

Sarratt and District USA			
Report and Financial Statements for the period ended 31st December 2018			
Income and Expenditure Account 01/01/2018 to 31/12/2018			
		2018	2017
<b>Income</b>			
<b>Groups</b>			
Art			184.50
Bridge			815.76
Craft			169.22
Engineering Heritage			nil
Gardening			352.84
Local History			86.16
Tai Chi			4860.00
Tai Chi for Beginners			
<b>Total Groups</b>		27,589.72	6,468.48
Interest		8.03	3.09
Subscriptions		5,030.00	4710.00
Newsletter Postage			100.00
Visitors		8.00	39.00
Raffles		-	267.10
<b>Total Income</b>	-	32,635.75	11,587.67
<b>Expenditure</b>			
Bank Charges		nil	4.00
USA Capitation Fee+ news distribution		1,634.78	1626.55
Charitable Donations			267.10
Copyright Licence			
<b>Expenses</b>			
Other	115.58		270.52
Postage	147.12		98.62
Refreshments	360.08		222.34
Stationery	235.88		340.70
Study Group Resources	188.35		75.00
Telephone			21.00
Travel	85.50		93.00
<b>Total Expenses</b>		1,132.51	1,121.18
<b>Hall Hire</b>			
Area Study Group Coordinators			28.02
Art			126.94
Bridge			899.04
Committee Meetings	59.40		69.24
Craft			168.94
Engineering Heritage			28.02
Jaunters			43.29
Gardening			321.34
Local History			69.24
Monthly Meetings	734.18		727.73
New Members	43.29		56.04
Tai Chi			1148.40
Tai Chi for Beginners			
<b>Total Hall Hire</b>		836.87	3,686.24
Membership Fees		30.00	101.00
Newsletter		667.00	576.00
<b>Speakers</b>			
Gardening Group			115.00
General Meeting	1,025.00		649.00
Local History			40.00
Tai Chi			2480.00
Tai Chi for Beginners			
<b>Total Speakers</b>		1,025.00	3,284.00
groups total expenses		26,229.38	
<b>Total Expenses</b>		31,555.54	10,666.07
<b>Excess /(Shortfall) of Income over Expenditure</b>		1,080.21	921.60

Balance Sheet as at	31/12/2018		31/12/2017
Excess /(Shortfall) of Income over	1,080.21		921.60
Balance b/fwd from previous year	9,335.01		8413.41
Total	10,415.22		9,335.01
Balance held for outings Dec 2017			<u>1466.63</u>
No 2 a/c brought forward Jan 2018	1,466.63		
Grand Total	11,881.85		10,801.64
Represented by:			
Current Assets			
Bank Current Account	1,647.97		1905.34
Bank Savings Account	7,704.80		7696.77
Bank Outings account	1,429.24		2228.23
Groups cash in hand	1,286.84		
Total at bank	12,068.85		11,830.34
Total Assets	12,068.85		11,830.34
Less Current Liabilities			
Unpresented cheques	187.00		1028.70
	11,881.85		10,801.64
Note: 2018 Group income and Expenditure now includes transactions which do not go through			
Pam Bushell			
Treasurer			
Date: 29/4/2019			
As the honorary reporting accountant I have reviewed the accounts of Sarratt and for the period 01/01/2018 to 31/12/2018 and compared them with the accounting I confirm the accounts are, certainly materially, in accordance with the records. I have not carried out an audit.			
John Cadle			
Date: 30/4/2019			



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1st	Month January	Year 2018		Day 31st	Month December	Year 2018

## Section A Reference and administration details

**Charity name** Sarratt and District U3A

**Other names charity is known by**

**Registered charity number (if any)** 1139443

**Charity's principal address** Sarratt Village Hall

The Green, Sarratt

Rickmansworth

**Postcode**

WD3 6AS

### 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	COLIN LESLIE PLUMMER	CHAIRMAN		
2	MARGARET HELEN WAKELING	VICE CHAIRMAN		
3	KERRY JAMES	SECRETARY		
4	PAMELA BUSHELL	TREASURER		
5	DONALD SUTTON			
6	GILLIAN FAY			
7	JUDITH ANN TURNBULL			
8	SUSAN MARGARET BUSSEY			
9	BENJAMIN MICHEL			
10	SUSAN CHRISTINA ROBERTS			
11	LINDA MARGARET CLOUGH			
12	CHRISTINE MASSEY			
13	MARY PENELOPE BULGIN			
14	STANLEY HOUGH			
15	JEAN MACHIN			

16	DEBBIE KINGSTON		2 <sup>nd</sup> May to 31 <sup>st</sup> December 2018	
17				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
BANK	HSBC	73 High Street, Watford, Hertfordshire, WD17 2DS

**Name of chief executive or names of senior staff members (Optional information)**

--

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution adopted on 2nd May 2018.
How the charity is constituted (eg. trust, association, company)	Unincorporated Association consisting of approximately 326 members.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in May.

**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.

Sarratt and District U3A is affiliated to The Third Age Trust which provides help and advice to both our U3A, the trustees and the individual members.

All trustees give their time voluntarily and receive no remuneration or other benefits. The Committee of Trustees meet every two months throughout the year.

## Section C Objectives and activities

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

To advance the education of the public and in particular the education of older people no longer in full time gainful employment in Sarratt and District and its surrounding locality.  
The provision of facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interest of their social welfare.

**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)**

Provide an educational and social facility for those who are retired or semi-retired.  
Run a monthly 'main' meeting with a speaker on a varied range of topics and various groups that operate through the month in a wide range of subjects.  
In planning our activities for the year the trustees keep in mind the Charity Commission's guidance on public benefit.  
We are affiliated to The Third Age Trust.

**Additional details of objectives and activities (Optional information)**

A great contribution is made by member volunteers who act as Study Group Contacts and are the focal point for these groups.

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

During 2018, 530 study group meetings were held with a total attendance of 5,010 members. This is a decrease of 3 on meetings and 749 on total attendance compared with the 2017 totals. The average attendance at a meeting was 9. Most members belong to 3 or 4 study groups. There have been a few changes with the number of study groups rising to a peak of 33 including some joint groups in co-operation with other local U3As. A number of new groups have been initiated but there is always room for more.

Groups meet in several venues depending on the nature of the group topic. Some are held in rotation in members' homes with the host/hostess choosing the theme of the meeting, some need bigger venues and have mini committees responsible for their organisation. The Study Group Co-ordinators and other group contacts are happy to help in setting up new groups. Several people have expressed interest in topics which need new groups to be established so members are encouraged to come forward to be a group contact.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We hold a balance at the bank and cash in hand of £12,068.85, all of which is unrestricted funds. These funds are held to meet unforeseen expenditure that may occur. We aim to reduce the reserve to no more than £5,000 over the next few years.

**Details of any funds materially in deficit**

**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.

Our main sources of income are from members' annual subscriptions and payment for study group meetings.

Expenditure is mainly for the hire of halls and payment for speakers at main monthly meetings and study group meetings. We also reimburse members out of pocket expenses.

**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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Margaret Wakeling	
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	
<b>Date</b>	2 <sup>nd</sup> September 2019	

Sarratt and District USA			
Report and Financial Statements for the period ended 31st December 2018			
Income and Expenditure Account 01/01/2018 to 31/12/2018			
		2018	2017
<b>Income</b>			
<b>Groups</b>			
Art			184.50
Bridge			815.76
Craft			169.22
Engineering Heritage			nil
Gardening			352.84
Local History			86.16
Tai Chi			4860.00
Tai Chi for Beginners			
<b>Total Groups</b>		27,589.72	6,468.48
Interest		8.03	3.09
Subscriptions		5,030.00	4710.00
Newsletter Postage			100.00
Visitors		8.00	39.00
Raffles		-	267.10
<b>Total Income</b>	-	32,635.75	11,587.67
<b>Expenditure</b>			
Bank Charges		nil	4.00
USA Capitation Fee+ news distribution		1,634.78	1626.55
Charitable Donations			267.10
Copyright Licence			
<b>Expenses</b>			
Other	115.58		270.52
Postage	147.12		98.62
Refreshments	360.08		222.34
Stationery	235.88		340.70
Study Group Resources	188.35		75.00
Telephone			21.00
Travel	85.50		93.00
<b>Total Expenses</b>		1,132.51	1,121.18
<b>Hall Hire</b>			
Area Study Group Coordinators			28.02
Art			126.94
Bridge			899.04
Committee Meetings	59.40		69.24
Craft			168.94
Engineering Heritage			28.02
Jaunters			43.29
Gardening			321.34
Local History			69.24
Monthly Meetings	734.18		727.73
New Members	43.29		56.04
Tai Chi			1148.40
Tai Chi for Beginners			
<b>Total Hall Hire</b>		836.87	3,686.24
Membership Fees		30.00	101.00
Newsletter		667.00	576.00
<b>Speakers</b>			
Gardening Group			115.00
General Meeting	1,025.00		649.00
Local History			40.00
Tai Chi			2480.00
Tai Chi for Beginners			
<b>Total Speakers</b>		1,025.00	3,284.00
groups total expenses		26,229.38	
<b>Total Expenses</b>		31,555.54	10,666.07
<b>Excess /(Shortfall) of Income over Expenditure</b>		1,080.21	921.60



Balance Sheet as at	31/12/2018		31/12/2017
Excess /(Shortfall) of Income over	1,080.21		921.60
Balance b/fwd from previous year	9,335.01		8413.41
Total	10,415.22		9,335.01
Balance held for outings Dec 2017			<u>1466.63</u>
No 2 a/c brought forward Jan 2018	1,466.63		
Grand Total	11,881.85		10,801.64
Represented by:			
Current Assets			
Bank Current Account	1,647.97		1905.34
Bank Savings Account	7,704.80		7696.77
Bank Outings account	1,429.24		2228.23
Groups cash in hand	1,286.84		
Total at bank	12,068.85		11,830.34
Total Assets	12,068.85		11,830.34
Less Current Liabilities			
Unpresented cheques	187.00		1028.70
	11,881.85		10,801.64
Note: 2018 Group income and Expenditure now includes transactions which do not go through			
Pam Bushell			
Treasurer			
Date: 29/4/2019			
As the honorary reporting accountant I have reviewed the accounts of Sarratt and for the period 01/01/2018 to 31/12/2018 and compared them with the accounting I confirm the accounts are, certainly materially, in accordance with the records. I have not carried out an audit.			
John Cadle			
Date: 30/4/2019			