

Hertford and District U3A

(Charity Commission number 1027766)

Report and Financial Statement for the Year ended 31st December 2021

Hertford and District U3A
Officers and Committee 1/1/2021 to 31/12/2021

Chair	Anne Egan from 17/5/2021	O
	Paul Chamberlain to 17/5/2021	
Vice Chairman	Lesley Carter to 17/5/2021 Paul Chamberlain from 17/5/2021	O
Secretary	Elizabeth Chamberlain	O
Treasurer	Murry Cole	O
Committee	Janet Mollison	T
	Ian Butler	T
	Pamela Beale	T
	Carol Pennington	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 2021

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

It has been a privilege to represent you throughout this last year.

Covid has not prevented you from keeping our u3a and your groups going whether it was meeting on Zoom or latterly face to face. Neither has Covid stopped your committee members and supporters from achieving success after success. Please join me in congratulating them on their amazing achievements which are listed below, in no particular order:

1. Launching a new members online application process (Peter Roberts)
2. Introduction of a H&D Private Facebook Group and Facebook advertising page (Pam Beale & Anne Egan)
3. Running monthly Zoom Meetings (Paul & Liz Chamberlain)
4. Securing a new venue for the monthly meetings in 2022 at Fletchers Lea (Liz Chamberlain)
5. Development and introduction of HENRI – Hertford Electronic Number Random Indicator Prize Draw (Murry Cole & Pam Beale)
6. Coffee Mornings and Afternoons supporting local venues recovering from the impact of Covid paid for by our u3a (All Committee Members)
7. Enhancing and improving the Website (Peter Roberts)
8. Membership Audit (Pam Beale & Murry Cole)
9. Review and update of our security systems eg: launching a new website login facility (Peter Roberts)
10. New members regular meetings (Carol Pennington)
11. Overseeing the Pathfinder initiative instigated by Third Age Trust (TAT) (Carol Pennington)
12. Recruiting new committee members and volunteers enabling your u3a to continue in 2022 and beyond (All Committee members)
13. Streamlining financial processes for Group Leaders (Janet Mollison)
14. Updating Hertford & District u3a's Assets Register (Murry Cole)
15. Group Leaders communications & spreadsheet management. (Ian Butler)
16. Contact review (Ian & Ann Butler, Liz Chamberlain & Ian Nash)

I'm sure you will agree that is awesome and I am proud to be amongst such a talented group of people.

Many thanks to the following for their unstinting support, take a bow:

Committee Members

Paul Chamberlain – standing down in 2022 after five years in the roles of Vice Chair and Chair

Liz Chamberlain - standing down in 2022 after six years in the role of Secretary

Murry Cole – standing down after two years as Main Treasurer

Ian Butler – standing down in 2022 after three years in the role of Groups Coordinator also providing support to the Contact editorial team

Pamela Beale – Membership Secretary for the last year

Carol Pennington – New Members Coordinator for the last year

Janet Mollison – New Members Coordinator for two years and Groups Treasurer for the last two years

Committee Supporters

Group leaders, the single most important element of our u3a and, without their continued commitment and dedication, our u3a would be a far less vibrant and interesting organisation. It cannot have been easy to get groups up and running and I applaud you all for doing this so successfully.

Gwen Crosse – for organising and running the Annual Carol Concert for the last 27 years

Peter Roberts – Webmaster for over 10 years

Liz Cooper – Web Assistant

Jennifer Thomas – Welfare Officer

Wynne Tranter – retired from the Events Team this year

Liz Cooper – stepped in to take over from Wynne Tranter as Events Coordinator

David Cooper – Website Development Volunteer during this last year

Lesley Carter – Speaker Secretary – standing down in 2022 after four years (including three also as Vice Chair)

Roger Celia – Contact proofreader

Roger Slater. – Contact proofreader (Roger retired from the role earlier this year after 13 years)

Ian Nash – Contact Editorial Team

Phil Bailey – retired from Contact Editorial Team during the year

Dick Warn – Contact Editorial Team for the last 20 years, standing down this year

Ann Butler – Contact Editorial Team

Mo Askew – Facebook Moderator

Annette Richardson - Facebook Moderator

Denis Stubbins – 30th Anniversary Celebration Coordinator

And thank you to all the unsung heroes within Hertford & District u3a who quietly go over and above in supporting our u3a (too many to mention here).

The roll call listed above demonstrates the superb contributions from our u3a volunteers and one of the many things that stood out to me is the length of time our volunteers have given over many years. It seems once you get involved, there's a good chance that you will remain involved. It's admirable.

Hertford & District's 30th Anniversary is this year. Discussions on how to celebrate are underway and will continue with the new committee. We need your ideas as well as ours, so please do consider getting involved, it will be great fun.

These celebrations can be one big event or a combination of large and smaller events, in an effort to reach as many members as possible. Funding will be available depending on the number and types of events. Finding a venue for a large event is proving to be challenging however, if we have to, we can defer to 2023.

I'm sure that will come as no surprise to you as many venues are now being booked for delayed celebrations.

Everything is in good shape for your new committee whose focus will be to continue to support you, our members.

If you've seen anything in the list of activities undertaken by the many volunteers that might attract you to being either a non-committee member, a committee member or indeed a Group Leader, please consider getting involved. Contact execommittee@hertfordu3a.org.uk

And finally, a huge vote of thanks to our founder members without whom Hertford & District u3a would not exist.

I look forward to seeing you at the AGM on Monday 9th May 2022.

Anne Egan

chair@hertfordu3a.org.uk

Financial Report

In terms of Income from membership subscriptions, 2021 was perhaps better than expected given it was effectively the second year of the pandemic. It is in my view attributable not only to the underlying spirit of the membership but also the hard work undertaken by my fellow trustees and committee members during these difficult times. Nonetheless, Hertford u3a income during 2021 was £1.5K lower than 2020.

Last year's expenditure saw an increase over the previous year in which the pandemic had had a significant impact on activity. The increase is reflected in the emphasis placed on supporting online activities for the membership funded by Hertford u3a reserves that included the procurement of high-profile speakers for various online events.

Much work has been done with the continuation and introduction of various initiatives that our Chair refers to in her report. Such initiatives are also being supported by Hertford u3a reserves.

Planning for the Hertford u3a 30th Anniversary is underway and as everyone desires that these are notable celebrations coming out of the past two-year gloom, adequate funds have been allocated from the reserves to support everyone's aspirations.

An important factor in the administration of Hertford u3a is not only following our own constitution but also satisfying Charity Commission rules. To that end discussions have been held with the Charity Commission and I am pleased to report that all initiatives currently in operation conform to the rules.

Murry Cole – Treasurer

07 March 2022

HERTFORD & DISTRICT U3A**Receipts & Payments Account for the Year ended 31-December-2021**

	Note	<u>2021</u>	<u>2020</u>
Income			
Membership Subscriptions	1	21864	22541
Bank Interest		1	35
Gift Aid		2871	3586
Contact (Subs & Adverts)		2238	2297
Other		0	0
		26974	28459
Expenditure			
Bank Charges		69	34
Gift Aid (Professional Services)		450	420
Contact (Print, Post & Editorial)		2243	2445
Management / Administration	2	23180	16257
Events contribution		0	(9)
TAT Membership Fee		5047	4998
		30989	24145
Net Movement		(4015)	4314
Total Funds Brought Forward		51720	47406
Total Funds Carried Forward		47705	51720
		47705	51720
<u>Balance Sheet as at 31-December 2021</u>			
Current Assets – Cash at Bank & in Hand		47705	51720
Total Assets		47705	51720

Finances of Members' Activity Groups

In addition, during the year ended 31-December 2021, it is estimated that Members' Activity Groups received income from their Members of £45315 (2020 £36166) and incurred expenditure of £41079 (£36780).

As at 31-December 2021 these Groups held deposits and floats estimated at £40584 (£36962)

Date: 28-February-2022

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 31-December-2021 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: 28-February-2022

R W 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>	
	AGM (Printing)	0
	Banners & Signage	0
	Computer & Office Equipment	826
	Conferences	0
	Covid Support Fund zoom Grants	639
	First Aid Courses	0
	Free to Members refreshments	319
	Group Costs	0
	Group Directory Printing	0
	Group Education Enhancement Grants	1448
	Hall Hire (deposit refund from 2019)	(840)
	Herts U3A Network	0
	New Member Refreshments	479
	Other (Licences, Domain, etc.)	198
	Plastic Membership Cards (Scanning system & consumables)	132
	Printing Costs	1397
	Postage and Misc	49
	Professional Services (Accounts Examination)	360
	Speakers	14555
	St John Ambulance (in attendance)	0.00
	U3A Magazine (Payment to TAT)	2451
	Zoom Costs	787
		<hr/>
		22800
	<u>Trustee Expenditure</u>	
	Printing & Stationery	147
	Postage & Telephone	82
	Travel & Parking	12
	Other	139
		<hr/>
		380
		<hr/>
	TOTAL	<hr/> 23180 <hr/>