

# **SUTTON COLDFIELD U3A AGM - THURSDAY 22<sup>nd</sup> NOVEMBER 2018**

## **TRUSTEES' REPORT**

### **INTRODUCTION**

The Trustees [namely the Executive Committee – hereafter referred to as the Committee] submit their report and financial statements for the year ended 31<sup>st</sup> August 2018. The financial statements have been prepared in accordance with the accounting guidelines recommended by The Third Age Trust.

The Committee is obliged to report on its activities in various sectors and this report covers: -

- Structure, Management and The Beacon System
- Objectives
- Membership
- Activities
- Financial Matters

### **STRUCTURE, MANAGEMENT AND THE BEACON SYSTEM**

The Sutton Coldfield U3A [SCU3A] comprises a Committee and a number of interest groups which are the lifeblood of the U3A. Each group has its own organising committee/group who via the interest Groups Co-ordinator, or direct if necessary, liaise with the Committee. The Committee consists of up to five officers [Chairman, not more than two Vice-Chairmen, Secretary and Treasurer] and seven members all of whom are trustees. In addition, up to two members can be co-opted on to the Committee where they will have the same status and responsibilities as the elected members. Because of the commitments of the committee members the position of Chairman was not filled and to ensure continuity the retiring Chairman was co-opted back on to the committee for the year 2017 – 2018.

The principal governance mechanism of SCU3A is the 10-12 monthly Committee meetings. In addition, the Committee publish a SAGE magazine 10-12 times per membership year, distributed both via e-mail and hard copy, together with electronic MailChimp bulletins, most weeks, to all paid up members. Minutes of Committee meetings are available to members on request and other information is available on the SCU3A website.

The Committee have a risk management strategy which comprises: -

- An ongoing review of the principal risks and uncertainties that SCU3A faces.
- The establishment of policies, systems and procedures to mitigate or remove those risks identified in the ongoing review.

The committee consider that the two most pressing risks are as follows: -

- General lack of membership interest in becoming a committee member or assisting in committee work to ensure the smooth and continual running of SCU3A.
- Ensuring that the requirements of the U3A central office/government regulations in relation to accessibility for disabled members, supporting members with hearing or vision loss, risk assessments, data protection regulations, equipment inspection and testing, and general governance of the membership are executed in so far as they are within the capacity of the committee to do so.

The Committee is closely monitoring the two stated risks and has formulated and is/has implemented strategies to reduce or negate the impact of such risks.

### **THE BEACON SYSTEM**

Behind the scenes many hours have been expended this year, particularly by the membership secretary, to implement the Beacon System. The Beacon System has been designed nationally by U3A volunteers, with some assistance from an outside contractor, to make the life of committee members and group leaders easier and more efficient. The system provides U3As with a secure, efficient and effective means of managing day-to day business functions. The System covers membership [all aspects of membership], finances [a secure transaction-based approach] and groups [membership, venues and calendar]. Currently SCU3A are and have been concentrating on the membership and groups aspects of the system. To this end a meeting was held for all leaders and organisers at the Trinity Centre to introduce the Beacon System and was well attended. Already some leaders/organisers are using the system to good

effect, but this use ultimately must reach 100% of organisers. If organisers are not computer literate or do not have a computer, then the committee recommends that they choose a 'computer buddy' from their group to act on their behalf and hence improve communication with their group.

## **OBJECTIVES**

The main objectives of the Committee and principal activities are to: -

- Assist development of new interest groups and to provide support to existing interest groups.
- Encourage a culture of sharing and participation, teaching and learning.
- Ensure the continuance of SCU3A as a thriving organisation.

## **MEMBERSHIP**

In our last year 01/09/2017 to 31/08/2018 membership increased to 1502 [1479]. \* Sutton Coldfield's membership year 2018/2019 will run from 1<sup>st</sup> October to 30<sup>th</sup> September and the new membership year has so far produced 1034 members to date, of which 82 are new members. [\* 2016/2017]

## **ACTIVITIES**

SCU3A currently have 59 Interest Groups: -

49 meet at the URC; 2 meet at the Methodist Church; 1 meets at St Peter's Church Hall; 1 meets at the Trinity Centre and 6 meet at other various locations. Information regarding the Interest Groups is listed in the SAGE Centrefold which is distributed to members each month.

New groups that have started in the last membership year 2017/2018 are Birdwatching, Guitar, 60's Dance, Ukulele, two Beginners Art Groups [designated A and B], Desert Island Discs, a new Science Group, and a Performing Arts Group.

Additional activities have included a variety show from the idea of which has arisen 'An afternoon with U3A'. A new members coffee morning in November 2017; First Aid courses in October 2017 and April 2018; and the Organisers' Lunch in August 2018.

## **FINANCIAL MATTERS**

The details under this heading will be dealt with by the Vice Chairman [Finance] and the Treasurer but it is necessary to explain that the principal source of funds to SCU3A is your membership fee plus Gift Aid receipts which is expended on the administrative overheads of this U3A [approx.54%] and Capitation, the Third Age Magazine and the Beacon National Management System to the Third Age Trust [approx. 46%]. Interest group meetings are aimed to be self- financing with currently the surplus generated by some groups going to support the smaller groups. With increased room hire charges at Sutton Coldfield United Reformed Church, the surplus generated by the few is therefore reducing making it more difficult to maintain financial support to the other smaller groups. Discussions have taken place in the past membership year with certain groups about their respective financial situations with the result that their attendance fees, in a small number of cases, have been adjusted accordingly in relation to room hire costs. Reserves are held in accordance with the guidelines of The Third Age Trust and as directed by the Committee to meet specific identified risks, when they arise, and for use as a contingency.

## **CONCLUSION**

In hindsight not a bad year but members need to do more! Once again, for 2018/2019, following a succession planning review your committee was close to the minimum five officers required to ensure the continuity of SCU3A, but it would have meant the end of centralised room bookings, centralised equipment and other behind the scenes activities. Numerous adverts requesting help on or in conjunction with the committee were placed in the SAGE magazine and MailChimp this summer resulting in a meeting for those interested being held on Friday 6<sup>th</sup> July 2018. Out of approximately 1500 members, 16 attended and 1 came on to the committee. The committee continues in

2018/2019 because of members willing to continue in their present roles. If 0.5% of the membership came forward, then that would help considerably. Do not take your committee for granted, because without them there is no SCU3A.

To all the group leaders, organisers, deputy organisers and group helpers many, many thanks. As to my committee I cannot praise them enough.

R P Austin-Clapham  
Chairman

November 2018

# SUTTON COLDFIELD U3A - ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018

## INCOME AND EXPENDITURE ACCOUNT

	2017/18			2016/17
	Income £	Expenditure £	Net £	Net £
<b><u>Membership and Administration</u></b>				
Membership Fees	15,263.00		15,263.00	15,185.00
Gift Aid	2,277.50		2,277.50	2,467.69
Trust Membership Fees (Per capita fee of £3.50)		-5,064.50	-5,064.50	-5,022.50
Direct Mail (TAM magazine @ £2.20 per member)		-1,880.88	-1,880.88	-2,437.05
Membership renewal costs (incl. new Beacon System)		-1,090.19	-1,090.19	-308.79
Net Membership Fee Income	17,540.50	-8,035.57	9,504.93	9,884.35
Support to Interest Groups		-593.55	-593.55	-21.00
New Members meeting costs		-126.47	-126.47	-313.81
Printing Expenses (including SAGE magazine)		-3,970.00	-3,970.00	-3,416.00
National AGM/Conference Delegate		-333.80	-333.80	0.00
Miscellaneous Income and Expenses		-987.06	-987.06	-694.75
Minor Asset Purchases (under £250)		-591.65	-591.65	-421.35
Depreciation (on assets over £250)		-1,393.28	-1,393.28	-2,105.97
Bank Interest Received	9.40		9.40	9.40
Net Surplus	17,549.90	-16,031.38	1,518.52	2,920.87
<b><u>Interest Groups and Outings</u></b>				
Interest Group Receipts	35,432.10		35,432.10	34,161.71
URC Room Costs		-29,843.33	-29,843.33	-28,274.84
Methodist Room Costs		-980.62	-980.62	-1,011.50
Tutor Fees		-5,115.00	-5,115.00	-5,149.00
Photocopying Costs		-1,412.81	-1,412.81	-1,248.38
Interest Group Expenses		-666.32	-666.32	-766.82
Net Deficit	35,432.10	-38,018.08	-2,585.98	-2,288.83
<b>Total (Deficit) / Surplus for the year</b>			<b>-1,067.46</b>	<b>632.04</b>

## BALANCE SHEET AT 31 AUGUST 2018

	2018	2017
Accumulated Funds at beginning of year	28,517.77	27,885.73
(Deficit) / Surplus for the year	-1,067.46	632.04
<b>Accumulated Funds at end of year</b>	<b>27,450.31</b>	<b>28,517.77</b>
Represented by:		
Fixed Assets	7,347.56	6,317.89
Less: Accumulated Depreciation	-6,004.32	-4,611.04
Written Down Value of Fixed Assets	1,343.24	1,706.85
Current Bank Account	6,810.20	7,746.57
Deposit Bank Account	18,822.75	18,813.35
Membership Fees Bank Account	0.00	1,400.00
Debtors	2,537.50	301.00
	29,513.69	29,967.77
Less: Creditors and Accruals	-2,063.38	-50.00
Membership Fees in advance	0.00	-1,400.00
<b>Net Assets</b>	<b>27,450.31</b>	<b>28,517.77</b>

An examination of the figures shown in the Sutton Coldfield U3A Accounts for the year ended 31 August 2018 reveals that they are consistent with books and records presented to me.

*C. H. Mitton*

C Mitton (Independent Examiner)

*J Drummond*

J Drummond (Treasurer)

*R. P. Austin-Clapham*

R Austin-Clapham (Chairman)



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