

Charity Commission number 1027766

Hertford and District U3A

Report and Financial Statements

For the year ended 31st December 2022

Hertford and District U3A

(Charity Commission number 1027766)

Report and Financial Statement for the Year ended 31st December 2022

Hertford and District U3A Officers and Committee 1/1/2022 to 31/12/2022

Chair	Anne Egan	O
Vice Chairman	Paul Chamberlain to 9/5/22 Murry Cole from 10/5/22	O
Secretary	Elizabeth Chamberlain to 9/5/22 Rita Anderson from 10/5/22	O
Treasurer	Murry Cole to 9/5/22 Charles O'Ferrall from 10/5/22 to 14/7/22 Janet Mollison from 15/7/22	O
Committee	Janet Mollison	T
	Ian Butler to 9/5/22	T
	Pamela Beale	T
	Carol Pennington	T
	Brenda Anderson from 1/1/23	T
	Robert Sprigge from 10/5/22	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 2022

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

Congratulations to all of you, our members. You have been successfully emerging from the horrid Covid Pandemic. We lost some groups during the emergence from the pandemic which was to be expected but slowly the numbers of groups are increasing. Our u3a continues to be hugely vibrant and is attracting new members regularly.

One of the biggest challenges for the Committee has been to find a suitable venue for our monthly meetings. Initially we secured Fletchers Lea in Ware where we attracted 40/45 members to the meetings. The venue was not however financially viable and the Committee had to make the difficult decision to postpone those meetings whilst we searched for a new one.

Our meetings are now taking place at County Suite (CS). The location is ideal, there is ample free parking and the attendance numbers say everything - 170, 130, 90 and 120 since January 2023. There are problems with the audio and visual facilities which I am confident can be overcome.

As Hertford Theatre reopening of the first cinema is now forecast for Spring of 2024, it is in our interest to continue with CS in the interim. The final venue will be a decision for the incoming committee.

We celebrated our 30th Anniversary holding three very well received A Midsummer Night's Dream performances, Watercolour Painting in the Park and a Quiz. We also held a very successful Christmas Social, and monthly Coffee mornings continue to attract many members. Another Quiz was held at a Monthly Meeting more recently and it too was well supported. All of these were funded by Hertford & District (H&D) u3a including First Aid courses which have just been reintroduced as a further benefit to our members.

With the increasing numbers of members attending committee organised gatherings, a huge thank you to all of those members who volunteer regularly to help the committee members present. We could not and cannot do this without your support. There are far too many to mention by name, you know who you are. It's an excellent example of our u3a being 'run by the members, for the members'.

Thanks also go to our Website, Editorial, Proof-reader and Contact Development teams. You will have seen the new style Contact newsletter in April 2023 and the many changes to our Website. The numbers on Facebook continue to rise but more members and interaction would be welcomed. The contribution of the Group Organisers continues to be of paramount importance to the running of our u3a. Thanks must also go to all of those members participating in those groups.

Hats off to our founder members and all Committee members who have got us through 30 years and to those taking us into our 31st year.

A new venture started in January 2022 with the introduction of HENRI (Hertford Electronic Number Random Indicator). This was an electronic prize draw with 20 winners each month eligible to receive up to £80 towards the cost of something that is in line with the u3a ethos of lifelong learning, funded by H&D u3a. The last prize draw for members took place in December 2022.

The Committee also took on two new systems, Simple Membership and Microsoft 365. These systems will introduce opportunities to make it easier to safeguard H&D data. Another huge challenge for our u3a (and all u3a's nationally) is to find solutions to the difficulties with the banking of groups' funds. Locally HSBC and NATWEST are closing by August 2023 and it is hoped that the Simple Membership package may help to resolve this particularly difficult problem. That, however will be established in the coming months. It's very important for the future of our u3a to keep abreast of technological developments. Again, it will be the decision of the incoming committee to progress.

Our finances remain healthy but I won't elaborate as financials are included within this report.

Now to the Committee. During the past year due to unforeseen personal and health problems, there have been situations arising resulting in the committee having to recruit mid-term. This was successful so we know volunteers are out there! The committee need a team of eight but in reality, that number during 2022/23 has been an average of five. I want to pay huge respect and thanks to the Committee members who have willingly put in a level of effort which can only be described as over and above.

Best wishes

Anne Egan
chair@hertfordu3a.org.uk

Financial Report

In terms of Income from membership subscriptions, 2022 saw a slight increase – this is particularly pleasing following two years of the pandemic. This is largely due to the underlying spirit of our membership but also the hard work undertaken by fellow trustees and committee members during these difficult times. Income from our Contact magazine subscriptions and adverts also saw a small increase. The overall income for Hertford u3a, however, declined, by £800, following the decision by committee not to claim for Gift Aid for the year. Gift Aid will be back claimed for the year 2022 during the current financial year.

Last year's expenditure saw a considerable increase over the previous year - reflecting the committee's hard work to counteract the effect of the pandemic on the membership. Hertford u3a reserves have been used to hold social events on a regular basis encouraging our members to get out and meet up again. This included events such as regular free coffee mornings, a change in the monthly meetings to reflect diverse interests and holding three productions of A Midsummer Night's Dream as part of the Hertford U3A 30th Anniversary. Following U3A aims, a prize draw was introduced enabling the lucky winners to take up a new learning initiative.

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 work has been ongoing to ensure financial policies have been clarified and updated.

Investigation work was started and will continue to be undertaken in the coming year, towards installing a new software system called Simple Membership. This system will enable all membership, group and financial information to be held within one integrated software system and enable the committee and groups to work more effectively and efficiently. The Budget for the year 2023 reflects that commitment.

Janet Mollison – Acting Treasurer
28 March 2023

HERTFORD & DISTRICT U3A**Receipts & Payments Account for the Year ended 31-December-2022**

	<u>2022</u>	<u>2021</u>
Income		
Membership Subscriptions ¹	22253	21864
Bank Interest	0	1
Gift Aid	0	2871
Transfers In	1217	0
Contact (Subs & Adverts)	2533	2238
Other	87	0
	<hr/>	<hr/>
	26090	26974
 Expenditure		
Bank Charges	761	69
Gift Aid (Professional Services)	0	450
Contact (Print, Post & Editorial)	2112	2243
Management / Administration ²	24027	23180
Events contribution	1459	0
TAT Membership Fee	5420	5047
Miscellaneous	100	0
	<hr/>	<hr/>
	33879	30989
 Net Movement	 (7789)	 (4015)
 Total Funds Brought Forward	 47705	 51720
 Total Funds Carried Forward	 39916	 47705

<u>Balance Sheet as at 31-December 2022</u>	39916	47705
Current Assets – Cash at Bank & in Hand	39916	47705
Total Assets	39916	47705

Finances of Members' Activity Groups

In addition, during the year ended 31-December 2022 it is estimated that Members' Activity Groups received income from their Members of £109067 (2021 £45315) and incurred expenditure of £112,971 (2021 £41079). As at 31-December 2022 these Groups held deposits and floats estimated at £ 36680 (£38,168.75)

Date: 29-March-2023

Janet Mollison – 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-2022 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: 19 May 2023

R W Boulton FCA – Thickbroom Coventry Ltd

147 A High Street

Waltham Cross EN8 7AP

Notes

1	H&D U3A Membership subscriptions received including	
	TAT affiliation element (membership fee)	
2	<u>Management/Administration</u>	
	Admin other eg. Licences, Domain Hosting, software etc.	561
	AGM (Printing)	74
	Anniversary 30 th celebrations	3924
	Computer & Office Equipment	549
	Conferences	0
	Covid Support Fund zoom Grants	288
	First Aid Courses	0
	Group Education Enhancement Grants (GEEG)	2565
	Group Account Float Funds	1000
	Hall Hire	2190
	Henri Prize Draw Winners	5180

Herts U3A Network	0
Plastic Membership Cards	137
Postage and Telephone	213
Printing & Stationery	524
Professional Services (Accounts Examination)	360
Speakers	5307
St John Ambulance (in attendance)	231
Travel & Parking	430
Trustee Expenditure	374
U3A Magazine (Payment to TAT)	0
Zoom Costs	120

- £165 refunds were allowed for on the year 2021 end of year balance which were out of date and can no longer be claimed. These have been added back into subscriptions.

Hertford & District AGM 2022 – Chair's Annual Report

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

Roger Slater. – Contact proof reader (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