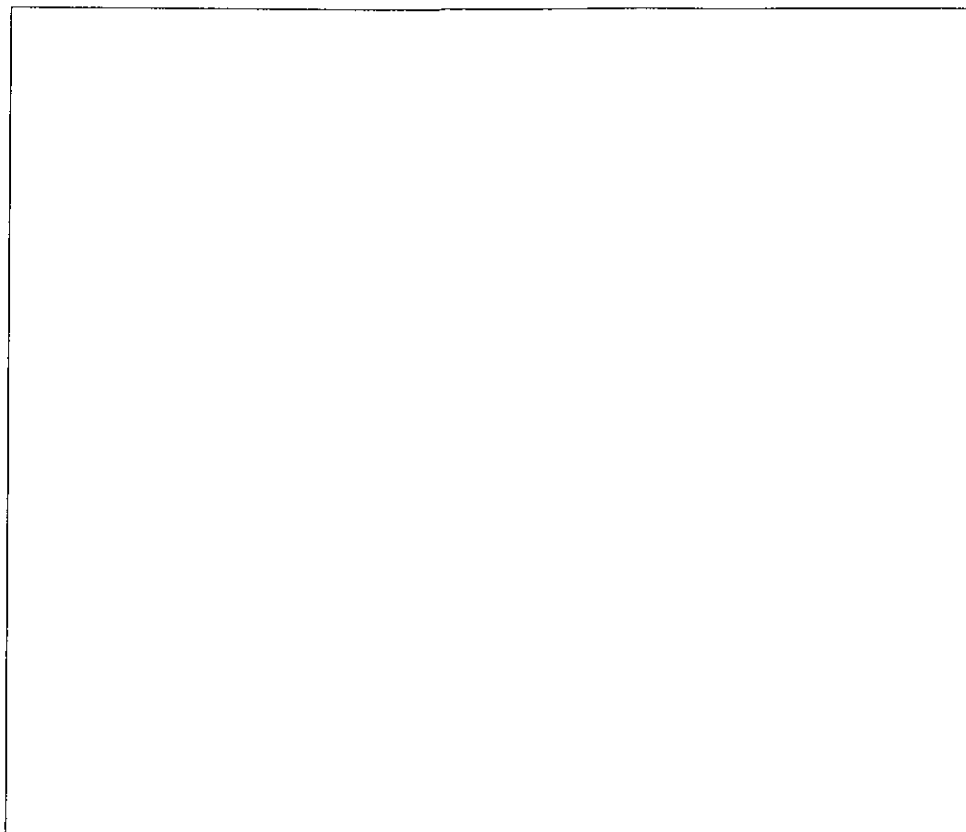
We also produce a regular newsletter to keep members informed of our activities, and those available in the wider U3A network, such as Summer Schools.

All trustees have regard to the guidance issued by the Charity Commission on public benefit, helping us to plan activities.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Our membership has continued to grow, and at the end of March 2019 stands at 703 members, plus 34 Associate members (who are also members of another local U3A). We average 8 new members each month.

We have welcomed several new Activity Groups, including Architecture, Digital Photography, Tennis, Italian for Beginners, an extra book group (the sixth one), History, and a second Tai Chi group.

The Committee now organises three events that support our organisation to develop and thrive. In the Spring, we hold a training/network day for Co-ordinators and those key members in the organisation who undertake the backbone of the work involved- such as the technical team, Outings Committee, Speakers Committee etc. In the Autumn we hold a networking morning with a topic, so that these key members can share ideas and experiences that all help to develop our organisation for the public benefit.

In September, we held a second open 'Showcase' event, with displays of many Activity Groups, so that the public can get a better idea of what we do, members can find out more about different Activity Groups, and the groups themselves can attract new members. It's also a very popular opportunity to network with other Co-ordinators and share ideas.

The Outings sub Committee organised over 10 trips to places of interest locally and further afield, together with 6 plays, an opera, 3 concerts, a musical and 2 ballets. Two members organised a concert in Knutsford, which was particularly welcomed by those members who find it hard to travel distances.

Trustees had extensive discussions on many topics, ranging from the need for new financial systems, privacy and data protection polices (GDPR), to the provision of refreshments at monthly Members Meetings. We recruited three new members to join the Trustee team, who will be standing for election at the AGM. This builds our strength as an organisation.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to maintain a level of reserves at a figure of 6 months running costs of our 'core' organisation, (which does not include the income and expenditure of the Activity Groups, outings etc, all of which are self-funding). This level of reserves is to allow for contingencies, such as the need to replace equipment and unexpected expenses. Currently, our level of reserves is above the 6 months level, so the trustees have taken steps to reduce our income, by lowering the membership fee for the coming year, and to monitor the situation carefully.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our 'core' income comes from our membership fees. Other income comes from small attendance payments for some Activity Groups, and from sales of tickets for outings, concert trips etc. All of these are self-financing.

Section F

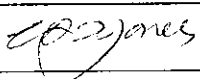

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christine Jones	Colin Bowman
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

4/7/2019