

**Registered Charity No. 1105255**

**Aughton & Ormskirk U3A**

**Accounts for the year ending 31st March 2020**

# **Aughton & Ormskirk U3A**

## **Accounts for the year ending 31st March 2020**

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## Independent Examiner's Report to the Trustees of

### Aughton & Ormskirk U3A

I report on the accounts of the charity for the year ended 31 March 2020, which are set out on pages 3 to 6.

#### **Respective responsibilities of trustees and independent examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act] and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

#### **Basis of examiner's restatement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

#### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- \* to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- \* to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Chris Sales  
Chartered Accountant  
JVSA Accountants  
20 Derby Street  
Ormskirk  
Lancashire  
L392BY

...../...../ 2020

**Notes to the accounts for year ending 31st March 2020**

A) Main Account

- 1 These accounts are produced on a 'Receipts and Payments' basis.
- 2 The HSBC Main account (supplemented by PayPal and United Trust Bank accounts) is funded by members' annual subscriptions and the associated Gift Aid which has been claimed from HMRC. These are used to cover the administrative overheads of the U3A; specifically: (a) member's subscription to the Third Age Trust, (b) use of the TAT Beacon system, (c) production and distribution of the magazine, (d) website, email and telephone, (e) professional fees and (f) other typical office costs.

B) Groups Account

- 3 The aim is for total activity-related receipts to cover total activity-related payments. We do not expect each individual activity to be self-funding; although, in the case of tutors, coach hire and theatre tickets, the individual member is expected to make a contribution that covers the cost relating to him/her. The HSBC Groups account is simply a conduit facilitating payment of service providers (room hire, coach hire, tutors...) from financial contributions made by members. The U3A takes no fees or commission for facilitating payment of suppliers from members' financial contributions.
- 4 Payments under 'Day Trips (coach hire)' exclude the cost of hiring coaches for theatre and Philharmonic trips. In these two instances, the cost of coach hire is bundled into the cost of the trip.
- 5 The payments for hire of the Aughton Village Hall and The Civic excludes those payments associated with the Drama and Musical Theatre productions. In these two instances, the cost of hiring premises is bundled in with the production expenses.
- 6 Payments under 'Day Trips (coach hire)' exclude the cost of hiring coaches for theatre and Philharmonic trips. In these two instances, the cost of coach hire is bundled into the cost of the trip.

C) Policy on Cash Reserves

\* Our level of cash reserves is intended to meet known and expected liabilities in the short and medium term, and to act as a contingency provision to secure the long-term continuation of the U3A's organisation and its activities.

\* The trustees have agreed that, in pursuit of these objectives, the U3A should hold cash reserves equivalent to approximately six months expenditure. This is consistent with the guideline offered by the Third Age Trust.

\* A significant element of our expenditure is pre-funded by members' contributions and, as such, does not represent a liability. Effectively, the U3A is acting as a conduit of members' money to be passed straight through to a third party. Instances of 'straight through' money include contributions covering the cost of tutors, theatre tickets, coach hire and other costs associated with field trips and study tours. In establishing the monetary value of six months expenditure, the trustees have agreed that the expenditure which is pre-funded by members' contributions can be omitted from the calculation. A policy of £50k reserves is accepted.

\* The policy on cash reserves will be subject to review from time to time by trustees and may be modified in the light of changing conditions.

## Aughton &amp; Ormskirk U3A

## Receipts and Payments Account (Main account, plus supporting PayPal &amp; UTB accounts)

Period : 01 April 2019 - 31 March 2020

TOTAL RECEIPTS			TOTAL PAYMENTS		
ADMINISTRATION	2019-2020 Apr-Mar	2018-2019 Apr-Mar	ADMINISTRATION	2019-2020 Apr-Mar	2018-2019 Apr-Mar
Subscriptions (HSBC + PayPal)			Third Aid Trust		
Membership Desk	7,945	16,250	TAT Membership	6,850	6,850
PayPal	13,815	8,025	TAT general/magazine	2,259	1,428
Donations	65	25			
Gift Aid	4,273	6,555	TAT diaries	495	500
TAT diary sales	476	486	Sub-total	9,604	8,778
	26,573	31,341			
Events			Events		
Social Committee	4,417	3,615	Social Committee	3,850	3,296
Groups Support		67	Groups Support	238	618
Carol Concert			Carol Concert	232	
Anniversary Celebration		758	Anniversary Celebration		1,963
	4,417	4,440		4,320	5,877
			Magazine (printing & distribution)	9,563	9,608
Bookstall	753	812	Speakers (venue & expenses)	756	1,423
			Horizons	454	265
Interest on deposits (HSBC + UTB)	822	953	Website/internet/phone	603	804
			Stationery & supplies	744	793
Sundries (admin. related)		92	Office machines	399	577
			Equipment (less insurance payout)	4,208	1,949
<b>TOTAL</b>	<b>32,565</b>	<b>37,638</b>	Printing	368	956
Excess of receipts over payments	-2,218	2,908	Meetings (committees)	681	994
			Independent Examiners	1,980	1,590
			HSBC bank charges		38
			PayPal charges	312	186
			Postage / PO Box	471	531
			Sundries	321	361
			Sub-total	20,860	20,075
			<b>TOTAL</b>	<b>34,783</b>	<b>34,730</b>

## Aughton &amp; Ormskirk U3A

## Receipts and Payments Account (Groups account, facilitating members' activities)

Period : 01 April 2019 - 31 March 2020

TOTAL RECEIPTS			TOTAL PAYMENTS		
ACTIVITIES	2019-2020 Apr-Mar	2018-2019 Apr-Mar	ACTIVITIES	2019-2020 Apr-Mar	2018-2019 Apr-Mar
<b>Group Activity (hired halls)</b>			<b>Group Activity (hired halls)</b>		
Session fees	20,621	22,706	Premises		
			S&G HQ rental	15,280	15,400
			Other premises rental	29,366	28,428
			Sub-total	44,646	43,828
			Group-related materials	188	998
Contributions (tutor fees)	39,888	41,711	Tutors	38,740	35,175
<b>Group Activity (other)</b>			<b>Group Activity (other)</b>		
Contributions (trips/events)	20,505	22,285	Cost (trips/events)	19,221	19,681
Theatre Visits	6,747	14,847	Theatre Visits	7,750	14,884
Philharmonic Visits	4,522	7,032	Philharmonic Visits	5,177	7,598
Walking Holidays	16,383	26,700	Walking Holidays	16,283	26,799
Xmas / New Year Holiday		15,795	Xmas / New Year Holiday		15,795
Sub-total	48,157	86,659	Sub-total	48,431	84,757
<b>Group Activity (external club)</b>			<b>Group Activity (external club)</b>		
Crown Green Bowling	1,050	1,290	Crown Green Bowling	1,050	1,290
<b>Stage productions</b>			<b>Stage productions</b>		
Drama & Musical Theatre	4,162	8,762	Drama & Musical Theatre	6,298	5,536
Short courses / Workshops	189		Short courses / Workshops	272	
Sundries (activity related)			Sundries (activity related)	50	15
<b>TOTAL</b>	<b>114,066</b>	<b>161,128</b>	<b>TOTAL</b>	<b>139,676</b>	<b>171,599</b>
Excess of receipts over payments	-25,609	-10,471			

## Aughton & Ormskirk U3A

**Period: 01 April 2019 - 31st March 2020**

### Summary of Cash Movements

#### MAIN (ADMINISTRATION ) ACCOUNTS

Account	Opening bal. 01/04/19	Receipts	Payments	Transfers	Balance 31/03/20
Main	18,415	17,928	-34,472	6,855	8,726
PayPal	6,066	13,815	-312	-10,000	9,570
UTB Bond	51,083	822		-16,905	35,000
<b>TOTAL</b>	<b>75,564</b>	<b>32,565</b>	<b>-34,783</b>	<b>-20,050</b>	<b>53,296</b>

#### GROUPS (ACTIVITIES) ACCOUNT

Account	Opening bal. 01/04/19	Receipts	Payments	Transfers	Balance 31/03/20
Groups	12,677	114,066	-139,676	20,050	7,118
<b>TOTAL</b>	<b>12,677</b>	<b>114,066</b>	<b>-139,676</b>	<b>20,050</b>	<b>7,118</b>

#### ALL ACCOUNTS

	Opening bal. 01/04/19	Receipts	Payments	Transfers	Balance 31/03/20
<b>TOTAL</b>	<b>88,241</b>	<b>146,631</b>	<b>-174,459</b>	<b>0</b>	<b>60,414</b>

## Aughton & Ormskirk U3A

### Statement of Assets and Liabilities at 31st March 2020

	£	£
<b><u>ASSETS</u></b>		
<b>CASH AT BANK</b>		
Main account	8,726	
Groups Account	7,118	
PayPal account	9,570	
UTB 1- year bond	35,000	60,414
<b>CASH IN HAND</b>		
Subscriptions (cheques)	930	
Subscriptions (cash)	210	
Other (cheques)	0	
Other (cash)	0	1,140
<b>DEBTORS</b>		
Rental prepayment (S&G HQ)	3,600	
Refund from theatres	1,777	
HMRC (Gift Aid)	4,095	9,472
<b>TOTAL ASSETS</b>		71,026
<b><u>LIABILITIES</u></b>		
<b>CREDITORS</b>		
March invoices received April	653	
Unpresented cheques	0	
Theatre trip refunds to members	2,723	
Refund of excess contributions toward tutor costs	1,783	
Church History refunds for cancelled trip	595	
Independent Examiners fees	1,650	
Members' subscriptions prepaid	11,340	18,744
<b>TOTAL LIABILITIES</b>		18,744
<b>NET ASSETS</b>		52,282

Approved by the following on ...../...../2020

.....Sue Watkinson (Trustee)

.....Derrick Fewings (Treasurer)

.....Megan Tomlinson (Secretary)