

ILKLEY & DISTRICT



Annual Report
2018 - 2019



ILKLEY AND DISTRICT THIRD AGE GROUP (Registered Charity 1070945)

TRUSTEES' ANNUAL REPORT 2018-19

(For the period 1st August 2018 – 31st July 2019)

This is the third annual report I have presented to you and the last of my term as chair. You can imagine how the time has flown in our busy U3A, which becomes busier as the Trustees establish teams of helpers to support them in their various roles. Indeed the breadth of our activities is now such that I have invited the various team leaders to contribute to the report so that it fully reflects the richness of our U3A life.

I cannot step down without reiterating my thanks to all of you who contribute to making our U3A such a lively and enjoyable organisation to be part of: Trustees and their teams, Group leaders and others who support our groups, Summer Programme event leaders, our Saturday coffee team, our musical groups - the list goes on and on and all of your work is so much appreciated. Once again thank you too to the members who enjoy our groups and other events - no activity is fun unless those present take part with enthusiasm and appreciation. I'm very much looking forward to having more time to take part in groups and events in the new U3A year.

Membership

On 02 June, effectively the end of the 2018-9 season, the number of members stood at 1758, a record since our U3A began. Membership renewals take place in June and July, also a busy period for new enrolments. On 15 August the records of non-renewers were archived. The number of active members had fallen to 1570, including 83 new members, a reduction in membership of just over 200. This happens every year and over the year we usually gain more members than we lose.

The withdrawal of the payment interface within our website, which unfortunately did not meet Charity Commission requirements, inconvenienced many members who have usually paid their renewal fee via our website. We are looking at alternative options so that we can hopefully re-instate payments via the website next summer.

This year we have introduced a new stand-alone paper Gift Aid declaration. It needs to be completed only once, and not renewed every year, by all members who kindly Gift Aid their membership fee, including those who enrol and/or renew online. Since the new data protection regulations have meant that we must separate the Gift Aid declaration from the paper enrolment and renewal forms, fewer new and existing members have been filling it in. The additional income we obtain from Gift Aid at no cost to members is very important and is the main reason why we have avoided an increase in the membership fee for many years. If you haven't already done so, may we encourage all of you who are able to Gift Aid your membership fee to complete one of the new forms.

This year we have also introduced a new Concerns and Complaints Policy and our Equality and Diversity statement. Both are available to download from our website. In the coming year we will be introducing a brief Codes of Conduct for members. Also available on the website is a document entitled 'Principles of the U3A Movement' which stresses the self-help and mutual aid principles that underpin the successful operation of all U3As.

Groups

It's been a busy year for the Groups section of Learning together. New groups have replaced old ones and our total number of groups stands at 133.

This is just a selection of our new groups begun this year; Les Mardi Tykes French Group, Historic Houses, Out and About with your bus pass, Beginners' Bridge, Archiving, Maths for

Fun, Writing for Pleasure, Writing your Life Story Continuation, Roman Empire, Italian Nights Dining,

As you know we aim to cater for a wide range of interests and seek out new opportunities for groups wherever possible so every member should be able to find and take part in activities which interest and entertain. But the success of a new group is reliant on our members coming forward to lead the groups and support the organisation of the groups in any way possible. Many thanks once again to Leaders and group helpers of all our groups.

We are always ready to start new groups. We rely on members to suggest ideas, in line with principles of self help and mutual aid, which we are happy to follow up and help wherever we can to get groups up and running. Waiting lists help us with this. In the last few years we have been able to form new groups from them so it is really important for groups to keep waiting lists and let us know when their lists are getting large.

We held our very enjoyable Group Leaders and Volunteers Supper in April and our "Meet the Leaders" event in June. Both were really successful in strengthening bonds within our U3A.

We have also begun to hold Group Leaders drop-ins at the Clarke Foley at which the Groups Coordinator and volunteers are ready to advise on topics to help existing or potential group leaders.

Our programme booklet produced in June this year was full of opportunities for members and would not happen without a great deal of work behind the scenes by Trustees and volunteers.

Groups volunteers have also represented our U3A at various events through the year such as the Walking Festival in Otley and the Volunteers Afternoon in Ilkley.

Until recently, the Groups Coordinator has been responsible for the greater part of organising groups. As our U3A has grown so has the number of groups and the work needed to support them and inform members about them. This year we have been setting up new systems for managing groups within a team setting and will be sending out information to groups about this as our plans progress.

Summer Programme

Groups are one arm of the Learning Together Group and the Summer Programme is the other. Since we moved to a programme in which we distribute groups over the summer months the programme has kept growing. This year was the busiest yet with a bigger leadership team and a total of 31 events, most of which were fully booked, a number with waiting lists. Innovations this year were the theme which created a bit of a buzz and an evening event, which was fully booked. We have had much positive feedback, and of course a few hiccoughs, and have already met to ensure that we learn all we can from our experiences to be ready for next year.

Communications & Publicity

The Communications and Publicity Group has had an exceptionally busy year, incorporating a new sub-group responsible for the growing role of information technology, in all its different guises, in communicating with members and the public.. An editorial team produced two well-received issues of the EYE newsletter, growing it from four to eight full-colour pages with website access and interactive images. The membership was kept informed by a regularly updated News Flash, also available on the website, which undergoes continuous improvement by the sub-group. Innovations have included a sound

archive of founder members' recorded memories, video linked to reports of various activities, a Group of the Month feature and greatly enhanced navigation through a wealth of members' information. In addition, the team continues to enjoy excellent relations with the local Press, having achieved several column inches of illustrated publicity.

Social Action

The past year has seen an attempt to co-ordinate U3A community-engagement activities and volunteering across Ilkley and Wharfedale. An excellent example is the wonderful 'Reading in Schools' initiative, involving a number of our members supporting young children in local schools to develop their basic literacy skills. Other initiatives include the Shed Group, Care Home entertainment and significant input into the successful Community Showcase (developing local Volunteering). We are working closely with the local Dementia Friends Group and have run a number of briefing sessions for our members. U3A have established strong links with a number of local groups, particularly the Clarke Foley Centre, Community Action and Good Neighbours and are currently working with these groups to plan a Health Fair for the over 60s.

Treasurer's Report on the Financial Statement for Year Ending 31st July 2019

I am pleased to present the accounts for Ilkley and District U3A which have once again been examined by Pam Lamming to whom I would like to take this opportunity to give a huge thank you for undertaking this very onerous task.

Our efforts this year were concentrated in a number of areas:

- Ensuring compliance with the Charity commission guidelines relating to the reporting of all income and expenditure. This was an issue regarding groups who operated their own bank accounts. We are now around 90% compliant and will be 100% in the very near future. I would like to thank Pam and Margaret from Voyagers for their input to this and for trialling the new methods.
- The trustees had concerns about our Paypal account, which did not satisfy the requirement of dual authorisation. A decision was taken to close the account, which caused a need for much reorganisation of membership fees payment options. The trustees apologise for this making the payment process more difficult for members and are working on a solution to this to be in place for 2020.
- All group accounts are now operated as online accounts, which has reduced our dependence on cheques and made the treasurers job a little easier.

Gift Aid: You will see in the accounts that gift aid was not collected in the financial year, this was due to our need to enhance our compliance with HMRC requirements. Gift aid will be claimed and will show in the 2019/20 accounts.

Having held the Treasurer's position for three years I am now standing down as Treasurer, but will remain as a trustee. The role of Treasurer is demanding and I am not an accountant, however in the true ethos of the U3A I was allowed to take on the challenge of being the Treasurer of such a large group. I am grateful for this and I encourage others to consider talking on roles within the organisation.

I would like to thank the group leaders for making the job less demanding by dealing with their group finances and expenditure in an extremely competent manner.

Finally, I am pleased to advise that the organisation continues to have a solid financial base, which will continue to be utilised by the Trustees to develop and improve our group.

Risk Management

The Trustees keep themselves current with the requirements and advice of the Charity Commission and the Third Age Trust so that risks relating to our finances and activities are identified.

We have been aware for some time of the need to review our constitution, and having consulted the Third Age Trust, have been awaiting the new model constitution they advised us was in development. It arrived too late for this U3A year but is now here and being considered by your Trustees.

Two other key pieces of risk management work this year have been the ongoing review of our financial systems and processes, as described by our Treasurer, to ensure that we comply with Charity Commission guidance and a review of our Gift Aid records to ensure that we comply with HMRC guidance.

Finally, we are reviewing existing policies and adding new ones with the aim of ensuring that all of us understand the principles of the U3A movement, are as little hindered by disability as possible from taking part in our U3A activities and are comfortable and safe while doing so.

Chair Sue Butler



With thanks to my fellow contributors: Anne Eady, Membership Secretary, Mary Podesta, Groups Co-ordinator, Stuart Campbell, Communications Lead, Peter Mate, Social Action Lead

and Hugh Bevington, Treasurer

Independent Examiner's report

I report on the accounts of the trustees for the year ending 31st July 2019 which are set out in the pages immediately following.

Respective responsibilities of Trustees and Examiner

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) as amended by section 28 of the Charities Act 2006 does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the charity commissions under section 43(7)(b) of the act whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent Examiner's qualified statement

The Northern Towns, Plays & Theatres, Railways, Science and Technology, Travel and Voyagers interest groups, while part of the Ilkley and District U3A, have traditionally prepared their own accounts which have been independently examined but not consolidated into the Charity's accounts. I have not examined these accounts and therefore I am unable to report on them.

In connection with my examination, no other matter has come to my attention which gives me reasonable cause to believe that:

1. In any material respect the requirement to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met
2. in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: P.M. Hamming 19-9-2019

This report has been approved by the Trustees

Sue Butler (Chair)

Hugh Bevington (Treasurer)

Income And Expenditure: Period 1st August 2018 to 31st July 2019

Income	1 Aug18-31July19	1 Aug17-31July18
	£	£
Membership Fees	23005	21478
Group Income	54691	34446
Saturday Meetings	1233	1296
Study Days	0	230
Gift Aid income	0	4007
Miscellaneous Income	0	327
Bank Interest	700	17
Equipment	0	102
Summer School	741	135
Total	80370	62038

Expenditure

Group venue hire	49912	31619
Paypal charges	130	361
Computer site Charges	1399	1114
Saturday meetings	2213	2322
Communications	7020	5672
Governance	2524	2624
Administration	324	377
Subscriptions, insurances, licences	5774	5832
Equipment	1652	1650
Summer School	2550	2311
Study Days	265	487
Thank You supper	1629	1777
Leaders and New groups meetings	184	172
Drop in meetings	1686	399
Miscellaneous & AGM	408	1561
Total	77677	58278

Surplus to Balance Sheet	2693	3760
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Balance Sheet as at 31 July 2019

31-Jul-19 **31-Jul-18**

Current Assets

Deposit Account	25059	18419
Current Accounts	31810	35429
Paypal Account	0	536

Total Current Assets	56869	54384
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Current Liabilities

Membership Fees in bank received for 19/20	18016	6724
Membership fees in Paypal account	0	9194
Unpresented Cheques	41	2347

Total Current Liabilities	18057	18265
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Total Nett Assets	38812	36119
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From Previous Accounting period	36119	32359
From Income and Expenditure account	2693	3760

Accumulated Funds	38812	36119
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NOTES TO THE ACCOUNTS

ACCOUNTING POLICIES

Accounts have been prepared on an annual basis following the Charity Commission's Accounting and Reporting by Charities : Statement of recommended practice (SORP), 2005. Individual items of equipment with a purchase cost of £500 or less are written off upon purchase.

THE NORTHERN TOWNS, PLAYS AND THEATRES, RAILWAY, SCIENCE & TECHNOLOGY, TRAVEL AND VOYAGERS GROUPS

Although these groups prepare separate accounts which are attached for information, the results have been consolidated into the main Ilkley and District U3A accounts for this and subsequent accounting periods.

Gift Aid – Gift aid was not claimed during the financial year due to the need to comply with the requirements of HMRC regarding declaration forms.

The gift aid for 2018/19 will be collected during the 2019/20 financial year.