

Chair's Report

Welcoming Remarks

Thank you all for attending and supporting the hard work that the committee, Group Leaders and Office Volunteers have carried out during the year. A particular welcome to any new members who may be attending. A reminder that this is your AGM. There are no additional items to the Provisional Agenda, but that does not preclude you from raising an issue under AOB. You may ask questions at any time.

Review of 2017/2018

We had a successful and enjoyable year with an increased membership after a disappointing reduction the previous year. But we cannot be complacent and a particular thank you to those members who recommended us to family and friends.

People join U3A for many reasons, friendship, social activities but groups are still our core activity. We were able to offer 115 groups plus other regular events in our programme. My thanks to Julie Williams who jointly co-ordinates the programme with me and to Judy Morgenstern for another excellent production of the brochure.

Expenditure was again greater than our income and our reserves which we are required to have are depleting. £3.50 of your fee goes to National Office with most of the balance being spent on accommodation costs. We have maintained our subscription fee for many years. Regrettably we had to take the decision to increase fees for the following academic year. This decision was not taken lightly but a necessity due to increasing operational costs. We encourage new leaders with new ideas to enhance our programme. The more groups and choices we are able to offer the more members we will attract. We are very appreciative of leaders who hold groups in their own homes which contributes to a significant saving.

Your committee had an exceptionally busy year. An EGM was held during the Easter break to agree the new Object clause in our Constitution. A considerable amount of work was required in order to comply with the new General Data Protection Regulations. We have revised the application form with a mandatory requirement to sign and 'tick the consent boxes'. This work is ongoing with Privacy and Data Management policies to be agreed. We were fortunate to co-opt Howard Fincher as our new Business secretary who attended a 'Keeping it Legal' workshop run by National Office. We also welcomed Pat Ley, Vice Chair to our committee. Both were new members.

Our monthly Open Meetings continued during the winter months. The first meeting in September attracted a good attendance including new members who were able to meet committee and other members before the start of term. However, we had disappointing numbers at several other meetings and the viability of these will be considered over the next year. The meetings are advertised, open to everyone and members are encouraged to take a friend along.

Our Coffee and Lunch clubs continue to prove popular and are well supported.

We ended our year with another splendid Gala, our main event of the year. It drew a record attendance and its success is dependent on the participation and enthusiasm from group members and the willing helpers who assist in so many different ways.

We continue to be active in our recruitment campaigns and appreciate the support we receive from our local libraries. Unfortunately, our Publicity Officer was no longer able to continue and a vacancy remained. However, our own members are still our best advert and are encouraged to spread the word.

Once again our office volunteers did a superb job dealing with the rush of applications. So a special thanks to all the people who worked tirelessly throughout July. Applications are dealt with on a first come first

served basis with no reservation of places permitted. Where new applicants are unsuccessful in getting into any of their chosen groups we are maintaining a record. These people will be sent a brochure one week after they are sent to existing members but one week before our brochures are made available to the general public.

Leaders receive our 'Managing Sensitive Issues Policy' with their invitation to continue for the following academic year. We have a Vulnerable Persons Policy and GDPR checklist which are included with registers and general guidance notes in Leaders' folders.

Good Communication is so important to the effective management of our organisation and we continue to use Mail Chimp for 'stop press' items and reminders. However, not all our members enjoy on-line facilities. The four quarterly Newsletters full of the latest information on groups, social activities, booking forms and notices is still our main form of communication. Our thanks to Judy Morgenstern and Keith Pitman for their excellent publications. We have Noticeboards at our four main venues and our thanks to Richard Smith for his eye-catching posters. Members are reminded to please read the noticeboards!

We are a self-help organisation and members are encouraged to participate in many different ways. The hard work the Committee and non-committee members carry out, the commitment by Group Leaders, the Office Volunteers, the people who assist with refreshments and set up equipment, tables and chairs at meetings. Members who bake a cake, create displays or participate in performances at our summer gala, and members who helped at our Library promotions – thank you all for your valued contribution and embracing the ethos of U3A. However, we were not so successful in attracting members to volunteer to help at a promotion table at a local event during the summer break.

Peter Gammage is standing down from committee and I would like to thank him for his past service and particularly his knowledge which will be extremely difficult to replace.

Sheila Sobell, who has recently moved to Bournemouth responded to our newsletter appeal for a Publicity officer and we are working together to develop her role. We have not received any other nominations and therefore have two committee vacancies. We continue to seek a third person to assist and shadow the Joint Groups & Venue Co-ordinators. The future of our U3A depends on 'new blood' to bring fresh ideas and assist with the work load. If you are interested but unsure whether to commit, we offer the opportunity for you to shadow a committee member to find out what is involved.

But we have many other non-committee roles which are just as essential to the effective running of our organisation. We really do need members with IT knowledge and across all types of software who could work with and support committee members. Social activities are also an important part of our organisation and we continue to seek members who can arrange trips/outings. Our Auditor has also suggested that we should have someone to shadow the treasurer. Unfortunately Linda Rossell was unable to continue her Extend groups leaving many members disappointed and resulted in just one Stretching/Exercise group in our new programme. So there is an urgent need for new leaders to take at least two more groups. We will be asking for volunteers for all these roles in our next newsletter.

Members are advised that committee meeting minutes are available to be read in the office or by email request to the office.

Finally I would like to thank the committee and Group Leaders for their support.

Members are asked to approve this report – proposer and seconder

BOURNEMOUTH U3A

RECEIPTS & EXPENDITURE FOR THE YEAR TO 30th JUNE 2018

<u>2017</u>	<u>RECEIPTS</u>	<u>2018</u>	<u>2017</u>	<u>EXPENDITURE</u>	<u>2018</u>
40,216.59	Membership Fees	41,469.50	36,479.15	Accommodation	35,948.41
977.00	Short Tennis/Badminton/Computer	940.51	423.42	Publicity	137.55
6,203.94	Gift Aid Repayment	6,335.17	5,378.41	Newsletter/Brochures-Printing/Post	5,851.48
177.20	Photocopy Income	98.20	3,525.90	Office Costs	3,356.82
355.61	Monthly Meetings	315.33	562.75	Monthly Meetings	554.75
586.00	Gala Party	885.00	318.59	Gala	284.53
2,270.00	Donations	180.00	745.85	Group Leaders	921.68
82.50	Other Events	-	88.12	Other Events	30.00
87.09	Bank Interest	55.19	88.80	Travel	-
			486.90	Annual Fees	1,990.81
			3,293.50	Capitation Fees	3,566.50
			49.35	Equipment	19.98
			1,159.53	Capital Equipment	231.38
1,644.34	Deficit (Expenditure less Receipts)	2,614.99			
<u>52,600.27</u>		<u>52,893.89</u>	<u>52,600.27</u>		<u>52,893.89</u>

Analysis

	<u>Mthly Meetings</u>	<u>Gala</u>
Income	315.33	885.00
Expenditure	562.75	284.53
Surplus/(Deficit)	<u>(247.42)</u>	<u>600.47</u>

Analysis

Office Rent	1,954.74
Telephone	593.12
Photocopier	229.22
Office Sundries	248.28
Postage	331.46
Total Office Costs	<u>3,356.82</u>

Prepared by Rod Jackson FCCA Treasurer

Audited by Bob Hucklesby

BOURNEMOUTH U3A

BALANCE SHEET at 30th JUNE 2018

<u>2017</u>	<u>ASSETS</u>	<u>2018</u>	<u>2017</u>	<u>LIABILITIES</u>	<u>2018</u>
2,439.02	1 Barclays Current Account	11,267.00	538.16	Accruals	1,181.10
12,703.72	1 Barclays Savings Account	12,758.90			
67.72	1 Petty Cash	77.90			
<u>15,210.46</u>	Total Bank & Cash	<u>24,103.80</u>			
6,203.94	2 plus Accrued Income	-	22,660.58	Balance brought forward	21,016.24
21,414.40		<u>24,103.80</u>		T/F from Social Fund	3,000.00
- 924.00	3 Less deferred income	<u>2,254.00</u>	(1,644.34)	Surplus/(Deficit)	<u>(2,614.99)</u>
20,490.40		<u>21,849.80</u>	21,016.24	Balance carried forward	21,401.25
1,064.00	4 Stock Postage stamps	732.54			
<u>21,554.40</u>		<u>22,582.34</u>	<u>21,554.40</u>		<u>22,582.35</u>

Note 1 **Bank and Cash**

	Balance at	Accruals/ Deferrals	Surplus/ (Deficit)	Balance at
	1/7/2017	Transfers		30/6/2018
Current Account	2,439.02	11,176.88	(2,348.90)	11,267.00
Savings Account	12,703.72		55.19	12,758.91
Petty Cash	67.72		10.18	77.90
Balance 30/6/17	<u>15,210.46</u>	<u>11,176.88</u>	<u>(2,283.53)</u>	<u>24,103.81</u>
Postage Stamps	1,064.00		(331.46)	732.54
Accruals/Deferrals	4741.78	-8176.88		(3,435.10)
	<u>21,016.24</u>	<u>3,000.00</u>	<u>(2,614.99)</u>	<u>21,401.25</u>

Note 2 **Gift Aid** 6335.17

<i>Note3</i>	2017/18 Online Membership received June 2018	924.00
<i>Note 4</i>	2nd Class Stamps - 1263 @ 58p	732.54



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity name: BOURNEMOUTH USA

On accounts for the year ended

30 JUNE 2018

Charity no (if any)

Set out on pages

1 - 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 JUNE 2018.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: R. J. Hucklesby

Date: 1/1/2019

Name: R. J. HUCKLESBY

Relevant professional qualification(s) or body (if any):

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

Address:

FLAT 6 BRACKEN COURT
16 DEAN PARK ROAD BOURNEMOUTH
DORSET BH1 1HX