



Crawley u3a Trustees Annual Report and Accounts for year ended 31st August 2025

Table of Contents

1	Reference and Administrative Details	2
2	Structure, Governance and Management	3
3	Review of the year ended 31 st August 2025	4 – 8
4	Aims for the year ending 31 st August 2026	8
5	Review of Financial Activities for the year ended 31 st August 2025	9
6	Trustees’ Declaration	10
7	Independent Examiner’s Report on the Accounts	10
8	Accounts for the year ended 31 st August 2025	11 - 15



(Photo credit: Jane Broomer, Horsham u3a)

1. Reference and Administrative Details

Crawley University of the Third Age (Crawley u3a) is a member of the Third Age Trust as an unincorporated members' association.

Registered Charity Number 1029004

The Board of Trustees Members of the Board of Trustees who held office during the financial year 2024-25 are listed below.

Independent Examiner of the Accounts Tony Neale FCMA 37 St Georges Court, Crawley, RH10 8LP

Bankers Lloyds Bank plc, 1 – 5 The Broadway, Crawley, RH10 1DU

Trustees for 2024-25 (8th Nov 2024 – 14th Nov 2025)

Post	Name	First Elected	Term Ends
Officer Trustees			
Chair	Jim McGough	AGM Nov 2022 AGM	AGM Nov 2025
Vice-Chair	Alan Rew	AGM Nov 2023 AGM	Steps down AGM Nov 2025
Secretary	Margaret Lloyd	AGM Nov 2022 AGM	AGM Nov 2025
Treasurer	Graham Friday	AGM Nov 2021 AGM	AGM Nov 2027
Other Trustees			
Communications Coordinator	Sue Parker	AGM 11 th Nov 2022	AGM Nov 2025
General Trustee	John Williams	Co-opted 3 rd Dec 2024	AGM Nov 2028

Other Trustees Acting During the Financial Year 1st Sept 2024 – 31st Aug 2025

Post	Name	First Elected	Resigned
Other Trustees			
Groups' Coordinator	Janet Newson	AGM 10 th Nov 2023	Nov 2024 AGM

2. Structure, Governance and Management

Nature of Governing Document

Crawley u3a is an unincorporated members' association, and a member of the Third Age Trust (the national u3a coordinating body). An organisation called 'Learning in Later Years' was founded in Crawley in 1981 and this became the 'Crawley University of the Third Age' when it affiliated to the Third Age Trust in March 1985. It was registered as a charity (Reg 1029004) by the Charity Commission on 24th November 1993.

The current constitution was adopted on 24th January 2023, having been approved by the Annual General Meeting (AGM) on Friday 11th November 2022, subject to the insertion of clause 10.1 requiring membership fees for the forthcoming membership year to be approved by a majority vote of those Crawley u3a members attending a meeting to be held at least one month before the start of that membership year.

Objectives and activities

Crawley u3a's object is:

"The advancement of education, 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 in Crawley and the surrounding district".

In pursuit of these objectives, Crawley u3a organises artistic, literary, fitness and recreational group activities alongside a monthly series of lectures and a programme of seasonal outings. The emphasis is on social and mutual support and the principle of self-help learning is followed; learning is for its own sake where no qualifications are sought or offered.

Public Benefit

The activities undertaken by the charity to further public benefit are the provision of education and improvements to wellbeing and quality of life for those no longer in full-time employment.

The Trustees confirm that they have complied with the requirements of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Committee, Trustees and Management

The management of Crawley u3a is vested in the Committee, which is also the governing body and its board of trustees for the purposes of charity law. There must be between 5 and 12 elected Trustees. A non-voting President, Maureen Wicks, has also been elected.

The officers and other trustees are elected by the members at the Annual General Meeting, or co-opted by the Trustees, and hold office for one year but are eligible to stand for the same post for a further two years (except for the Secretary and Treasurer who may be elected for a second term of three years so serving up to six consecutive years in total). In the event of a vacancy the Committee may appoint a member until the next AGM.

The trustees meet formally at regular intervals during the year and are responsible for the strategy and policies of the Crawley u3a as well as dealing with its administration, management, and governance. All trustees are required to affirm annually that they satisfy the Charity Commission's eligibility rules to act as trustees and that they comply with their responsibilities as trustees, all of which are set out in the Charity Commission guidance 'The essential trustee (CC3)'.

3. Review of year to 31st August 2025

Chair's Report

This AGM marks a significant transition for our organisation, with the departure of four trustees: the Chair, Vice Chair, Secretary, and Communications Coordinator. I extend my sincere gratitude to these individuals for their dedicated service over the past years.

As noted in last year's report, recruiting volunteers for trustee roles remains a challenge for Crawley u3a and the wider network. Despite ongoing appeals, we welcomed only one new Trustee during the year. Our continued legal and financial compliance is a testament to the expertise and commitment of all trustees, especially as some have managed considerable personal responsibilities. I thank them all for their contributions. The level of work put in over the last few years on both our legal compliance and financial management is now being recognised within the wider u3a movement as being exemplary.

We implemented an important organisational change by reducing the number of trustee formal meetings to four annually, while maintaining effective operations through informal collaboration. We are nearing our goal of separating trustee compliance from operational delivery, though some overlap remains, mainly through shortage of volunteers for Events support roles. The Secretary took on the role of overseeing the annual membership renewal process, and the Assistant Groups Coordinator provided invaluable support to those responsible for running activity groups. .

Our activities continue to thrive, thanks to the dedication of group leaders, their deputies and other assistants, the RUGS, the Beacon and website support roles, and welfare support. Special recognition goes to Liz Tennant, the organiser for monthly meeting speakers and seasonal events for her exceptional commitment beyond her three-year term.

Thanks also to the team who organised the very successful Ruby Celebration event in July.

Finally, we are part of a wider u3a community, united in our mission to enrich the lives of those in their third age, and the Chair participates in the regular Chairs' Forum and West Sussex Network u3a meetings, as well as representing Crawley u3a at the AGM of the Third Age Trust.

I look forward to supporting my successor and the new trustees, and am confident they will receive the same warm welcome I experienced.

Jim McGough, Chairman

Report from the Board of Trustees (Committee)

During the 12 months to 31st August 2025 we met formally six times. Until the 2024 AGM on 8th November we continued to meet monthly, with meetings in each of September and October, but, as announced before the 2024 AGM, we then moved towards a system of holding formal meetings quarterly. This change was possible because three years of hard work had diminished the volume of Trustee business relating to policies and financial matters.

This new meeting structure worked well. We produced "Trustee Progress Reports" every six weeks or so, posted to the website and disseminated to those involved in the organisation of Activity Groups. These reports explain progress made both on the Trustees' Aims for 2025 (a copy of which is available on the website under [Admin/For Trustees](#)) and on the individual operations. Holding fewer formal meetings freed up Trustee time which could then be devoted to achieving our aims for 2024-25.

Major Achievements against the 2025 Aims:

1. 30th July Ruby Celebration Event (Aim 7)

We realised that we needed a new format Open Day/Celebration Event providing opportunities for current u3a members to socialise together as well as attracting new members. The main requirement was identifying a suitable venue, more spacious than the Friary. The Treasurer and Communications Coordinator volunteered to lead this project, with the assistance of a working group, and planning started in January with the booking of most of the rooms at the Charis Centre. It was only later that we realised that 2025 marked forty years since Crawley u3a came into existence.

The Working Group worked very hard at organising the event itself, and designing and disseminating the publicity. Group Leaders and members spent a lot of time developing eye-catching displays. The event itself exceeded our expectations in terms of attendance, which comprised existing u3a members, potential members (we have so far recruited twenty-six new members from the day), and other members of the public, including the Leader of Crawley Borough Council, Michael Jones, and the MP for Crawley, Peter Lamb. The Crawley Observer reported on the event, so in addition to providing a good day out and attracting new members it also enhanced our profile within Crawley.

2. Establishment of a Crawley u3a Office (Aim 3)

The opportunity to rent a small office, something we have aspired to for a while, arose from the Chair's involvement with Crawley Community Action (CCA), as part of our 2024-25 Aim of improving our liaison with local organisations (Aim 5). A couple of the small offices in Orchard House, the building occupied by CCA at Gleneagles Court on the Brighton Road, became available and following approval by the Group Leaders at their 5th June meeting, we entered into a lease agreement from 1st July. For various reasons it has taken rather longer than anticipated to get the office fully equipped so we have not yet exploited the full potential of this office in terms of offering facilities for Group Leaders. We have though fulfilled our objective of moving the u3a's various pieces of events equipment from our homes into the office.

3. New Website (Aim 8)

We had no choice but to adopt the new SiteWorks based website developed by the Third Age Trust to replace the old Sitebuilder version. Our Webmaster, Stuart Spreadborough, successfully set up the SiteWorks version of our existing website pages and content, and then the Web-Editor, Janet Newson, completely redesigned the page structure and content, exploiting the new possibilities presented by SiteWorks whilst keeping it user-friendly. Janet completed the basic work on this by the start of April, although she has continued to refine it since, alongside keeping it updated. Once members had become accustomed to the new format they found it much easier to use than the previous website. The number of visitors per day increased from 12 in April to 17 in September.

Progress on Other 2024-25 Aims:

We managed, with the assistance of a Crawley u3a member, Roger Combes, to produce a Venue Strategy document (Aim 2) to assist Groups and Event organisers to find, when required, alternative venues within Crawley.

We engaged more with Crawley Council and local voluntary organisations (Aim 5) through participation in the October Winter Warm Up event at K2 organised by West Sussex Alzheimer's Society, liaison with Crawley Community Action (CCA) and inviting local representatives from Age UK, and a fundraiser from St Catherine's Hospice to the September monthly meeting.

We simplified the 2025-26 membership renewal process by reducing the use of forms (**Aim 9**) although there is still potential for improvement in future years.

Movement towards the new organisation structure (**Aim 1**) was hampered by a shortage of volunteers, particularly on Events support roles, though we were successful in recruiting Working Groups and volunteers for the Ruby Celebration and the 2024 Christmas Party. Little could be done on increasing the support offered to the more academic based indoor Groups and their Leaders (**Aim 4**), due to a lack of interest on the part of Group leaders. Nor, due to pressures of other tasks, were we able to adopt a Risk Management Policy and Risk Register including a Contingency Policy to limit any disruption should a Trustee suddenly need to step down (**Aim 6**).

The **Aims for 2026** (see [Section 4](#) on page 8) take account of those 2025 Aims not completed.

Report on Operations

1. Financial Sustainability

A small deficit was incurred on our General Membership activity (i.e. excluding the costs and income from Group activities) for the year. This was due to the cost of putting on the Ruby Celebration. Ignoring this, the ongoing operational costs were matched by the income generated from the Membership Fee, indicating that the Membership Fee was set at the correct level.

The level of available unrestricted reserves was £21,027 on 31st August 2025. This is equivalent to about three times the current level of operational costs.

The Charity Commission requires Trustees to annually undertake a formal review of the charity as a 'Going Concern' and to report the outcome of that review within their published accounts (see [Section 5](#) on page 9)

Activity Groups are all now operating with greater flexibility and financial independence, with the general financial objective being that they all become self-financing. Should any group require financial support, because of a significant change in either their membership levels or cost base, then there is £10,778 available in restricted reserves to provide that help.

The level of both unrestricted and restricted reserves provides a cushion to protect against any unexpected situations and will be used both to keep future fee levels affordable as well as provide investment to both improve and widen the scope and level of activities offered by the u3a.

2. Membership Numbers

Our total membership numbers (including Associate members) on the Third Age Trust census date of 31st March 2025 census were 625, down very slightly from 635 at 31st March 2024, but by end August this year, with 654 members, we were above the end August 2024 figure of 638. Recruitment of new members has been very vigorous since the Ruby Celebration, though until the ongoing annual renewal process is completed we cannot compare the number of resignations with last year's. We thank the Membership Assistant, Jean Manuel, for her unstinting work on dealing with new membership applications.

3. Activity Groups

The number of groups at the end of August 2025 was 52, down by two from the 54 at the end of August 2024. New groups starting or restarting in the year were Italian for Beginners (Autumn 2024) and the former Craft Group, which had closed in spring 2024, but which was restarted very successfully in April 2025 under a new leader. 3D Paper Crafting also started in Autumn 2024, but closed seven months later due to the Group Leader's caring responsibilities.

Other closures during 2024-25 were Singing for Fun in late 2024, and the Allotment Group (which had comprised only three members for a number of years) in June.

The two Short Mat Bowls groups were forced to merge into a single group in July, following declining numbers, and Exploring Local History ceased because of the loss of the curator at Crawley Museum.

One new group, Chess, has started since the end of August 2025.

The reduction in the number of groups means that our ratio of members to groups has increased slightly from 11.8 for 2023-24, to 12.0 for 2024-25, compared to the TAT's recommended ratio of 10. It must be borne in mind that this is a fairly crude measure, as groups vary widely in the frequency of their meetings.

More worryingly, the Out and About (O&A) and the Ambling & Walking Groups are all oversubscribed to the extent that not all new members wanting to join them can obtain places. A couple of the O&A groups are now only able to offer no more than one trip a term, due to shortage of those willing to lead trips. In contrast, some of the indoor groups are struggling to attract and retain members. A meeting held in May between Trustees and Out and About Group Leaders to tackle issues around excess demand for membership of these groups and a shortage of volunteers to organise outings made little progress.

Three meetings were held for Group Leaders and all others involved in organising Groups to share their experiences and to brief them about the Ruby Celebration Event, in October, March and June, and were well attended.

4. Events for All Members

The events covered here are the standard ones organised each year, as opposed to the one-off Ruby Celebration Event (see [Item 1](#) on page 5) which differs from these others in that it was open to outsiders.

For the calendar year 2025 we have held nine monthly Friday meetings with speakers, with an average attendance of 81, up from 76 for 2024. This may be due to including a short piece in each month's newsletter describing the content of the talk.

As in 2024, the best attended meeting was the one at which Tony Harris spoke. Dressed again as the part, he delivered a talk on Winston Churchill. The next best attended talk was in April when Peter Blood, an ex-barrister, demonstrated a historic court case.

In addition to organising the monthly meetings with speakers, Liz Tennant also arranged two seasonal coach trips during 2025, one to the Romney Marsh & Hythe in May and another to Maritime Greenwich in September. In addition, Liz and Jean Elmer together organised a couple of coach trips to concerts at the Albert Hall.

Three coffee mornings were held in the financial year 2024-25, one in each term, as is normally the case, with Trustees hosting special New Members Tables for recent joiners. Average attendance per coffee morning was around 70, compared with 55 for 2023-24.

Jacqui Mercer volunteered to organise the 2024 Christmas Party, assisted only by a very small team, and we are very grateful for their work on this.

5. Communications

The Communications Coordinator, Sue Parker, produced not only the standard monthly Newsletters (for all months except August) but also a Special Edition Ruby Celebration Newsletter incorporating photos from that event. Jean Austin's lively and informative reports on the monthly Friary talks are particularly appreciated, but thanks to other contributors also.

The Chair continued to produce his “Slices” throughout the year, focussing on Trustees’ news and advertising volunteer vacancies.

The number of Crawley u3a Facebook members has grown from 328 on October 23rd 2024 to 415 on October 27th 2025. In February 2025 a second Facebook account was set up, Crawley u3a Extra, intended to feature the posts from u3a members on topics not directly related to Crawley u3a activities or news. This now has 52 members.

Sadly, although there is no shortage of Facebook members, only a small number of members seem willing to post to the pages. In particular, we would love to see more posts featuring the groups meeting indoors.

6. Other Operational Improvements

The Chair managed to negotiate a new hiring agreement with the Friary, signed in September 2025, which clarifies a number of matters.

As a result of receiving complaints from members experiencing difficulty hearing speakers at the Friary monthly meetings, the General Trustee led a working group to review various equipment options designed to improve the experience of hearing-impaired members. This resulted in the purchase of a portable PA system in early September 2025.

4. Aims for the year ending 31st August 2026.

As usual, we will not be deciding our aims for 2026 until our first Trustee meeting after the AGM, as what is realistically possible is dependent upon the extent to which we are able to fill the Trustee vacancies.

The Board of Trustee’s provisional aims for 2026 include:

1. Embed the new organisation structure, with operational decisions relating to Communications & Publicity, Groups, Membership and Events, being undertaken by Support Roles and Working Groups, not the Trustees.
2. To engage more with Crawley Council and Crawley voluntary organisations to market the values and benefits of membership of Crawley u3a.
3. To adopt a Risk Management Policy and Risk Register, including a Contingency Policy to limit any disruption should a Trustee suddenly need to step down.
4. Development and implement a strategy to minimise the long-term financial impact of the forthcoming new Bank Charges, that come into effect from November 2025.

In addition, we will support the following initiatives by Working Groups and Support Role Holders:

5. Given the success of the Ruby Celebration event, to develop and deliver a similar event that showcases the Activities being undertaken across Crawley u3a.
6. To simplify both the annual membership renewal process and new member registration process.

5. Review of Financial Activities for the year ended 31st August 2025

The General Membership activities (Unrestricted and Designated Funds) generated a deficit of £3,640. This was due to a combination of the following factors:

- Membership numbers increased throughout the year, generating additional income.
- Increased income from the investment of the cash reserves in fixed term cash investments with our Bankers Lloyds.

Offset by:

- The Ruby Celebration event.
- Initial rental and set up cost of the office at The Orchard.
- Cost of the 2024 Christmas Party increased, due to a significant rise in the cost of the food.

The Groups activities (Restricted Fund) made a combined deficit of £1,137. This was a result of the Groups using up the surpluses they had generated in previous years.

Policy on Reserves

The Trustees on the 8th of March 2023 approved a Financial Policy, which included a Reserve Policy. This reserve policy requires the Trustees to consider the following on an annual basis and make appropriate financial provision.

- Loss of income from a significant reduction in Membership numbers, that would undermine the long-term viability of the organisation.
- Potential for unforeseen expenses arising from a local or national emergency (e.g. Covid) or unforeseen event such as an insurance claim.
- The contractual costs of winding up the organisation in an orderly manner.

The Trustees have determined that aiming to keep a minimum level of unrestricted reserves that cover at least six months of regular operating activity would be sufficient.

The combined balance on the Unrestricted Funds is £21,027. This is slightly over £17,000 more than the minimum level of £4,000 required to comply with both Charity Commission guidance and the above policy. The intention is to use this additional balance to both invest in the future of the organisation and to offset future inflationary pressure to maintain the Membership Fee at an affordable level.

The reserve balance on the Restricted Fund is £19,230. This balance can only be used to support Group activities. It is made up of two parts:

1. Allocated reserves, these have been generated by specific groups and are only available to those groups to spend on their activities. At the 31st August 2024 this amount was £8,452.
2. The remaining £10,778 of Unallocated reserves is available for the Trustees to use to support existing Group and in the development of new ones.

To administer the funds in a fair and equitable way the Trustees have established the following criteria for the application of these funds:

- Provide a 'start-up' grant to all new Groups towards the initials costs of getting the group up and running.
- Provide financial support to groups that have incurred a deficit due to either:
 - a sudden and unexpected reduction in membership numbers
 - an additional cost arising from a change in policy or external change in governing legislation.

6. Trustees' Declaration for the year ended 31st August 2025


The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charity (Accounts and Reports) Regulations 2008 and are consistent with the charitable purposes of the charity as described in clause 3 of its constitution adopted in January 2023.

They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees of the charity on 7th October 2025 and signed on its behalf by:

Jim McGough, Chair



7.10.2025

7. Independent Examiner's Report on the Accounts

Independent Examiners Report to the Trustees of the Crawley University of the Third Age

I report on the accounts of the charity for the year ended 31st August 2025.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year and that an independent examination is needed.

I report in respect of my examination of Crawley u3a'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 examiners' statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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:



ANTHONY NEALE FCMA

Date: 17/10/25

8. Accounts for year ended 31st August 2025

Crawley u3a

Statement of Financial Activity for the year ending 31st August 2025

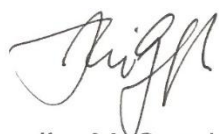
	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total £	Previous Year £
Income					
Membership Subs	9,223			9,223	10,855
Group Activity fees			25,183	25,183	21,301
Events & Trips fees			38,643	38,643	31,460
Gift Aid	0			0	1,295
Investment income	1,363			1,363	958
Other Income	32			32	111
	10,618	0	63,826	74,444	65,980
Expenditure					
Group Activity Expenses			25,463	25,463	19,703
Events & Trips Expenses			39,500	39,500	30,521
Committee	568			568	727
General Office	588			588	0
Information Technology					
- Licences, Subscriptions & Equipment	803			803	727
General Equipment		0		0	1,759
Health and Safety equipment	0			0	12
General Operating Licences (CLA)	69			69	67
Third Age Trust					
- Annual Subscription	2,384			2,384	2,424
- u3a Matters Magazine	501			501	574
Communications					
- Newsletter	590			590	673
- Publicity	264			264	221
Events & Meetings					
Monthly / General meetings	1,687			1,687	1,440
Celebration event / Open Day	3,416			3,416	39
Annual General Meeting	164			164	136
New Members	0			0	87
Really Useful Group	214			214	175
Group Leaders	342			342	348
Christmas Party	1,841			1,841	747
Coffee mornings	245			245	229
General refreshments at meetings	147			147	0
Membership services					
- Postage, Stationery & Printing	435			435	650
	14,258	0	64,963	79,221	61,260
Net Income / Expenditure (-)	-3,640	0	-1,137	-4,777	4,720
Reconciliation of Funds (see Note 10)					
Funds brought forward	21,468	3,198	20,368	45,034	
Funds carried forward	17,129	3,898	19,230	40,257	

Crawley u3a

Balance sheet as at 31st August 2025

	As at 31/8/24	
	£	£
Current Assets		
Debtors - falling due within one year	3,822	3,061
Debtors - deposit paid	250	250
Cash at bank and in hand		
Bank - current accounts	234	1,621
Bank - deposit and investment accounts	40,401	42,465
Cash Floats	154	186
<i>Total current assets</i>	44,861	47,583
Liabilities		
Creditors - falling due within one year.	4,604	2,549
<i>Net current assets</i>	40,257	45,034
Creditors - falling due after more than one year	0	0
Total net assets	40,257	45,034
Represented by:		
Fund balances	£	£
Restricted Funds	19,230	20,368
Designated (Equipment) Fund	3,898	3,198
Unrestricted funds	17,129	21,468
	40,257	45,034

These accounts, subject to independent examination, were approved by the Crawley u3a Trustees on the 7th October 2025.



Jim McGough – Chair



Graham Friday – Treasurer

The accompanying notes from part of these financial statements.

Crawley u3a

Notes and Accounting policies to the financial activity for the year ended 31st August 2025.

1. Accounting convention.

The format of the accounts complies with the *Accounting and Reporting by Charities: Statement of Recommended Practice (FRS102)*. The accounts have been prepared on a fund basis. The financial year runs from 1st September to 31st August.

2. Going Concern

The Statement of Recommended Practice (FRS102) required the Trustees to confirm as part of the annual accounts that the charity continues as a 'going concern'. The Charity Commission guidance (CC12) requires the Trustees to report in a much more positive manner on this issue in the accounts. To comply with this the Trustees have included the following statement.

Membership numbers are increasing. Given the Charity's level of unrestricted reserves, built up over a long period of time, the annual membership fee is being set at an affordable level that covers the general recurring operating costs, with reserves being used to fund 'one-off' events and unexpected expenditure.

The level of the unrestricted reserve provides the opportunity for the Charity to invest to both improve and widen the range of activities provided, to ensure the Charity is sustainable into the future.

The Charity Commission guidance (CC12) sets out a framework for how Trustees might fulfil their responsibilities regarding ensuring the charity is a going concern. The following assessment is based on that framework.

CC12	Charity
Trustees should consider budgets including cash projections and business plans.	When setting the Annual Membership fee, deliberation includes the consideration of: <ul style="list-style-type: none"> • Previous years expenditure • Current expenditure • Reserve levels • Future spending plans.
Trustees should ensure that they have effective internal financial controls in place.	The Trustees meet regularly and at each meeting receive an update from the Treasurer on financial issues. The Trustees have issued a Financial Policy which documents the financial framework and controls which govern the way the charity's finances are administered.
Trustees should monitor actual results as the year progresses against budget.	Termly management accounts are prepared with comparison to key elements determined when the Annual Membership Fee was set.

Trustees should analyse their charity's sources of income and expenditure.	The Trustees are embarked on an objective to raise the profile of the Charity and increase its membership. Work is also underway to look at broadening the use of other income streams such as investment income, donations/Gift Aid and grants. Costs are reviewed on a continuous basis to ensure the Charity is receiving value for money.
Trustees should ensure that they have robust risk and reserves policies in place and review them on a regular basis.	The Trustees regularly discuss strategic risks. Work is ongoing in documenting these into a formal Risk Policy and a risk register. The focus has been on establishing procedures ensuring that Risk Assessments are undertaken and documented for all activities being undertaken. A Reserves policy forms part of the Financial Policy, with the level of reserves being reviewed annually when setting the annual fees.
Trustees should take professional advice before entering transactions which may give rise to significant future financial commitment	The Charity currently does not have any such commitments.

The Trustees also recognise that an unexpected accident or incident which led to a financial loss for the Charity or a claim against it by a third party could present it with financial difficulties which may even lead to insolvency. Such risks are mitigated through a range of insurance policies including business interruption and public liability.

3. Income.

This is a combination of money generated during the year from several sources, including the Annual Membership Fee, Activity charges, Gift Aid (HMRC), Donations and other sources.

4. Expenditure.

This is a combination of the costs and expenses incurred during the year on both the running of the organisation and the delivery of all the activities and meeting undertaken during the year.

5. Fixed Assets

The u3a has an asset reporting level for an individual asset that is valued over £1,000.

All fixed and general assets are funded through the Designated Equipment Fund.

Smaller consumable activity related assets are charged directly to the relevant Activity Group for funding through their only activity fees.

6. Cash at Bank or in hand.

Cash includes both current bank accounts, petty cash balances, and short-term liquid investments (in the form of a Bank deposit account and fixed term deposit accounts).

7. Debtors

This is a combination of:

- o £ 2,006 – due from HMRC in respect of Gift Aid,

- o £ 1,510 - expense payments made during the year that relate to Activities being undertaken after the 1st September 2025,
- o £ 306 - activity income due for the year, but which had not been received and banked.
- o £ 250 – relating to a Room Hire deposit, that will remain a debtor balance until the associated Activity Group ceases to operate.

8. Creditors

This is a combination of:

- o £ 2,653 - payments not yet made for activities undertaken during the year,
- o £ 1,780 - income received during the year but that relates to Trips being undertaken after the 1st September 2025,
- o £ 171 - Membership renewal payment received in advance of the start of the membership year.

9. Stock Account

No stock arrangements were used during this financial year.

10. Funds

Unrestricted Fund - can be used and applied to support the u3a's general financial activities.

Designated Fund – are unrestricted funds earmarked by the Trustees for a particular purpose.

Restricted Fund - is created from surpluses accruing from a specific activity or event. It can only be used to fund activity similar to where it was generated from.

The following table provides an analysis of the movements in the funds during the year.

	Unrestricted		Restricted		Total
	General	Designated	Allocated	Unallocated	
	£	£	£	£	
Balance as at 1st September 2024	21,468.32	3,197.96	9,190.06	11,177.74	45,034.08
Movements between Funds during year					
Set up grants allocated to New Groups			400.00	400.00	0.00
Adjusted due to Groups closing			-0.50	0.50	0.00
Transfer of annual contribution	-700.00	700.00			0.00
Book balance as at 30th April 2025	20,768.32	3,897.96	9,589.56	10,778.24	45,034.08
Net income / expenditure () during year	3,639.61		-1,137.56		4,777.17
Account balance as at 30th April 2025	17,128.71	3,897.96	8,452.00	10,778.24	40,256.91

List of equipment purchased during the year and funded from Designated reserve

	£
<u>IT Equipment</u>	
None	0.00
<u>General Equipment</u>	
None	0.00
<u>Equipment purchased and funded directly by Activity Groups</u>	
Mobile Amplifier and microphone (Quizzing for Fun)	31.99
4 Pickleball nets, bats and balls (Pickleball - indoor)	239.36
	271.35