



Trustees' Annual Report for the period

From 1 April 2019 Period

To 31 March 2020 Period and

Charity name:

Plymouth u3a

Charity registration number:

1094085

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	To increase members wellbeing through social activities and subjects of interest in a bid to advance their current knowledge. The u3a gives full consideration towards the benefits of continued learning and social interaction of those who are retired from full time work including associated activities conducive to learning and personal wellbeing.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Monthly meetings provide the opportunity to meet friends and acquaintances for social interaction and usually include a speaker covering a wide range of topics. As well as the speaker, members are able to obtain information about their U3A and also any planned new groups. The Group Coordinator is also available to answer any queries about groups that are currently up and running. There is also an opportunity for members to suggest topics for new groups, make new friends. Interest Groups are the life blood of the u3a, activities are organised mainly in small groups that meet regularly, often in each other's homes or in hired local venues. Members, through sharing their knowledge, skills and experience, learn from each other. Also, resources are always available from the Third Age Trust.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Confirmed. The trustees have had regard to the guidance issued by the Charity Commission on public benefit

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	The u3a provides all members with the opportunity to interact and socialise with each other, attend regular group meetings on subjects of shared interest, creating purpose and a sense of belonging to their lives. There is also regular updates in the newsletters and other communications from the committee.
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Financial Review

Review of the charity's financial position at the end of the period	<p>There are no funds in deficit.</p> <p>Main area of expenditure includes:</p> <ul style="list-style-type: none"> o Membership fee to the Third Age Trust o Subscription for use of the Beacon Administration System o Production of membership cards o Monthly meeting costs including venue hire and speaker fees. o Travel expenses as applicable for National events o Producing a monthly newsletter o Postage Stationary & Printing o Paying for the Direct Mailing of the Third Age Trust Magazine. o Sundry expenditure on capital equipment
Statement explaining the policy for holding reserves stating why they are held	Plymouth u3a aims to hold reserves amounting to approximately six-months average expenditure
Amount of reserves held	£8,000
Reasons for holding zero reserves	Extreme occurrences such as a drop in member subscriptions – brought about by events such as a pandemic etc.
Details of fund materially in deficit	none
Explanation of any uncertainties about the charity continuing as a going concern	none

Structure, Governance and Management

Description of charity's trusts:	
Type of governing document	Constitution Version C1.3 Adopted 13 May 2019. Issue date 1 July 2019 (updated to C1.3 July 2020)
How is the charity constituted?	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Members at AGM elected as Trustees on recommendation from any member. Any member can nominate a current member and providing the named person is willing, will be seconded by another member. All proposed and seconded names are put forward by the Trust's executive committee for election by the membership at the AGM. Voting takes place where two or more names per position are nominated.

Reference and Administrative details

Charity name	Plymouth u3a
Other name the charity uses	-
Registered charity number	1094085
Charity's principal address	60 Glendower Road Plymouth PL3 4LD

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	John Dobson	Chairman	1 April 2019 - 9 March 2020	Plymouth u3a AGM
2	Marilyn Lean	Chairman	9 March 2020-31 March 2020	Plymouth u3a AGM
3	John Jarvis	Business Secretary		Plymouth u3a AGM
4	George Stringer	Treasurer	March – September 2019	
5	Rose Gamble	Treasurer	September 2019	Plymouth u3a AGM
6	Susan Parker	Membership Secretary		Plymouth u3a AGM
7	Trish Hodge	Minutes Secretary		Plymouth u3a AGM
8	Maggie Holmes	Groups co-ordinator	September 2019 – October 2019	
9	Sue Aris	Groups co-ordinator	October 2019 to 31 March 2020	Plymouth u3a AGM
14	Sandra Richings	Welcome & promotions officer		Plymouth u3a AGM
15	Janet Vosper	University Liaison officer		Plymouth u3a AGM
17	Janice Cawthorn	Speaker co-ordinator		Plymouth u3a AGM

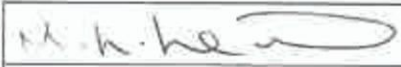
Names and addresses of advisers

Type of adviser	Name	Address
Auditor	Garry John Gerrish	55 Brochesly Street , Bow London E3 4QJ

Declarations

- The trustees declare that there are no serious incidents that they have not reported to the Charity Commission.
- The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	MARILYN LOUISE LEAN	
Position (eg Secretary, Chair, etc)	CHAIRMAN	
Date	1/2/2021	

Receipts and Payments Account for the Year ended 31st March 2020

	2019/20			2018/19
	General	Restricted	Total	Total
RECEIPTS				
Individual Subscriptions	12603		12603	12359
Tax recovered under Gift Aid	<u>3355</u>		3355	<u>0</u>
	15958		15958	12359
Groups income collected	10491	547	11038	0
Study Day	0		0	1883
Sale of DVDs	0		0	93
Interest	<u>3</u>		<u>3</u>	<u>0</u>
	26451	547	26999	14335
Sale of Equipment	0		0	315
TOTAL RECEIPTS	<u>26451</u>	<u>547</u>	<u>26999</u>	<u>14650</u>
PAYMENTS				
Charitable				
Monthly Meetings	4048		4048	4404
Member Communications	3470		3470	3178
Maintenance of Equipment	238		238	0
National Office	<u>3143</u>		<u>3143</u>	<u>3234</u>
	10899		10899	10816
Groups Expenses	10124	563	10687	0
Study Day refunds	0		0	1333
Administration	923		923	1087
Publicity	0		0	356
National & regional meetings	426		426	146
Study Day	100		100	0
Con	959		959	0
Paypal Commission	75		75	0
Refunds	<u>20</u>		<u>20</u>	<u>0</u>
	23525	563	24089	13738
Purchase of Equipment	1777	0	1777	0
			0	
TOTAL PAYMENTS	<u>25302</u>	<u>563</u>	<u>25866</u>	<u>13738</u>
Net profit/loss for the year	1149	-16	1133	912
Cash and Bank balances at 01/04/2019	<u>8599</u>	<u>785</u>	<u>9384</u>	<u>7687</u>
Total Funds in hand at 31/03/2020	<u>9748</u>	<u>769</u>	<u>10517</u>	<u>8599</u>
Funds Held				
Groups Cash balances C/fwd	367		367	0
Current Account	8760	769	9528	7980
Deposit Account	<u>621</u>		<u>621</u>	<u>619</u>
	<u>9748</u>	<u>769</u>	<u>10517</u>	<u>8599</u>

PLYMOUTH U3A

STATEMENT OF ASSETS AND LIABILITIES AT 31ST MARCH 2020

Summary of balances in hand at 31st March 2019

	2020			2019
	General	Restricted	Total	
General Fund	9381		9381	8599
Restricted Funds		1136	1136	0
TOTAL FUNDS HELD	9381	1136	10517	8599

Summary of how funds held

Current Account	8760		8760	7980
Deposit Account	621		621	619
Activities account		769	769	0
Group Cash balances c/fwd		367	367	0
TOTAL FUNDS HELD	9381	1136	10517	8599

OTHER ASSETS	2020	2019
3 Laptop computers	921	737
Bar Code Printer & Scanner	1337	0

Prepayments and Liabilities

Rental Deposit 2020 Open Day	100	0
Debtors (Gift Aid)	0	1736
Membership Subscriptions received in advance	77	0
Uncleared cheques	796	0

Notes to Financial Statements to 31st March 2020

1 Basis of preparation of financial statements

These financial statements have been prepared on the receipts and payment basis of accounting as the gross income this year and last is less than £250,000.

The financial statements comply with the requirements of the Charities Act 2011.

2 Reserves

This reserves Policy relates to the general funds only. This includes bank current and deposit accounts.

Plymouth U3A aims to hold reserves amounting to approximately six months average expenditure.

This amounts to £8,000.

3 Monthly Meetings	2020			2019		
	General	Restricted	Total	General	Restricted	Total
Rent	3025		3025	3800		3800
Speakers Expenses	267		267	215		215
Copyright	0		0	120		120
Badges	756		756	269		269
	<u>4048</u>		<u>4048</u>	<u>4404</u>		<u>4404</u>

4 Member Communications						
	General	Restricted	Total	General	Restricted	Total
Newsletter & Directories	807		807	322		322
Direct Mailings	1286		1286	1887		1887
Postage	646		646	183		183
Group Leader Meetings	731		731	556		556
DVDs	0		0	230		230
	<u>3470</u>		<u>3470</u>	<u>3178</u>		<u>3178</u>

5 Administration						
	General	Restricted	Total	General	Restricted	Total
Plymouth AGM	90		90	162		162
Rent Committee Meetings	324		324	200		200
Exec Committee Expenses	318		318	186		186
Storage	27		27	99		99
Stationery	164		164	207		207
	<u>923</u>		<u>923</u>	<u>854</u>		<u>854</u>

6 Group Expenses						
	General	Restricted	Total	General	Restricted	Total
Exhibition Entry Fees		563		289		289
Room Hire & Refreshments	8952			0		0
Speaker Donations	50			36		36
Excursions & Equipment	454			0		0
Printing & Equipment	395			0		0
Sundries	273			61		61
	<u>10124</u>	<u>563</u>	<u>0</u>	<u>386</u>	<u>0</u>	<u>386</u>

PLYMOUTH U3A

Notes to Financial Statements to 31st March 2020

7 Groups Income and Expenditure

Cash is sometimes collected from the group participants to cover the costs incurred of holding their meeting and is non profit making. Some Group Leaders had a small balance of cash remaining due to all activity ceasing because of Covid-19 before the year end.

These balances have been reported and will be carried forward until meetings resume again.

Of 71 groups, 32 have kept records of their income and expenditure where rent and refreshments were payable. 21 have supplied a nil return and 18 have been presumed to have had no financial dealings because meetings were held at Group Leaders homes or were outdoor activity groups.

8 Fixed Assets and depreciation

		Cost	Dep'n	NB Value
		£	£	£
Bar code Printer	Marilyn Lean (Chairman)	1308	0	1308
Bar Code Scanner	Marilyn Lean (Chairman)	29	0	29
Laptop HP 255 G7	On Loan Marilyn Lean (Chairman)	368	0	368
Laptop HP255 A6/9220 Notebook	On Loan Susan Parker (Membership)	368	92	276
Laptop HP255 A6/9220 Notebook	On Loan Rose Gamble (Treasurer)	368	92	276
		2441	184	2257

Equipment Fully depreciated (Stored at 10 The Old Laundry)

Canon Scanner/Printer PIXMA MP560
 Projector stand
 Projector screen
 Digital Battery Charger EXPRO (Cable missing)
 Canon Digital Camera (In Case) LEGRIA FS306
 Camera Box (for above)
 Panasonic Radio/Cassette Player RXED50
 Bush DVD Player with cable bag
 Minolta Scanner AF2840
 Spanish Course (Grey Plastic Case)
 Panasonic DVD/Video Player NV-VHD1B
 RM Notebook (in black case) ACY25
 Keyboard Logitech
 Optoma Projector HD67
 Presentation Stand (White wood)
 Hitachi Projector LCD
 Green Plastic Storage Boxes (2)
 Electric kettles (3)
 Clear Plastic Storage Box (Misc items)
 Pro Sound Wireless Mic Kit N44QR
 Slide Changer for Projector "Gizmo"
 Basic German Course CD's



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Plymouth U3A

On accounts for the year
ended

2019/20

Charity no
(if any)

1094085

Set out on pages

1 to 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of (insert name of applicable listed body)]. Delete [-] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed:

Garry John Gerrish

Date:

28th July 2020

Name:

Garry John Gerrish

Relevant professional
qualification(s) or body

CIPFA

(if any):

Address:

SS Brochesley Street
Bow
London E3 4QJ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.