



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	01	Jan	2023	<b>To</b>	31	Dec	2023

## Section A Reference and administration details

**Charity name**

Richmond upon Thames University of the Third Age

**Other names charity is known by**

Richmond upon Thames U3A

**Registered charity number (if any)**

1012343

**Charity's principal address**

32 Orleans Road  
 Twickenham  
 Middlesex  
**Postcode** TW1 3BL

### 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	Chris Barclay	Chairman		
2	Libby Barton	Vice Chairman	1 Jan thru 30 Nov 2023	
3	Susan Wood	Secretary		
4	Carole Fletcher	Treasurer		
5	David Wood	Membership Secretary		
6	John Cardwell			
7	Bob Litherland			
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### 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
Examiner of the Accounts	Jeremy Barton	83 Stanley Gardens Rd, Teddington, TW11 8SY

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

Stephen Jakobi

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution First adopted 25 Feb 2003 and subsequently amended on 28 Feb 2006, 27 Feb 2007, 28 Nov 2012, 28 Feb 2018
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Elected by the membership at the annual general meeting of the organisation

### 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 Richmond upon Thames U3A is a member of and is affiliated to the Third Age Trust (reg charity no 288007).

We follow the Principles of the U3A Movement as set out in the Mission Statement of the Third Age Trust.

## Section C Objectives and activities

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

The advancement of education and, in particular, the education of older people and those who are retired from full time work, by all means including associated activities conducive to learning and personal development.

**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 been very fortunate in Richmond u3a that our membership totals have stayed high and people are still joining us every month from word of mouth recommendations. Therefore our focus has been on finding enough for our existing members to do, rather than on attracting new members.

We are a co-operative with all our groups and other activities run by our members. Thus, joining u3a offers scope for helping as well as access to courses. We operate an impressive range of some 130 groups, each led by one of our members. Our model enables us to keep our costs and membership fees exceptionally low. In addition, we do not require payments from the Government or Local Authority. Indeed, we pay about £4 per member to the Third Age Trust each year, in addition to payments for the Third Age Matters magazine, but we are not part of a centralised organisation. Third Age Trust ensures we comply with Charity Commission rules and negotiates more favourable rates of insurance but otherwise we are independent. We believe that our independence and flexibility is important to our success. What works well in one area might not work at all well in another part of the country, but this is part of the strength of our autonomy.

The committee is also composed of our members, and we welcome any members interested in becoming more involved in our work.. In June, Geraldine Wear agreed to join the committee and was coopted on. She will formally be elected to the committee at the next AGM, scheduled for March 2024. We are still seeking further committee members as we are currently below capacity.

During the summer we learnt that the council were once more hiring out Clarendon Hall where we used to hold our monthly meetings. Many of our members and also committee members had expressed dissatisfaction with the church which we had been using since April 2022; so it was decided to conduct a survey of our membership to determine the majority view. Although the response was quite low a significant majority were in favour of returning to Clarendon Hall. So with a majority on the committee in favour of this change, we took the decision to revert back in early 2024.

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

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The organisation is entirely run by volunteers. None of the trustees/ officers nor individuals running groups receive any payment from the organisaon for their services.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The number of members in Richmond upon Thames U3A increased slightly over the course of the year, up from 1335 at the end of 2022 to 1365 by the end of 2023.

The number of groups which members can join is currently around 130. Most of these meet either in hired premises, public venues or in private homes but around 30 meet on-line using Zoom or similar.

We have held a meeting on the last Wednesday of each month, open to all our members, with an invited guest speaker. These have been used to disseminate information about our U3As activities. They have been held in St Mary's Church, Twickenham close to the river.

During the year we published and mailed/emailed to all members 4 newsletters. These were in addition to the publications produced by the Third Age Trust which are mailed to all members five times a year.

We maintained our own website which contains information on all groups and events arranged by our U3A. We also produced a printed Prospectus containing this same information in printed form, required because many of our members do not use the internet.

The main mechanism for keeping members informed of future events and new groups is by email. We typically send out 4 to 6 emails a month to all those of our membership who are on email (around 97% of the membership).

## Section E

## Financial review

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

We try and maintain a minimum balance on our accounts equivalent to 3 month's worth of operational expenditure – currently equivalent to £9,000 – though because the bulk of our income is received during August and September when members pay their annual subscription, the balance during the preceding summer months is inevitably somewhat lower.

### 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.

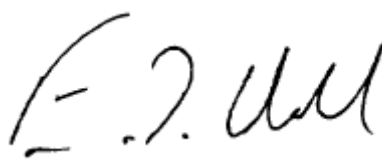
Our principal source of funding is the annual subscription. Single members pay £15 p.a.; joint members pay £25 p.a. for two people at the same address. These rates have been maintained at the current level for the last 10 years.

## 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>	Ernest John CARDWELL	Chris BARCLAY
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	Chairman
<b>Date</b>	20 April 2024	

# Richmond Upon Thames U3A

## Accounts for the Year ended 31 December 2023

	<u>Year to 31/12/2023</u>		<u>Year to 31/12/2022</u>	
	£	£	£	£
<b><u>INCOME</u></b>				
Subscriptions	22,367.00		21,238.00	
Group Members' Contributions	14,773.01		10,196.93	
Coach trips	1,214.50		6,159.00	
Gift Aid	3,809.00		3,653.09	
		<u>42,163.51</u>		<u>41,247.02</u>
<b><u>EXPENDITURE</u></b>				
Monthly meeting speaker fees	1,197.00		918.00	
Monthly meeting room hire	1,200.00		750.00	
Monthly meeting catering	112.84		62.04	
Printing and Stationery	5,403.37		2,680.51	
Postage	2,974.70		1,964.23	
Group room hire	15,232.22		12,015.30	
Group Leaders' and Volunteers' lunches	2,790.00		2,698.36	
New Members Lunches	535.46		574.60	
IT costs and Communications	2,535.37		1,469.12	
National U3A News	3,095.50		3,698.40	
u3a Membership Charges	5,636.00		5,480.00	
Coach trips expenditure	1,153.00		4,985.00	
Bank charges	262.04		227.85	
Copyright licence	64.20		60.00	
Presents and Donations	35.00		38.95	
		<u>42,226.70</u>		<u>37,622.36</u>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		<u>- 63.19</u>		<u>3,624.66</u>

**NOTES TO ACCOUNTS FOR YEAR ENDED 31st DECEMBER 2023**

- 1. Subscriptions** The annual subscription has remained the same at £15 and £25 for joint membership. At the year end there were 1365 fully paid up members, compared with 1335 for last year.
- 2. Group Members' Contributions** Where a group is of a size or nature that cannot be accommodated in a private home a suitable venue is hired and group members are asked to contribute to the cost of the hire. The individual contribution is £3 per meeting.
- 3. Coach Trips** There was only one outing this year, to Salisbury in November. As usual it was well attended and a great success.
- 4. Gift Aid** Gift Aid was claimed for the tax year 2022/2023 based on the membership fees of the number of people who have signed up for Gift Aid.
- 5. Monthly Meetings** Monthly meetings have been held in St Marys Church, Church Street, Twickenham and each month a speaker is engaged to speak on various topics of interest. Future meetings, from February 2024, will be held in Clarendon Hall in York House.
- 6. Printing and Stationery** These costs relate mainly to the printing of the Richmond U3A Newsletters and to our printed Prospectus.
- 7. Postage** These costs are the mailing charges relating to the Newsletters and Prospectus.
- 8. Group Room Hire** These are the costs of hiring venues for group activities which include various sports activities and also rooms for groups with larger memberships.
- 9. Group Leaders/Volunteers' Lunches** To show appreciation for their commitment Group Leaders and Volunteers are invited to a lunch each year at the expense of Richmond u3a.
- 10. New Members' Lunches** New members are also invited to a lunch to introduce them to the Committee Members and some of the activities of Richmond u3a.
- 11. IT Costs and Communications** This cost is mainly the contribution paid to the National organisation for our use of Beacon which has been charged at a rate of £1 per member. This year's figure also includes the purchase of a new machine for printing membership cards.
- 12. National U3A Newsletter** This cost is charged by the National organisation at a rate of £3.60 per member for the TAT magazines.
- 13. U3A Membership Charges** Fees are levied by the National organisation at a rate of £4.00 per member. This is expected to remain the same for the current year 2024.

<b>14. Bank Balance</b>	<u>2023</u>	<u>2022</u>
Balance at 1st January	32,361.18	28,736.52
Surplus for Year	- 63.19	3,624.66
Balance at 31st December	<b>32,297.99</b>	<b>32,361.18</b>

This balance excludes funds belonging to SW London Network of £155.38

**ACCOUNTS EXAMINED AND APPROVED**

*Jeremy G Barton*  
Jeremy Barton  
U3A member No.2692

04/03/2024

*Carole Fletcher*  
Carole Fletcher  
Treasurer

04/03/2024

**Independent Examiner's Report to the Trustees of  
The Richmond upon Thames University of the Third Age**

I report on the accounts for the year ended 31 December 2023.

**Respective Responsibilities of Trustees and Examiner**

The charity trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of the Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present 'a true and fair view' and the report is limited to those matters set out below.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:
  - a) proper accounting records are kept in accordance Section 130 of the 2011 Act and
  - b) accounts have been prepared which accord with the accounting records and which comply with the accounting requirements of the 2011 Act; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Jeremy G Barton*

Jeremy Barton

Date: 4/3/2024

83 Stanley Gardens Road, Twickenham TW11 8SY