



Trustees' Annual Report for the period

From **1st September 2021** To **31st August 2022**

Charity name: **Poole University of the Third Age**

Charity registration number: **1019559**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public in the Poole area, and in particular the education of older people and those retired from full-time work by all means including associated activities conducive to learning and personal development.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The provision of classes in a wide variety of subjects covering intellectual, physical & social activities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees do have regard to the guidance issued by the Charity Commission on public benefit, and the contents of this Annual Report demonstrate the value of our work to the public.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	na.
Policy on social investment including	Para 1.38	na.

program related investment		
Contribution made by volunteers	Para 1.38	Poole u3a has the support of numerous volunteers without whose help it would be unable to function. These include volunteers who help with running the charity, and volunteers who lead our classes.
Other		na.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity makes a valuable contribution to the mental & physical wellbeing of older people by giving them the opportunity to participate socially in a wide range of mental & physical activities which help to maintain their mental acuity & physical health.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	A membership target of 1000 was only slightly undershot, there being a total of 959 members at the end of August 2022.
Performance of fundraising activities against objectives set	Para 1.41	na
Investment performance	Para 1.41	na

against objectives		
Other		na

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See the Annual Accounts & Treasurer's Report associated with this Annual Return.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to cover at least 50% of budgeted expenditure.
Amount of reserves held	Para 1.22	£48,019.37
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	A decrease in reserves which has occurred in each of the past three years needs to be stopped.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership subscriptions
Investment policy and objectives including any social investment policy adopted	Para 1.46	na
A description of the principal risks facing the charity	Para 1.46	1. A decline in membership 2. Large increases in the costs of hiring activity venues
Other		na

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	A Constitution last updated in October 2018 & derived from Poole u3a's membership of the Third Age Trust
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed or re-appointed annually at the Annual General Meeting in October. Trustees may be co-opted during the year but must then be elected at the next AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	na
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Poole u3a is managed by the trustees meeting monthly as a committee. Ad-hoc sub-committees may be appointed to report on issues of major importance.
Relationship with any related parties	Para 1.51	None
Other		na

Reference and Administrative details

Charity name	Poole University of the Third age
Other name the charity uses	Poole u3a
Registered charity number	1019559

Charity's principal address	The Spire, High Street, Poole BH15 1DF

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	Miranda Douce	Chair		AGM
2	Janet Crouch	Vice-Chair		AGM
3	Siobhan Coleman	Secretary		AGM
4	Ruaraidh MacKay	Treasurer		AGM
5	Jacqueline Bettess			AGM
6	Linda Larcombe			AGM
7	Margaret Riggs			AGM
8	Susan Thomas			AGM
9	Elizabeth Torode			AGM
10				
11				
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20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
na		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
na		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	na
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	na
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	na

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
na		

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

na

Exemptions from disclosure

Reason for non-disclosure of key personnel details

na

Other optional information


na

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

A rectangular box containing a handwritten signature in black ink that reads "R. A. J. Mackay".

Full name(s)

Ruaraidh Donald James MacKay

Position (eg Secretary, Chair, etc)

Treasurer	
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Date

16th June 2023

POOLE u3a - INCOME & EXPENDITURE ACCOUNT – Year ending 31 August 2022

Registered Charity No. 1019559

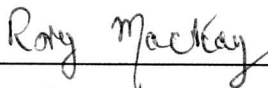
Income	2020/21	2021/22	Notes
Members' Subscriptions	£272.00	£49,459.00	
Gift Aid	£0.00	£7,572.74	
Donations	£736.00	£1.00	
Savings Bank Interest	£116.72	£115.90	
Travel Group Income for year	-	£1,284.00	1
Total Income	£1,124.72	£58,432.64	
Expenditure	2020/21	2021/22	
Membership refunds	£1,641.00	£913.00	
Gift Aid	£33.75	-	
Venue Hire	-	£51,865.93	
Zoom licences	£1,941.51	£1,682.58	
Office Rent & Service Charge	£2,832.48	£4,324.59	3
Third Age Trust Affiliation Fee	£2,915.50	£3,676.75	3
U3A Trust News	£0.00	£890.32	
Printing	£879.99	£1,367.95	
Stationery	£294.75	£98.80	
Postage	£1,430.00	£408.00	
Telephone	£132.15	£156.12	
Equipment/Course Aids	£60.00	£184.89	
Speakers' Fees	£50.00	£450.00	
Leaders' Meetings	-	-	
Sundries	£58.78	-£256.42	4
Depreciation on Tangible Assets	£804.23	£1,006.06	5
Travel Group expenditure for year	-	£1,361.65	
Total Current Expenditure	£13,074.14	£68,130.22	6
Total Capital Expenditure	£1,227.70	£1,329.00	5
Excess /(Deficit) of Income over Expenditure - Travel group	£0.00	-£77.65	
Excess /(Deficit) of Income over Expenditure	-£13,177.12	-£10,948.93	
	£1,124.72	£58,432.64	

Poole u3a BALANCE SHEET as at 31 August 2022

Liabilities	2020/21	2021/22	
Accumulated Reserve Fund	£56,307.65	£48,019.37	2
Correction of overstated accrued hire charges	£1,537.50		
Travel Group Reserve Fund	£1,430.86	£1,353.21	1
Unpresented cheques	£518.00		
SUSPENSE ACCOUNTS			
Members' Subscriptions Received in Advance	£38,373.00	£42,612.00	
Accrued expenses	£777.61	£4,092.44	3
Gift Aid repayment	£33.75	-	
	<u>£98,978.37</u>	<u>£96,077.02</u>	

Assets	2020/21	2021/22
Cash at Savings Bank	£40,908.18	£41,024.08
Cash at Natwest Bank	£30,804.54	£41,181.90
Cash at HSBC	£24,617.32	£9,629.82
Cash at HSBC (Travel Group)	£1,430.86	£1,353.21
Tangible Fixed Assets	£1,217.47	£1,507.41
SUSPENSE ACCOUNTS		
Venue Hire charges Paid in Advance	-	£1,234.20
Venue hire refund due		£146.40
	<u>£98,978.37</u>	<u>£96,077.02</u>

Prepared By



Rory MacKay, Honorary Treasurer Poole u3a

Examined By



Adrian Mullins, Independent Examiner

Agreed By



Janet Crouch

Acting Chair, Poole U3a

POOLE u3a - INCOME & EXPENDITURE ACCOUNT – Year ending 31 August 2022

Notes to the Accounts

- 1 The separate bank account held for the Travel Group was closed during the year after HSBC imposed bank charges. A notional “account within an account” is kept for the Travel Group and the funds associated with it are shown on the Balance Sheet.
- 2 Financial reserves have gone down by £9,658 to £46,650. It was the committee's intention to reduce reserves as partial compensation to members for the disruption to classes caused by Covid. Reserves are still adequate but the committee will pay close attention to the cost of venues in the coming year.
- 3 The capitation fee levied by the Third age Trust for 2021-22 has not yet been decided upon. An estimate based on TAT's proposed fee of £3.85 per member has been included in the accounts. August's office rental due to The Spire is also included in accrued costs.
- 4 Unpresented cheques to the value of £575 were written back, which resulted in a “negative expense” in the Sundries column. NatWest Bank will not pay cheques dated more than 6 months ago. All the cheques written back exceeded this limit.
- 5 Poole u3a invested in 2 trolleys for storage of indoor bowls mats and in a new table tennis table. Depreciation over 5 years on a straight line basis is applied to all fixed assets.

6	Reconciliation of Current & Cash Expenditure	
	Cash expenditure as per Cashbook	£65,377.33
	deduct	
	Accrued costs from 2020-21	£777.61
	Capital expenditure	£1,329.00
	Refunds of 2022-23 memberships	£353.00
	add	
	Refunds of 2021-22 memberships paid last year	£114.00
	Depreciation	£1,006.06
	TAT Capitation fee	£3,676.75
	Accrued hire costs (The Spire)	£415.69
	=	
	Current Expenditure as per Accounts	£68,130.22



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name: Poole University of the Third Age

On accounts for the year ended

31st August 2021 Charity no (if any): 1019559

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Accountants

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed: [Signature]

Date: 24 September 2022

Name: Adrian Mullins

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

Fellow of the Association of Certified Accountants

Address:

43 Forest View Road,

Bournemouth

Dorset, BH9 3BH

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]