

Hertford and District U3A

(Charity Commission number 1027766)

Report and Financial Statement for the Year ended 31st December 2020

Hertford and District U3A
Officers and Committee 1/1/2020 to 31/12/2020

| | | |
|-------------------|---|--------------------------------------|
| Chairman | Paul Chamberlain | O |
| Vice Chairman | Lesley Carter | O |
| Secretary | Elizabeth Chamberlain | O |
| Treasurer | Murry Cole | O |
| Committee | Janet Mollison | T |
| | Ian Butler | T |
| | William Cox | T |
| | | O = Officer & Trustee T = Trustee |
| Accountants | Gillani & Co. 13 Limes Court Conduit Lane Hoddesdon EN11 8EP | |
| Principal Bankers | HSBC 36, Fore Street Hertford SG14 1BS | |
| Charity Number | 1027766 | |

Hertford and District U3A

Trustees Report and Financial Statement for the Year ending 31st December 2020

Trustees

The trustees listed have served for the Year unless otherwise indicated.

Aim

The objectives of the Hertford and District U3A [H&D] are 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.

Organisation

H&D is an unincorporated Organisation under the auspices of the Third Age Trust [TAT]. It operates using guidelines provided by TAT.

The Main Committee, all of whom are trustees, consists of four officers: Chairman, Vice-Chairman, Secretary and Treasurer. It has at least two and not more than ten other members. Up to four ordinary members may be co-opted to the Committee.

The Main Committee is responsible for:

- a. Promoting the objectives and principles of the U3A.
- b. Acting with the Chairman in all matters relating to money and assets.
- c. Appointing annually such sub-committees as may be necessary.
- d. Presenting an annual report and examined accounts to the Annual General Meeting of H&D.

Charities Act 1993

The Act also indicates responsibilities of the Main Committee, as Trustees, for H&D. The Organisation's structure is designed to give support to the required legal controls and accommodate any demands made upon it by any additional controls.

Trustees Responsibilities

Charity Law requires the Trustees to prepare a financial statement for each financial year that gives a true and fair view of the state of affairs of the Organisation.

In preparing the statement the Trustees are required to follow applicable accounting standards, subject to any material variations which may be disclosed and explained in the statement.

The Trustees are responsible for ensuring proper accounting records are kept that disclose, with reasonable accuracy, at any time the financial position of H&D. This ensures that financial statements comply with the Standard Statement of Recommended Practice. They are also responsible for safeguarding the assets of the Organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Health and Safety Policy

H&D's policy is to ensure that all groups operate in a safe manner without risk to health, as far as is practicable, and that they comply with legal requirements.

Reserves Guideline

The Trustees guideline is that a general reserve be held representing a minimum of six months revenue expenditure within H&D. This takes account of estimated revenue projections and is designed to provide suitable contingency to protect the continuity of H&D in the future.

Risk Management Statement

Key risks are assessed and reviewed as an ongoing process and through reporting to the Committee.

H&D also has access to a comprehensive set of policies and guidelines provided by TAT, which are made use of as required.

Insurance policies exist to cover reasonable risks.

Review of the year

I am writing this on the anniversary of the first Covid lockdown in the knowledge that by the time you read it, the rules may have changed again, making it a challenging report to produce.

We started 2020 with the storm clouds gathering and had two monthly meetings at Hertford Theatre before everything shut down. By the time we got to June and things started to relax a bit the Executive Committee were able to meet, at an appropriate social distance, in the grounds of Hertford Castle. At that meeting the decision was made to move to Zoom and to put together a programme of monthly meetings, to keep Hertford U3A going, appreciating of course that this does not suit everyone.

The first of these meetings was in August, when Fool's Gold entertained 89 of us; by the time of the next meeting, when Lucy Worsley was our speaker, the numbers had almost doubled as more members decided to venture into this new world. We now have 400 members who have joined at least one meeting and more who have watched the recordings when they are available and know that for many of our members, these meetings have been a real lifeline. We have speakers booked through to August at approximately two-week intervals so we hope that you will continue to join in.

Some of our groups have also opened up to a wider audience using Zoom. Others are unable to use technology to meet, although several of our exercise groups are meeting this way. Others, such as walking and cycling groups were able to get out in the summer.

As we move, hopefully, back to some sort of normality, we hope that we will be able to resume face to face meetings, subject of course to restrictions applying at the time.

What we will not be able to do is meet at Hertford Theatre until they have finished their major refurbishment, in 2023. Of course, any sort of larger meeting will be dependent on how long social distancing remains the norm.

Through all of this, I have been immensely grateful to my colleagues on the Executive Committee for their support. I would particularly like to thank those due to stand down this year: Lesley Carter, our Vice Chair, who has been responsible for arranging our excellent programme of speakers, aided by Liz Chamberlain, our Secretary, who has learned more about video conferencing in the past year than she thought she would ever need to know; Bill Cox finishes his term as Membership Secretary at this AGM – I thank all of them for their efforts and support, as well as Peter Roberts for his invaluable support as Webmaster. I also finish my term as Chairman at the AGM.

Once again, it has proved an uphill and thankless task trying to persuade members to join the Executive Committee. We reach our 30th anniversary in 2022 but we need people to come forward to keep the organisation running to enable us to celebrate the occasion.

Paul Chamberlain – Chairman
23 March 2021

Financial Report

This is my first Financial Report after a rather protracted and difficult handover from Denis Stubbins during the first half of 2020. The difficulties were in no way attributable to Denis and in fact he set a fine example for the process in the future.

To say anything was uneventful about 2020 is of course the opposite of the truth faced by everyone worldwide and it is in fact the pandemic that has contributed to this Financial Report being quite uneventful.

Plans drawn up in previous years to reduce the surplus funds were almost cancelled out by the restrictions introduced by Government.

In an attempt to reduce the surplus and more importantly to help members to continue their educational activities during a very difficult year, a new fund was setup to help members continue their activity in the online world. The limited uptake of this scheme and the few applications under the existing GEEG format might simply reflect the fact Group activities were extremely affected by the pandemic.

Murry Cole – Treasurer

23 March 2021

HERTFORD & DISTRICT U3A**Receipts & Payments Account for the Year ended 31st December 2020**

| | Note | <u>2020</u> | <u>2019</u> |
|---|------|--------------|---------------|
| Income | | | |
| Membership Subscriptions | 1 | 22541 | 22546 |
| Bank Interest | | 35 | 92 |
| Gift Aid | | 3586 | 3328 |
| Contact (Subs & Adverts) | | 2297 | 2878 |
| Other | | <u>0</u> | <u>0</u> |
| | | 28459 | 28844 |
| | | | |
| Expenditure | | | |
| Bank Charges | | 34 | 32 |
| Gift Aid (Professional Services) | | 420 | 402 |
| Contact (Print, Post & Editorial) | | 2445 | 2657 |
| Management / Administration | 2 | 16257 | 26211 |
| Events contribution | | (9) | 976 |
| TAT Membership Fee | | <u>4998</u> | <u>5019</u> |
| | | 24145 | 35297 |
| | | | |
| Net Movement | | 4314 | (6453) |
| | | | |
| Total Funds Brought Forward | | 47406 | 53859 |
| | | | |
| Total Funds Carried Forward | | 51720 | 47406 |
| | | | |
| <u>Balance Sheet as at 31st December 2019</u> | | | |
| | | | |
| Current Assets – Cash at Bank & in Hand | | 51720 | 47406 |
| | | | |
| Total Assets | | 51720 | 47406 |

Finances of Members' Activity Groups

In addition, during the year ended 31st December 2020, it is estimated that Members' Activity Groups received income from their Members of £36585 (2019 £152039) and incurred expenditure of £37087 (£144071).
As at 31st December 2020 these Groups held deposits and floats estimated at £36459 (£36962)

Date:

Murry Cole – Treasurer

Accountant's Certificate

I have examined, without carrying out an audit, the above Financial Statement of Hertford & District U3A for the year ended 31st December 2020 taken from the accounting records, and from the information and explanation supplied to me, and certify them to be in accordance therewith. I have not examined the finances of the Member's Activity Groups.

Date:

RW Boulton ACA – Gillani & Co. Accountants
13 Limes Court, Conduit Lane,
Hoddesdon EN11 8EP

Notes

| | | |
|---|--|---------------------|
| 1 | H&D U3A Membership subscriptions received including TAT affiliation element (membership fee) | |
| 2 | <u>Management/Administration</u> | |
| | Hall Hire | 34 |
| | Free to Members refreshments (Theatre) | 119 |
| | Speakers | 9045 |
| | St John Ambulance (in attendance) | 81 |
| | Conferences | 0 |
| | AGM (Printing) | 84 |
| | U3A Magazine (Payment to TAT) | 2873 |
| | Herts U3A Network | 40 |
| | Professional Services (Accounts Examination) | 360 |
| | Plastic Membership Cards (Scanning system & consumables) | 110 |
| | Group Directory Printing | 0 |
| | Group Costs | 123 |
| | Bose Audio (for Group use) | 0 |
| | Banners & Signage | 0 |
| | Group Education Enhancement Grants | 2158 |
| | First Aid Courses | 0 |
| | New Member Refreshments | 54 |
| | Other (Licences, Domain, etc.) | 0 |
| | Covid Support Fund Zoom Grants | 422 |
| | Speakers – Zoom | 354 |
| | | <u>15856</u> |
| | <u>Trustee Expenditure</u> | |
| | Printing & Stationery | 136 |
| | Postage & Telephone | 265 |
| | Travel & Parking | 0 |
| | Other | 0 |
| | | <u>394</u> |
| | TOTAL | <u>16257</u> |

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| | <u>Trustee Expenditure</u> | |
| | Printing & Stationery | 136 |
| | Postage & Telephone | 265 |
| | Travel & Parking | 0 |
| | Other | 0 |
| | | <u>394</u> |
| | TOTAL | <u>16257</u> |