



ILKLEY & DISTRICT U3A

ANNUAL REPORTS

2019 – 2020

CHAIR'S REPORT

Back in November last year at the AGM in Ilkley Parish Church, I'm sure that none of us could have foreseen what was ahead of us in 2020. The whole world has been impacted by the COVID pandemic and we in our U3A will all have been affected in many ways.

Our sincere sympathies go out to any members who have really suffered through this time, either through bereavement, illness to yourself or your family or through the impacts of enforced isolation.

I hope that many of you have felt supported by the U3A and we will continue to work to make sure that we are being as active, interactive and supportive as possible. Trustees are monitoring the situation, but I am sure that you will understand that any forward planning is extremely difficult when circumstances and restrictions change so quickly and in various, sometimes unexpected ways.

We are discussing future projects and planning in an environment of huge change; we are having to learn new ways of doing things, new ways to communicate and to keep in touch, support each other and strive to keep the U3A spirit alive in our area.

I would like to thank all the very many U3A members who have helped in any way to keep us going so well. This includes those who have contributed and worked on the website, Newsflash and its contents; the Group Leaders who have kept in touch with their group members and provided inspirational material for their continued engagement with their subjects; the Trustees who have been unfailingly supportive and many others. I would also like to thank all those individuals who have made an effort to keep in touch with U3A friends. For someone (especially those who live alone) a friendly phone call and chat, or an exchange of funny text messages, can make a huge difference to someone isolated through COVID restrictions. I'm sure that all these are very much appreciated by everyone – let's keep it up, especially as we go into the Winter and darker months, not knowing what is before us.

If you do not use the internet, cannot use e-mail or have never 'Zoomed', can I encourage you to do all that you can to explore these areas. I know it is a daunting challenge for many, but we do have people who can help you to learn and gain confidence. Just get in touch with us and we will see if we can help in any way. There are exciting opportunities out there that you will be missing and it may be easier than you think.

Since the original lockdown, we have strived to offer a wide range of activities for our members. Some U3As have completely closed down through this, but we have tried to keep as many activities going on as possible. Many groups are meeting via Zoom, some are keeping in touch via e-mail or text and the website has lots of ideas to keep you occupied.

By the time of lockdown, plans by Sue Butler and her team were moving forward for our annual Summer Programme, but these had to be adapted to offer a menu of excellent on-line learning sessions that were enjoyed by many members. They were so successful that it is being morphed into an Autumn Programme, again with a wide range of sessions. Huge thanks go to all the planning team, to those who hosted or managed the Zoom sessions and the presenters who shared their interests with the rest of us in true U3A fashion. Many sessions have been recorded and you can catch up with them via the website.

I would like to thank all our Trustees for all their hard work and support, especially our retiring or recent Trustees who have all made a huge contribution to the U3A; Anne Eady who was membership Secretary and then Secretary, Mary Podesta who has been our Groups Co-ordinator and Stuart Campbell who has recently led our brilliant Communications Team. They will all be very much missed by colleagues.

All these activities do take time and effort to organise and we are fortunate to have an army of volunteers to help and support us. However, we could always do with more folk, as that would bring more energy and new ideas and improve further what we can offer. If you check out the Action Teams diagram below, you can explore any areas that are of interest to you and you can share your experience and enthusiasms to help us keep our U3A as lively and vibrant as it goes forward. The teams are made up of interesting, supportive and lively people who would all welcome new members.

Remember that all these activities have to be done by someone – it could be you - there is no such thing as a U3A fairy!!

Action Teams

All the many and varied activities going on across the U3A could not be managed effectively or realistically by just the Trustees alone. Instead, in typical U3A fashion we rely on many volunteers who give of their time and experience to support our Action Teams; these are themed to cover our main areas of activities, but always keep each other informed of developments and also rely on each other for occasional support.

We are very grateful indeed for the support of all these volunteers who help to make our U3A function and allow it to thrive and retain its dynamism, despite very difficult circumstances.

ILKLEY & DISTRICT U3A

ACTION TEAMS TASKS June 2020

LEARNING TOGETHER (MARY PODESTA)

New Groups
Established Groups
Programme Booklet
Summer Programme
Study Days
Shared Learning Projects
AV Equipment?

WELCOMING & ENGAGING (JEAN SMITH)

Membership
Drop Ins
New Members
Volunteer Recruitment

EVENTS (MARTEN KOOPMANS)

Monthly meetings
Meet Leaders
Leaders' Supper
AGM
Christmas Concert
National U3A Day
Venues

MANAGEMENT COMMITTEE OF TRUSTEES

GOVERNANCE & COMPLIANCE (ANNE EADY/ANGIE GRAIN)

Strategic Planning
Constitution
Procedures/Policies
Gift Aid
Financial Management
Repⁿ on Outside Bodies
TAT/Charity Commission

SOCIAL ACTION (PETER MATE)

Community Care
Dementia Friends
Reading in Schools
Social Prescribing
Inclusion/Accessibility

COMMUNICATIONS (STUART CAMPBELL)

NewsFlash & The Eye
Press & Media/PR
Publicity Materials
Presentations ex-U3A

IT Team

Website Development
Internal Communications
Social Media



All teams are not 'silos' and will need good communications to work together and/or seek assistance where needed; this may include overlapping membership

Communications Team

The coronavirus lock down at the start of Spring 2020 presented the Communications Team with our biggest challenge to date, i.e. how to maintain social interaction and group activity with members mostly isolated at home.

The twice-monthly News Flash was tailored to provide helpful, morale-boosting information with links to the website, which is subject to continual review by the Website Team to improve its look and feel. This involves better use of graphics and regularly refreshed content of the home page.

Since lock down, the Website Team have introduced support pages, including a highly popular humour page; hosted the Annual Photographic Exhibition attracting 700 visitors; provided publicity, booking and catch-up video facilities for the Summer Programme team and guided groups in the use of Zoom conferencing techniques.

The team also provided I.T. support to the management committee in a number of important areas. It was decided not to proceed with a Spring edition of the EYE newsletter due to Corvid19, but an eight-page Winter 20/21 edition is replete with articles and illustrations that should be popular with our membership.

Meanwhile, we continued to keep the public at large fully aware of the U3A's activities via articles in the local Press and, increasingly, through Facebook and Twitter. We hope the new appointment of a Regional PR Advisor will lead in 2021 to greater interest in U3A activities by the regional media

Stuart Campbell

(Trustee for Communications and Publicity)

Events Team

It has been a frustrating year for the team. After helping with the successful Christmas event and the Saturday Talk in January the problems started already in February when the speaker could not get to Ilkley due to the flooding, but fortunately Angie could step in with a presentation.

It only got worse with the lockdown starting in March. All other Saturday Talks had to be cancelled and also annual events such as the Group Leaders Thank you Dinner and Meet the Leaders event. As the lockdown continues alternative (partial) solutions have now been created, in particular using video conferencing for talks and now for the AGM.

As soon as the lockdown restrictions are (sufficiently) lifted the team will start to host 'real' events again."

Marten Koopmans

(Events Co-ordinator)

Governance and Compliance Team

Your Management Committee of Trustees (MCoT) holds formal meetings every two months but has numerous less formal ones in between those. We have held special –single-topic’ meetings to discuss the website development and also interest group support.

We held our last face-to-face meeting in March and since then have met via Zoom, either as the whole committee or as appropriate to discuss various issues.

As our MCoT meetings could become unrealistically lengthy we are endeavouring to be more professional and are prioritising our business better. We are also benefitting from Steve’s financial updates at every meeting to inform other issues that we may discuss.

In the spring, with a huge input from Anne Eady, Eric Craigie and others, we have introduced an ‘MCoT Desktop’ (not visible to all members, only Trustees and the web team) which is a virtual working space for us. It has hugely facilitated the way we work and enabled effective consultations without multiple e-mails trails. It is a real bonus for us in our work and its introduction is much appreciated.

You may have noticed that our website includes a page on Policy Documents, which may not seem like the most riveting read, but they are important to our organisation; we have updated some and created some new ones recently and I do recommend that you take a look at that webpage.

Angie Grain

(Chair)

Learning Together Team

This year has been by far the most challenging of the three years in the role of Groups Coordinator and I would like to thank all Group Leaders and members for their contributions to the operation of our groups especially, in the recent and continuing circumstances.

I am really pleased to be able to report that over 34 of our groups are operating using Zoom, email and phone contact to carry on learning. Some groups keep in contact socially. Many groups have postponed meetings until the New Year or until restrictions are changed. However, some outdoor groups are still managing to keep going in-person while strictly observing guidelines. The recent local change in Bradford has meant a few groups have decided to stop operating. I have no doubt that when we are able to meet in person again, our groups will be back up and running as before, only better than ever.

Our Summer Programme team made a sterling effort to produce a varied and interesting on-line programme and worked hard to deliver 15 events. It is estimated that these presentations reached over 20% of our membership.

New talks are planned for 18 more presentations for up to Christmas and these are attracting new members. Many thanks to everyone who is contributing to these efforts.

Zoom has proved vital to our continuing operation and so many more people have taken up the challenge of using new software – a great example of lifelong learning!

I would like to thank everyone in person who has helped me in my role and wish you all the very best. I have really enjoyed working with group leaders and meeting so many members.

Mary Podesta

(Groups Coordinator)

Social Action Team

The Social Action Team was created in order to develop our interface and relationships with other agencies and charities in Wharfedale. Through this development, we link our members into the local community, and promote opportunities for engagement and volunteering.

I represent U3A in partnership work with the Clarke Foley Centre, with Good Neighbours, the Community Network, and Ilkley Town Council.

Many of our members rose to the challenges of the pandemic, contributing to the production of scrubs and face-covers, volunteering with Good Neighbours (IDGN), and working alongside the local Coronavirus Response Team.

In more normal times, this is a brief summary of our activities:

- **Reading in Schools:** This is a ground-breaking initiative, led by U3A member Geoff Howard. Prior to the pandemic lockdown, U3A volunteers were briefed and DBS cleared to support child-reading in most of our local first and junior schools. Up to March 2020, in excess of 50 young children had received this additional support, with evidenced clear improvement.
- **Care Home Entertainment:** A small team of members have developed links with Wharfedale Care Homes, and linked through to our U3A music and arts groups. A number of craft and music sessions have operated in Care Homes, entertaining residents and staff, up to the March lockdown.
- **Dementia Friendly Ilkley:** U3A have supported the development of this group, and offered a number of training and briefing sessions to members. Prior to the pandemic, in excess of 250 of our members had attended the one hour interactive briefing.
- **Shed Group:** A relatively new development, offering the opportunity for a small group of members to come together, developing craft and woodworking skills.
- **Good Neighbours:** (IDGN) and Clarke Foley Centre (CFC). Various joint initiatives have been developed, given the similar membership profile of the organisations. As above, many U3A members volunteered and worked with Good Neighbours through the recent lockdown period. We now share facilities and storage, plus a mailing address, with CFC.

Peter Mate

(Social Action Team Co-ordinator)

Welcoming and Engaging and Membership Team

Membership Renewal for the 2020 / 21 season closed on 1st August with 1464 members. The Trustees would like to express their sincere thanks to all our members, who, despite the challenging situation this year due to Covid 19, have displayed their confidence and support in our U3A by readily renewing their membership.

A new system (Stripe) for processing online subscriptions and membership renewals has been introduced to our website this year. Many of our members have taken advantage of this system, whilst others have continued to pay by Bank Transfer or Cheque.

Our Gift Aid declaration was submitted in May and we would like to thank the 1026 members who have enabled us to make this claim.

Until Lockdown, Drop Ins continued to be popular for potential and existing members, held in Ilkley, Otley and, for the first time, in Addingham. We would like to extend this provision to other areas within our U3A district.

It was decided, earlier in the year, to reinstate New Members meetings. Following the enforced cancellation of a planned meeting in March, we have now reintroduced the same in a virtual format.

In an attempt to ensure that our members enjoy the best possible experience of U3A, we have instigated a 'Welcoming and Engaging Group' this year. Earlier in the year we gathered a most enthusiastic team of 'Welcomers' to meet and chat with members at our Saturday meetings. During Lockdown we have offered a 'Buddy System' especially for those without internet access.

Mindful of our pastoral responsibility to, and between, all our members, we have drawn up an Accessibility Policy and Action Plan which we hope will include particular support for members with additional needs. Support and advice for this initiative would be appreciated, please contact me if you would be interested in joining the team.

Jean Smith

(Membership Secretary)

Overall, I hope that members will agree that we have a U3A to be proud of, which has been flexible, positive and supportive through a very difficult period. We will continue to adapt, learn and endeavour to provide the very best possible experience for our members. We will be making plans, but ready to be adaptable as situations and society change.

Thank you again to everyone who has contributed to the success of our U3A.

Angie Grain

(chair@ilkleyu3a.org; Tel 01943 465059)

Treasurer's Report on the Financial Statement for the Year Ending 31 July 2020

I am pleased to present the financial statement for Ilkley & District U3A for the year to 31 July 2020. This is my first go at completing the financial statement and in presenting at the AGM since my appointment as treasurer in August 2019.

I am grateful to Mike Roberts for volunteering to be the independent examiner for this year and Mike's report accompanies these Financial Statements.

As explained in the Chair's report, the Coronavirus pandemic has had a significant impact on the activities, organisation and finances of our U3A branch since the end of March 2020.

Ensuring that the Gift Aid Claims for 2018/19 and 2019/20 were made this year was a priority for us as, without this, the branch would have gone into the red.

Below are some of the more important financial headlines this year.

Financial Impact of Coronavirus

The branch made a surplus of £6,544 which arises exclusively as a result of the Gift Aid receipts for the two-year period mentioned above.

While group activities stopped during lockdown, there are numerous fixed costs that still have to be met. We have had to work within a huge amount of uncertainty in the last six months.

Last year, interest groups deposited over £9,000 in the last three months of the financial year to pay for room hire and other expenses ready to restart activities in the autumn term. By contrast, only £171 was deposited this year in the same three-month period.

The trustees continue to operate using online video-conferencing to facilitate meetings.

Improving Financial Controls

I have now incorporated more checks and balances into the record keeping process and I provide the Management Committee of Trustees with regular financial information and updates about the state of the branch's finances.

The dual online authorisation process, introduced at the end of last year, enables payments and transfers to be made quickly and efficiently online. Only six cheques were issued during the year.

Stripe Electronic Payment System

This electronic payment system was introduced this year for the renewals process to replace PayPal and it appears to be working well. My thanks go to Anne Eady and the Webmaster team for making this a success and to Jean Smith who administers it on behalf of the members.

Interest Groups

I am grateful for the support that Group Leaders and Group Treasurers have given me this year. I am pleased to say that I was able to identify every deposit or transfer into the U3A bank accounts this year and match them to a group.

I have kept interest groups informed of their financial position and agreed each group's financial position with them at the end of the 2019/20 financial year.

What we Spend your Subscriptions and other Income on (see chart below)

The income and expenditure account shows what money we receive and pay out during the year. I thought it might be useful for members to see what this looks like in a chart.

At the end of the financial statements are two charts. The first one shows where our income comes from and the second one shows what we spend our money on. I have only included the 2019/20 figure of Gift Aid in the first chart in order to gain a better perspective of the financial position for a 12-month period. Interest group transactions are also excluded as group financial activities are largely self-funding.

As can be seen from the second chart, approximately 62% of our expenditure goes on communications (postage and printing) and to the Third Age Trust. The Third Age Trust receives a subscription from us each year for each member and a contribution to the publication and distribution of the Third Age Matters magazine.

In a normal year you would expect costs such as the Summer programme, Saturday Talks and drop-ins to be a larger percentage of what we spend.

Current Financial Position and Looking Forward

As at May 2020 the branch had accumulated a deficit of over £16,000 since the start of the financial year in August 2019. This deficit is normally turned around by the renewal fees received in June and July and a Gift Aid claim. Although we are unable to operate normally, the trustees made a decision to continue with the membership fee renewals process for 2020/21 that started in June.

I am aware that some members questioned whether members should be asked to renew their subscriptions for 2020/21 given the continued uncertainty with the Coronavirus and the impact on our ability to continue business as usual. I completely understand members asking that question but if we didn't ask our members to renew their subscriptions now, the impact would be a deficit of around £25,000 in terms of membership fees and the ability to recoup additional monies by way of Gift Aid later in the year.

In addition, in accordance with charity law we have to keep sufficient reserves to meet future expenditure and to cover the surpluses interest groups have on their accounts with us. This amounts to around £25,000. If we didn't seek membership fees for 2020/21 this would have inevitably put us into a more difficult financial position, increasing our already significant deficit and eroding our reserves appreciably.

The response from our members in renewing their membership fees during this difficult period has been fantastic and I am extremely grateful to members for their continued support to our branch. Thank you. It means we are in a much stronger financial position going

forward into an uncertain future than we could have hoped for. As a result, we will have funds to spend and so we will be writing to Group Leaders and members to ask what you would like us to spend any additional funds on either now or as things slowly get back to normal.

Steve Moorcraft

(Treasurer, Ilkley & District U3A)

Independent Examiner's Report to the Trustees of Ilkley & District U3A

I report to the Trustees on my examination of the accounts of Ilkley & District U3A for the year ended 31st July 2020.

Responsibilities and Basis of Report

I report in respect of my examination of the Charity'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 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 in connection with the examination giving me cause to believe that in any material respect accounting records were not kept in respect of the Trust as required by section 130 of the Act.

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.

Independent Examiners Qualified Statement

The Northern Towns, Plays & Theatres, Railways, Science & Technology, Travel and Voyagers interest groups, while part of Ilkley & 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.

Signed: *Mike Roberts*

Name: Michael Leslie Roberts

Address: 1, Bark lane, Addingham, ILKLEY, LS29 0RA

Date: 27 Sept 2020

Ilkley & District U3A: Accounts for the year ended 31 July 2020
Income & Expenditure Account: Year to 31 July 2020

Income	Year to 31/7/20	Year to 31/7/19	Notes
	£	£	
Membership Fees Receivable	23,118	23,005	1
Interest Groups	50,686	54,691	2
Study Days	672	0	3
Saturday Talks	493	1,233	4
Gift Aid	7,500	0	5
Bank Interest Received	420	700	
Compensation from Bank	52	0	
Summer School	0	741	
Total	82,940	80,370	
Expenditure			
Interest Groups	52,265	49,912	2
Finance Charges	317	130	
Website Subscriptions and Licences	1,566	1,399	
Saturday Talks	1,385	2,213	4
Communications	6,135	4,424	6
Governance	1,274	2,524	
Administration	166	324	
Third Age Trust	8,530	8,297	7
Other Subscriptions, Insurances and Licences	0	73	
Equipment	0	1,652	
Summer Programme	1,026	2,550	8
Study Days	654	265	3
Thank You Supper	31	1,629	
Leaders and new group meetings	129	184	
Drop-in Meetings	1,289	1,686	
Miscellaneous	674	105	9
AGM	666	303	
Depreciation	290	0	10
	76,396	77,677	
Surplus to the Balance Sheet	6,544	2,693	11

Balance Sheet as at 31 July 2020

	31 July 2020	31 July 2019
Current Assets		
Current Account	11,728	14,311
Deposit Account	20,332	25,059
Membership Account	29,029	17,499
Total Current Assets	61,089	56,869
 Equipment & Other Assets	 1,162	 0
 Total Assets	 62,251	 56,689
 Current Liabilities		
Membership Fees for 2020/21 received in 2019/20	16,550	18,016
Depreciation Reserve	290	0
Unpresented cheques	55	41
Total Current Liabilities	16,895	18,057
 Total Net Assets	 45,356	 38,812
 Accumulated funds brought forward	 38,812	 36,119
Surplus from Income & Expenditure Account	6,544	2,693
Accumulated funds carried forward	45,356	38,812

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. The financial statements are prepared on a receipts and payments basis with the exception of membership fees which reflect the fees receivable for the 2019/20 accounting year on an accrual's basis.

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. No accounts were prepared for the Plays and Theatres group as they were largely inactive during the year.

Gift Aid

Gift Aid has been claimed and received for both 2018/19 and 2019/20 and the amounts received are shown separately in the notes to the accounts.

Fixed Assets and Depreciation

Fixed assets are capitalised and depreciated where appropriate. Depreciation is calculated at 25% of the net book value of the assets brought forward plus any expenditure on fixed assets incurred during the year.

NOTES TO THE ACCOUNTS

1. Membership Fees

	£
Membership Fees received in 2019/20	21,776
Plus fees relating to 2019/20 received in 2018/19	<u>18,017</u>
	39,702
Less fees relating to 2020/21 received in 2019/20	<u>16,550</u>
	23,242
Less membership fees refunds	<u>125</u>
Net fees receivable for 2019/20	23,118

2. Interest Groups

Group income (deposits and transfers)	50,686
Group expenditure (room hire, travel and other costs)	<u>52,265</u>
Group deficit in 2019/20	1,579
Surplus Group balances as at 31 July 2020	11,514

3. Study Days (events)

Entrance Fees	672
Room hire, photographer and donation	<u>654</u>
Surplus	18

4. Saturday Talks

Entrance Fees	<u>493</u>
Room hire, speaker costs and refreshments	1,385
Deficit	(892)

5. Gift Aid

2018/19 Gift Aid income plus interest	3,632
2019/20 Gift Aid income plus interest	<u>3,868</u>
	7,500

6. Communications

Postage	2,148
Printing and copying	3,412
Room hire	415
Other expenses	<u>160</u>
	6,135

7. Third Age Trust

Membership subscriptions	6,122
Contribution to Third Age Matters magazine	<u>2,408</u>
	8,530

8. Summer Programme

2019 programme	922
2020 programme	<u>104</u>
	1026

9. Miscellaneous Expenditure

Social Action groups	66
Room hire	120
Refreshments and subsistence	205
Flowers	153
Donations	75
Other	<u>55</u>
	674

10. Depreciation

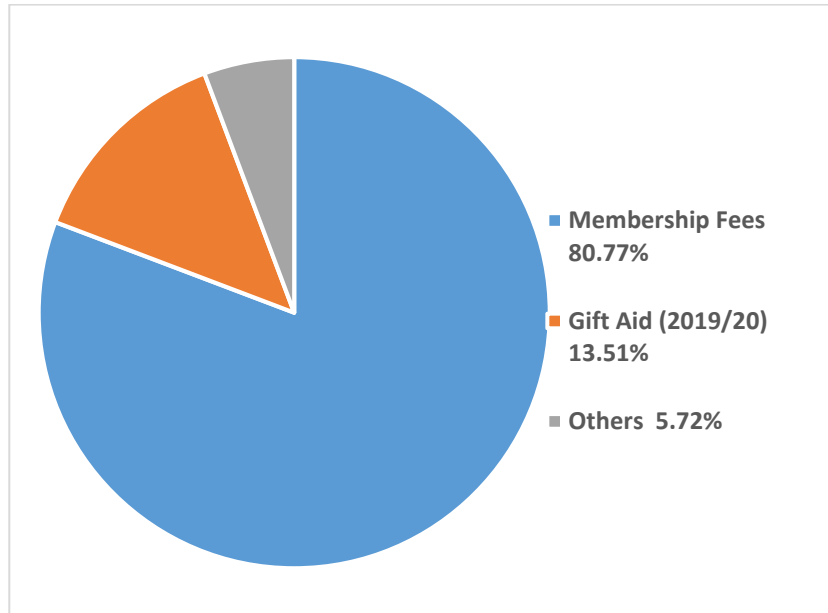
Expenditure on fixed assets during the year	1,162
Depreciation @ 25%	<u>290</u>
Net book value of assets	871

11 Surplus Income Over Expenditure

Operating surplus	8,195
Group deficit	<u>1,651</u>
Overall surplus	6,544

Income and Expenditure Account for Y/E 31 July 2020

% of Income Received from Different Sources



What we Spend our Money on

