

**LEWES U3A**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2019**

# LEWES U3A

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# **LEWES U3A**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 AUGUST 2019***

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Lewes U3A was established in 1985 and registered as a charity at that time. Lewes U3A provides a range of learning, social and activity-based groups for the benefit of its members, all of whom are no longer in full-time employment.

The trustees who have served during the year are as follows:

Daisy Bendiner	Chair
Lynne Masters	Secretary
Susan Davies	Treasurer
Janet Kennedy	Membership Secretary
Ann Holmes	Assistant Treasurer
Hannah Stephenson	Course Provision Co-ordinator
Derek Blayney	Programme Editor and Equipment Officer
Eileen Bull	Social Events Secretary
Margaret Sheppard	Minutes Secretary

The following two people were co-opted onto the Executive Committee during the year

Neil McWalter	Accommodation Officer
Jenny McWalter	Accommodation Officer

### **Structure, governance and management**

Lewes U3A is governed by its constitution.

The management of Lewes U3A is vested in an Executive Committee, consisting of members whose duty it is to carry out its general policy and to provide for the administration, management and control of the affairs and property of Lewes U3A. The Executive Committee, consisting of not less than five and not more than ten members, is elected annually by the members at the AGM. The honorary officers (chairman, vice-chairman, secretary, and treasurer) are appointed by the elected committee at their first meeting following the AGM.

The Executive Committee meets at least five times during the year and the confirmed minutes are posted on the Lewes U3A website, making them available to the members and the public. Decisions are made following full discussion by the Executive Committee.

Activity groups are managed by coordinators who operate within guidelines set by the Executive Committee and who meet to share ideas and experiences under the leadership of the Course Provision Co-ordinator. Our Data Protection, Privacy and Health and Safety policies are kept under review by the Executive Committee and are published on our website.

Membership of Lewes U3A is open to all no longer in full-time employment. The Membership Secretary keeps records of the membership and collects the annual fee from members as well as making a return to the Third Age Trust (TAT) of all eligible members. TAT provides insurance cover for Lewes U3A and its members participating in activities run by Lewes U3A. Members also receive the national newsletters from TAT. The current membership is well over of 900 people.

Lewes U3A plays its part in regional U3As through the Sussex U3A Network (SUN) through the appointment of a Lewes U3A representative to SUN and by bringing activities run by SUN to the attention of Lewes U3A members.

Lewes U3A runs a website that is kept up-to-date so members and the public can see what is on, download membership application forms, make contact with members of the Executive Committee, and see what events are on in the region.

# **LEWES U3A**

## **TRUSTEES' REPORT (CONTINUED)**

### ***FOR THE YEAR ENDED 31 AUGUST 2019***

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Lewes U3A makes use of the national membership database system to record details about our members. This system also allows organisers of groups to keep in contact with their group members, fostering a greater sense of belonging.

#### **Achievements and performance**

Our achievements are measured by the number and range of groups, subjects and activities provided. From the above list one can see that we have been successful in offering a wide range of topics and groups.

Membership of groups varies from a handful to over 120. Where groups become oversubscribed we endeavour to provide another group with similar objectives. We encourage people to come forward and offer their knowledge and skills to run new groups.

The benefits to members are many and varied. People can follow their interests and learn more and get more out of these interests, make friends and socialise.

During the year, Lewes U3A holds a social event where people come together, with shared food, to enjoy each other's company and to meet new people.

Throughout the year Lewes U3A organises a number of public lectures on a wide range of topics. These public lectures add to the vibrant cultural mix that is Lewes.

Each year Lewes U3A holds an open day aimed at attracting new members. Held in a central location in Lewes, the various conveners of the groups and activities are on hand to meet the public and explain what they provide and how it is organised. Members of the public are encouraged to join on the day. As a result of the 2018 Open Day, 33 new members joined Lewes U3A. In addition, many members signed up to join groups.

#### **Public Benefit**

The Trustees acknowledge the requirement to demonstrate the Lewes U3A has charitable purpose or aims that are public benefit. The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit

#### **Financial review**

The Charity Commission requires all charities to prepare a set of Financial Statements. These Financial Statements have been subject to Independent Examination in accordance with Directions issued by the Charity Commission.

Total receipts in 2018/19 amounted to £55,981 (2017/18 £48,751). Total payments of £64,253 were made in 2018/19 (2017/18 £45,218) resulting in a net cash deficit £8,275.

Members may be interested to know the 86% of total income from Subscriptions and Course Costs is spent on Room Hiring and Affiliated Fees.

At 31 August 2019 the total cash balances amounted to £23,522 (2017/18 £31,797), the breakdown being shown in Note 2 on page 6.

## LEWES U3A

### TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2019**

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#### Reserves policy

The Charity's policy is to try to spend constructively the income it receives on charitable objectives as laid down in its Constitution. Funds have accumulated over the years and are held now as reserves in a Deposit Account.

The amount held in the COIF Deposit account at 31 August 2019 was £14,131 being retained for future spending on new activities.

The general Fund balance at 31 August 2019 was £6,420 (2017/18 £13,248) providing adequate amount of working cash for Charity.

Signed on behalf of the Trustees of Lewes by Treasurer, Susan Davies

Treasurer Susan Davies Date 8<sup>th</sup> October 2019

# LEWES U3A

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LEWES U3A

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I report to the trustees on my examination of the accounts of Lewes U3A (the Charity) for the year ended 31 August 2019, which are set out on pages to 7.

### Responsibilities and basis of report

As the trustees of the Charity 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 Charity'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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

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.



Colin Dadswell FCAACCA DChA

Caladine Ltd  
Chantry House  
22 Upperton Road  
Eastbourne  
East Sussex  
BN21 1BF

Dated: 09/10/2019

# LEWES U3A

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2019

	2019 £	2018 £
<b><u>Receipts</u></b>		
Donations and gifts	-	3
Gift Aid Tax Reclaimed	1,670	1,645
Grants - Third age trust	-	159
Subscriptions	10,793	9,309
Fees for courses, lectures, trips etc	42,228	36,114
Contributions for refreshments	1,194	1,468
Miscellaneous	-	12
Interest received	96	41
<b>Total receipts</b>	<b>55,981</b>	<b>48,751</b>
<b><u>Payments</u></b>		
Affiliation fees, insurance and U3A news	6,328	4,921
Cost of courses, lectures, trips etc	48,941	34,045
Cost of refreshments	610	576
Cost of social events	-	153
Printing, postage and stationery	4,201	4,039
Purchases of equipment	1,315	352
General admin expenses	1,431	537
Independent examination fee	440	320
Sundry	15	275
Equipment maintenance	975	-
<b>Total payments</b>	<b>64,256</b>	<b>45,218</b>
<b>Net payments</b>	<b>(8,275)</b>	<b>3,533</b>
Fund balances at 1 September 2018	31,797	28,264
<b>Fund balances at 31 August 2019</b>	<b>23,522</b>	<b>31,797</b>

# LEWES U3A

## STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 AUGUST 2019

	31 August 2019 £	31 August 2018 £
<b>Assets</b>		
<u>Monetary assets</u>		
NatWest Bank current account (General Fund)	4,147	10,979
NatWest Bank current account (Out and About Group)	2,329	3,847
Nationwide Building Society (Writing Workshop Group)	626	651
NatWest Bank reserve account (General Fund)	2,273	2,269
CCLA Ltd - COIF Deposit Fund	14,131	14,040
Petty Cash	16	11
	<u>23,522</u>	<u>31,797</u>
<u>Non-monetary assets</u>		
Assets retained for the Charity's own use	8,777	8,425
New assets purchased during the year	1,315	352
	<u>10,092</u>	<u>8,777</u>
<b>Liabilities</b>		
<u>Creditors</u>		
Independent Examiner's fees	600	-
	<u>600</u>	<u>-</u>

The accounts were approved by the Trustees on .....

8<sup>th</sup> October 2019



Mrs S Davies  
Trustee



# LEWES U3A

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2019

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### 1 Accounting policies

#### 1.1 Accounting convention

The accounts have been prepared as Receipts and Payments accounts in accordance with section 133 of the Charities Act 2011.

### 2 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			
	Balance at 1 September 2018	Incoming resources	Resources expended	Balance at 31 August 2019
	£	£	£	£
General Fund	13,248	44,981	(51,809)	6,420
Development Fund	14,040	91	-	14,131
Out And About Group	3,847	10,645	(12,163)	2,329
Writing Workshop Group	662	264	(284)	642
	<u>31,797</u>	<u>55,981</u>	<u>(64,256)</u>	<u>23,522</u>

### 3 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.