



Trustees' Annual Report for the period

| | | | | | | | |
|-------------|-------------------|------------------|--------------|-----------|-----------------|-------------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 1st | Month January | Year 2019 | | Day 31st | Month December | Year 2019 |

Section A Reference and administration details

Charity name Sarratt and District U3A

Other names charity is known by

Registered charity number (if any) 1139443

Charity's principal address Sarratt Village Hall

The Green, Sarratt

Rickmansworth

Postcode

WD3 6AS

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 | COLIN LESLIE PLUMMER | CHAIRMAN | 1/1/2019 – 8/5/2019 | |
| 2 | MARGARET HELEN WAKELING | VICE CHAIRMAN CHAIRMAN | 1/1/2019 – 8/5/2019 8/5/2019 – 31/12/2019 | |
| 3 | KERRY JAMES | SECRETARY | | |
| 4 | PAMELA BUSHELL | TREASURER | | |
| 5 | DONALD SUTTON | VICE CHAIRMAN | 8/5/2019 – 31/12/2019 | |
| 6 | GILLIAN FAY | | | |
| 7 | JUDITH ANN TURNBULL | | 1/1/2019 – 8/5/2019 | |
| 8 | SUSAN MARGARET BUSSEY | | | |
| 9 | BENJAMIN MICHEL | | | |
| 10 | SUSAN CHRISTINA ROBERTS | | | |
| 11 | LINDA MARGARET CLOUGH | | 1/1/2019 – 8/5/2019 | |
| 12 | CHRISTINE MASSEY | | 1/1/2019 – 8/5/2019 | |
| 13 | MARY PENELOPE BULGIN | | | |
| 14 | STANLEY HOUGH | | | |
| 15 | JEAN MACHIN | | | |

| | | | |
|----|----------------------|--|-----------------------|
| 16 | DEBBIE KINGSTON | | |
| 17 | COLIN LESLIE PLUMMER | | 8/5/2019 – 31/12/2019 |
| 18 | SALLY JENNIFER LEWIS | | 8/5/2019 – 31/12/2019 |

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 |
|-----------------|------|--|
| BANK | HSBC | 73 High Street, Watford, Hertfordshire, WD17 2DS |
| | | |
| | | |

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

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution adopted on 2nd May 2018. |
| How the charity is constituted (eg. trust, association, company) | Unincorporated Association consisting of approximately 326 members. |
| Trustee selection methods (eg. appointed by, elected by) | Trustees are appointed or reappointed annually at the Annual General Meeting held in May. |

Additional governance issues (Optional information)

| | |
|--|---|
| <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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>Sarratt and District U3A is affiliated to The Third Age Trust which provides help and advice to both our U3A, the trustees and the individual members.</p> <p>All trustees give their time voluntarily and receive no remuneration or other benefits. The Committee of Trustees meet every two months throughout the year.</p> |
|--|---|

Summary of the objects of the charity set out in its governing document

To advance the education of the public and in particular the education of older people no longer in full time gainful employment in Sarratt and District and its surrounding locality.
The provision of facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interest of their social welfare.

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)

Provide an educational and social facility for those who are retired or semi-retired.
Run a monthly 'main' meeting with a speaker on a varied range of topics and various groups that operate through the month in a wide range of subjects.
In planning our activities for the year the trustees keep in mind the Charity Commission's guidance on public benefit.
We are affiliated to The Third Age Trust.

Additional details of objectives and activities (Optional information)

A great contribution is made by member volunteers who act as Study Group Contacts and are the focal point for these groups.

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

Summary of the main achievements of the charity during the year

During 2019, 524 study group meetings were held with a total attendance of 5,300 members. This is a decrease of 6 on meetings but an increase of 190 on total attendance compared with the 2018 totals. The average attendance at a meeting was 10. Most members belong to 3 or 4 study groups. There have been a few changes with the number of study groups rising to a peak of 29 including some joint groups in co-operation with other local U3As.

A number of new groups have been initiated but there is always room for more.

Groups meet in several venues depending on the nature of the group topic. Some are held in rotation in members' homes with the host/hostess choosing the theme of the meeting, some need bigger venues and have mini committees responsible for their organisation. The Study Group Coordinators and other group contacts are happy to help in setting up new groups. Several people have expressed interest in topics which need new groups to be established so members are encouraged to come forward to be a group contact.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold a balance at the bank and cash in hand of £12,655.23, all of which is unrestricted funds. These funds are held to meet unforeseen expenditure that may occur. We aim to reduce the reserve to no more than £5,000 over the next few years.

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 main sources of income are from members' annual subscriptions and payment for study group meetings.

Expenditure is mainly for the hire of halls and payment for speakers at main monthly meetings and study group meetings. We also reimburse members out of pocket expenses.

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) | Margaret Wakeling | |
| Position (eg Secretary, Chair, etc) | Chairman | |
| Date | 24 th August 2020 | |

Sarratt and District U3A

Report and Financial Statements for the period ended 31st December 2019

Income and Expenditure Account 01/01/2019 to 31/12/2019

| | | <u>2019</u> | | <u>2018</u> |
|---|--------|-------------------------|--------|-------------------------|
| Income | | | | |
| | | | | |
| Total Groups (1) | | 27,540.56 | | 27,589.72 |
| Interest | | 15.43 | | 8.03 |
| Subscriptions | | 5015.00 | | 5,030.00 |
| Newsletter Postage | | | | |
| Visitors | | 20.00 | | 8.00 |
| Total Income | | <u>32,590.99</u> | | <u>32,635.75</u> |
| Expenditure | | | | |
| | | | | |
| Bank Charges | | 15.00 | | nil |
| U3A Capitation Fee+ news distribution | | 1776.30 | | 1,634.78 |
| Copyright Licence | | 60.00 | | |
| Expenses | | | | |
| Bank charges | 15.00 | | | |
| Other | 358.00 | | 115.58 | |
| Postage | 116.38 | | 147.12 | |
| Refreshments | 191.08 | | 360.08 | |
| Stationery | 316.50 | | 235.88 | |
| Study Group Resources | 107.92 | | 188.35 | |
| Telephone | | | | |
| Travel | 36.90 | | 85.50 | |
| Total Expenses | | <u>1,141.78</u> | | <u>1,132.51</u> |
| Hall Hire | | | | |
| Study group leaders meeting | 29.72 | | | |
| Area Study Group Coordinators | | | | |
| Committee Meetings | 67.24 | | 59.40 | |
| Monthly Meetings | 980.09 | | 734.18 | |
| New Members | 12.24 | | 43.29 | |
| Total Hall Hire | | 1,089.29 | | 836.87 |
| Membership Fees | | 30.00 | | 30.00 |
| Newsletter | | 626.80 | | 667.00 |
| Speakers | | 1,363.80 | | 1,025.00 |
| Groups Total Expenses (2) | | 26,138.65 | | 26,229.38 |
| Total Expenses | | <u>32,241.62</u> | | <u>31,555.54</u> |
| Excess /(Shortfall) of Income over Expenditure | | <u>349.37</u> | | <u>1,080.21</u> |

Sarratt and District U3A

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| Balance Sheet as at | | 31/12/2019 | 31/12/2018 |
|--|--|------------------|------------------|
| Excess /(Shortfall) of Income over Expenditure | | 349.37 | 1,080.21 |
| Balance b/fwd from previous year | | 11,881.85 | 9,335.01 |
| Total | | 12,231.22 | 10,415.22 |
| Outings account brought forward Jan 2018 | | | 1,466.63 |
| Grand Total | | 12,231.22 | 11,881.85 |
| Represented by: | | | |
| Current Assets | | | |
| Bank Current Account | | 2365.30 | 1,647.97 |
| Bank Savings Account | | 7720.23 | 7,704.80 |
| Bank Outings account | | 1464.97 | 1,429.24 |
| Groups cash in hand | | 1104.73 | 1,286.84 |
| Total at bank | | 12,655.23 | 12,068.85 |
| Total Assets | | | |
| | | 12,655.23 | 12,068.85 |
| Less Current Liabilities | | | |
| Unpresented cheques | | 424.01 | 187.00 |
| | | 12,231.22 | 11,881.85 |
| Notes: | | | |
| (1) Total Groups Income includes all income from all groups including cash. | | | |
| (2) Similarly this includes all expenditure from all groups . | | | |
| Pam Bushell | | | |
| Treasurer | | | |
| Date: 16/07/20 | | | |
| As the honorary reporting accountant I have reviewed the accounts of Sarratt and District U3A for the period 01/01/2019 to 31/12/2019 and compared them with the accounting records. | | | |
| I confirm the accounts are, certainly materially, in accordance with the records. | | | |
| I have not carried out an audit. | | | |
| John Cadle | | | |
| Date: 17/07/20 | | | |