

WANSTEAD AND WOODFORD UNIVERSITY OF THE THIRD AGE
FINANCIAL STATEMENT FOR YEAR ENDING 31ST MARCH 2017

Receipts 2016/17			Receipts 2015/16		
Bank Interest			£	5.84	
Sundries	£	40.00			
Refreshments	£	48.05	£	96.77	
Group General Receipts	£	154.00			
Newsletter - Postage	£	602.00	£	476.00	
HMRC - Gift Aid	£	1,173.40	£	1,112.60	
Group Contributions	£	4,021.00	£	4,414.11	
Membership Fees	£	11,444.00	£	10,119.00	
Group Visits	£	11,178.00	£	15,060.50	
Total Income	£	28,660.45	£	28,660.45	£ 31,284.82 £ 31,284.82

Payments 2016/17			Payments 2015/16		
Sundries	£	65.62			
Stationery	£	254.77			
U3A National Conference	£	327.80			
Committee Venues	£	480.00			
Postage	£	514.44			
Equipment [Projector]			£	758.99	
Group General Running Expenses	£	786.14	£	378.59	
General Meetings - Guest Speakers	£	958.00	£	888.00	
Newsletter & Other Printing	£	1,115.80	£	926.67	
General Meetings - Hire of Hall	£	1,280.00	£	1,586.00	
Third Age Trust & Direct Mail	£	4,779.59	£	1,783.99	
Group Venues	£	4,827.49	£	4,619.27	
Group Visits	£	9,180.45	£	16,454.20	
Total Expenditure	£	24,570.10	-£	24,570.10	£ 27,395.71 -£ 27,395.71
Surplus for years 2016/17 & 2015/16			£	4,090.35	£ 3,889.11

Funds as at bank 1st April 2016	£	19,197.03	1st April 2015	£ 15,307.92
	£	23,287.38		£ 19,197.03

2017		2016	
Cash at Barclays Bank 31st March	£ 23,287.38	31st March	£ 19,197.03
Reserve Fund 31st March	£ 7,000.00	General Fund	
General Fund 31st March	£ 16,287.38	31st March	£ 19,197.03
	£ 23,287.38		

Mr W H SMITH

Hon. Treasurer

Dated 31st March 2017

Independent Examiner's report completed by Mr L G Enoch on 10th April 2017
signed Mr L G Enoch.

Len Enoch
3 Victory Road
London E11 1UL

10th April 2017

Sue Waite
Chair
Wanstead & Woodford U3A
Dear Sue,

Accounts – Financial Year Ending 31st March 2017

I have now completed my independent examination of the accounts. I enclose a copy which I have signed for the purpose of identification. I have left Howard with a signed copy of the accounts which together with this letter form my independent examiner's report for submission to members at the AGM on Tuesday 2nd May 2017. I still have to complete the formal Independent Examiner's Report required for submission to the Charity Commission.

The nature and size of the charity is such that an audit of the accounts is not possible and a good deal of responsibility must be placed on the integrity of the Committee Officers and other people who support the activities. My examination has involved a review of the accounting records including sample tests of documentary evidence including bank statements to support transactions and the presentation of these transactions in the accounts.

The accounts are prepared on a basis that reflects all receipts and payments during the financial year together with the year-end balance of reserves reflecting the closing bank balance. This results in timing adjustments from year to year, but I do not consider this to be unacceptable having regard to the size of the transactions concerned.

Closing reserves of £23,287, include £7,000 set aside as a general reserve reflecting best practice by the Charity Commissioners.

I understand that there is no balance in the Co-op Bank. This account needs to be formally closed.

May I add that, in my opinion, the financial records have been maintained to an exceptionally high standard. The change in Treasurer appears to have resulted in a satisfactory hand over. Howard has made some presentational changes and is putting a lot of emphasis on accounting efficiency and reporting transparency

Yours sincerely,

Len Enoch

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2016		Day 31	Month 03	Year 2017

Section A

Reference and administration details

Charity name Wanstead and Woodford University of the Third Age

Other names charity is known by Wanstead and Woodford

Registered charity number (if any) 1153877

Charity's principal address 15 Rolls Park Road

Chingford

Postcode

E4 9BJ

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	Sue Waite	Chair		Total membership
2	Margaret Pyne	Vice Chair/Business Secretary		Total membership
3	William Howard Smith	Treasurer		Total membership
4	Valerie Brame	Groups Coordinator		Total membership
5	Mary Knights	Trips Coordinator		Total membership
6	Philip Joiner	Newsletter Editor		Total membership
7	Sally Knight	Membership Secretary		Total membership
8	Christina Harris	Membership Enquiries/Ass group coordinator		Total membership
9	Jin Goodfellow	LRC Rep		Total membership
10	Vivienne Hebden	Speakers Secretary		Total membership
11	Lee Ward	Minutes Secretary		Total membership
12				
13				
14				
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
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CHARITY COMMISSION
FIRST CONTACT

17 MAY 2018

RECEIVED

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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 (eg trust deed constitution)	Constitution
How the charity is constituted (eg trust association company)	
Trustee selection methods (eg appointed by, elected by)	Elected by the members

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.

The 11 trustees meet as a committee with a fixed agenda, every month. Each trustee has a responsibility and reports on this to the committee. Plans and future proposals are discussed and agreed. A monthly financial report is tabled for discussion and agreement.

Full minutes of the meeting are agreed and archived. They are available for inspection if required.

New members are given a membership card, welcome letter, newsletter and programme of events. On our renewal form there is a short questionnaire asking for members' input on what they would like to see added to the current programme/topics for speakers/places to visit and whether they have relevant skills to offer to the running of our U3A. The questionnaire results are collated and analysed and reported to the committee.

Databases of members' information are maintained in order to claim Gift Aid, to register attendance at General Meetings, to distribute WWU3A Newsletters and ensure members receive copies of the National Magazine.

The monthly newsletter is distributed by email. Any member not on email can choose to have the newsletter posted to them or it can be picked up at a General monthly meeting or the local library.

Our website is updated regularly with the current newsletter and details of planned activities. All enquiries are replied to.

Section C Objectives and activities

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

To allow members to continue with their education/learning, especially those no longer in paid employment, in the Wanstead and Woodford area and its surrounding locality. To enable members to develop new skills and share, if possible, the skills they have.

To provide facilities for leisure time and recreational activities with the object of maintaining and/or improving the emotional and mental wellbeing of the above persons and ensure they remain socially active.

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)

We have had twelve monthly meetings with a speaker on diverse subject such as Welcome to Hell Gentlemen, The Battle of Waterloo and The History and Future of the Thames Sailing Barges.

Our 52 interest groups have a wide range of foci from physical activities such as racquetball and boule, flower arranging, book groups, lunch and dinner groups, dance, singing, languages, scrabble and many more, as suggested by our members. The groups are run by members for members.

We have a monthly programme of trips by coach usually with a guided tour or to a London Theatre. Our coach trips to such places as The Cotswolds and Frinton and Ingatestone include an official guided tour to ensure our members get the most out of their visit. We are able to take advantage of very reasonably priced seats for West End shows and have seen Jesus Christ Superstar and Showboat.

A six page monthly newsletter, our main method of communication with all 550 + members, gives contact details of the committee and of group convenors, details of all our interest groups when and where they meet. Our newsletter contains contributions from our members about visits they have been on, groups they are part of, tips on gardening, etc. It also contains information regarding our speakers and details of local events organised by the national U3A. There are also snippets which are very entertaining.

The newsletter is uploaded onto our website. Our website also has details of speakers and interest groups and we are working on extending the information we provide. The website is updated regularly. Trustees have regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

Wanstead and Woodford U3A is entirely dependent on volunteers as all group leaders and committee members are volunteers. It is a basic mutual aid principle that no payment is made to members for services rendered to any U3A.

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

The charity continues to provide an excellent programme of coach trips to varied places of interest with guided tours where possible. Our theatre outings are very successful and well subscribed to. Outings and theatre trips are so popular that waiting lists are needed.

Our number of interest groups has grown. They meet regularly and are well organised by our convenors.

Our general meetings, with our varied programme of speakers, continue to be very well attended. We made the decision this year not to charge for our refreshments at the general meetings.

We have purchased a new sound system and projector which ensures all members can see and hear well at our General Meetings.

Section E

Financial review

Brief statement of the charity's policy on reserves

A reserve policy was discussed by the Committee on December 12th, 2016 and it was agreed to maintain a reserve of £7,000 per year, being sufficient for 12 months operation.
As funds accrue plans are made to use these to enhance the provisions made for members.

Details of any funds materially in deficit

none

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.

Membership subscriptions and reclaimed gift aid are our only sources of income.

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)	Lee Ward	Sue Waite
Full name(s)	LEE WARD	Sue Waite
Position (eg Secretary, Chair, etc)	SECRETARY	Chair
Date	3 APRIL 2018 .	