

Registered Charity No. 1105255

Aughton & Ormskirk U3A

Accounts for the year ending 31st March 2021

Aughton & Ormskirk U3A

Accounts for the year ending 31st March 2021

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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 2021, 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 statement

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
L39 2BY

...../...../ 2021

Notes to the accounts for year ending 31st March 2021

Measures implemented to address the Covid-19 pandemic meant that no premises-based activities took place in this financial year. The u3a was constrained to a 'virtual u3a', offering activities via Zoom and social media. Comparison of the 2019-2020 figures and the 2020-2021 figures is meaningless.

On suspension of u3a activities, we abandoned some part-complete courses, cancelled other planned courses and cancelled planned trips. This year, much of the financial activity on the Groups account relates to refunding members' contributions to the cost of courses and trips. In line with members' wishes, some of the contributions were passed to the course tutor, as a goodwill gesture. Some of the 'virtual u3a' language groups did entail payment to a tutor.

Given the special relationship the u3a has with the scouts and guides, and an obvious interest in ensuring that their headquarters are available to us when we restart, we have made retainer payments.

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 rehearsals of Drama and Musical Theatre productions. In these two instances, the cost of hiring premises is bundled in with the production expenses.

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 & Ormskirk U3A

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

Period : 01 April 2020 - 31st March 2021

TOTAL RECEIPTS				TOTAL PAYMENTS					
ADMINISTRATION	2020-2021 Apr-Mar		2019-2020 Apr-Mar		ADMINISTRATION	2020-2021 Apr-Mar		2019-2020 Apr-Mar	
	TOTAL FUNDS (ALL UNRESTRICTED FUNDS)					TOTAL FUNDS (ALL UNRESTRICTED FUNDS)			
	£	£	£	£		£	£	£	£
Subscriptions (HSBC + PayPal)					Membership reminder letters		141		
Membership Desk	8,015		7,945		Third Aid Trust				
PayPal	4,620		13,815		TAT Membership	6,528		6,850	
Donations	10		65		(including insurance)				
Gift Aid	4,095		4,273		TAT general/magazine	2,088		2,259	
TAT diary sales	-		476		TAT diaries			495	
		16,740		26,574	Sub-total		8,615		9,604
Events					Events				
Social Committee	-		4,417		Social Committee	-		3,850	
Groups Support	-				Groups Support	-		238	
Carol Concert	-				Carol Concert	-		232	
		-		4,417					4,320
Bookstall		-		753	Magazine & Newsletter(prod./post)	309		9,563	
Interest on deposits (HSBC+UTB)		657		821	Speakers (venue & expenses)	155		756	
Sundries (admin. related)				-	Horizons			454	
TOTAL		17,397		32,565	Website/internet/'phone	852		603	
Excess of receipts over payments		4,456.49		-2,219	Stationery & supplies	125		744	
					Office machines	103		399	
					Equipment	333		4,208	
					Printing			368	
					Meetings (committees)			681	
					Independent Examiners	1,650		1,980	
					HSBC bank charges			-	
					PayPal charges	113		312	
					Postage / PO Box	544		471	
					Sundries	-		321	
					Sub-total		4,184		20,860
					TOTAL		12,941		34,784

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

Period : 01 April 2020 - 31 March 2021

TOTAL RECEIPTS				TOTAL PAYMENTS					
ACTIVITIES	2020-2021 Apr-Mar		2019-2020 Apr-Mar		ACTIVITIES	2020-2021 Apr-Mar		2019-2020 Apr-Mar	
	TOTAL FUNDS (ALL UNRESTRICTED FUNDS)					TOTAL FUNDS (ALL UNRESTRICTED FUNDS)			
	£	£	£	£		£	£	£	£
Group Activity (hired halls)					Group Activity (hired halls)				
Session fees		122		20,621	Premises				
					S&G HQ Rental	2,350		15,280	
					Other premises rental:				
					Age UK (West Lancs)	-		400	
					Aughton VH	609		10,032	
					Burscough Sports Centre	-		2,703	
					Green Lane Guides HQ	-		1,040	
					Haskayne VH	-		285	
					Hurlston Hall (bowls)	-		-	
					Lydiate VH	-		484	
					CC Ministry Centre	-		2,874	
					St. Michael's Church Hall	-		234	
					Scarisbrick VH	-		8,744	
					The Civic	-		2,075	
					Town Green W.I. Hut	-		495	
					Sub-total		2,959		44,646
					Group-related materials		-		188
Contributions (tutor)		9,204		39,888	Tutors		15,827		38,740
Group Activity (other)					Group Activity (other)				
Contributions (trips/events)	-		20,505		Day trips (coach hire)	-		5,370	
Theatre Visits	-		6,747		Day trips (other payments)	-		13,851	
..... Refunds (from theatres)	1,664		-		Day trips (contrib. refunds)	561		-	
Philharmonic Visits	-		4,522		Theatre Visits	-		7,750	
..... Refunds (from Phil.)	114		-	 Refunds (to members)	2,670		-	
Walking Holidays	-		16,383		Philharmonic Visits	-		5,177	
				 Refunds (to members)	87		-	
Sub-total		1,777.00		48,157	Walking Holidays	-		16,283	
Group Activity (external club)					Sub-total		3,318		48,431
Crown Green Bowling	-		1,050		Group Activity (external club)				
Productions / Events					Crown Green Bowling	-		1,050	
Drama	-		2,832		Productions / Events				
Musical Theatre	-		1,330		Drama	-		4,357	
Sub-total				4,162	Musical Theatre	-		1,941	
Short courses / Workshops				189	Sub-total				6,298
Sundries (activity related)				-	Short courses / Workshops				272
					Sundries (activity related)		25		50
TOTAL		11,103		114,066	TOTAL		22,128		139,676
Excess of receipts over payments		-11,025		-25,610					

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Period: 01 April 2020 - 31 March 2021

**Summary of Cash Movements
(Funds Reconciliation)**

MAIN (ADMINISTRATION) ACCOUNTS

Account	Opening bal. 01/04/20	Receipts	Payments	Transfers	Balance 31/03/21
Main	8,725	12,777	-12,827	14,003	22,678
PayPal	9,569	4,620	-113	-14,003	73
UTB Bond	35,000	0		-10,000	25,000
TOTAL	53,295	17,397	-12,941	-10,000	47,751

GROUPS (ACTIVITIES) ACCOUNT

Account	Opening bal. 01/04/20	Receipts	Payments	Transfers	Balance 31/03/21
Groups	7,118	11,103	-22,128	10,000	6,093
TOTAL	7,118	11,103	-22,128	10,000	6,093

ALL ACCOUNTS

	Opening bal. 01/04/20	Receipts	Payments	Transfers	Balance 31/03/21
TOTAL	60,413	28,500	-35,069	0	53,844

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Statement of Assets and Liabilities at 31 March 2021

	£	£
<u>ASSETS</u>		
CASH AT BANK		
Main account	22,678	
Groups Account	6,093	
PayPal account	73	
UTB 1- year bond	25,000	53,844
CASH IN HAND		
Subscriptions (cheques)	0	
Subscriptions (cash)	0	
Other (cheques)	0	
Other (cash)	0	0
DEBTORS		
Rental prepayment (S&G HQ)	3,600	
HMRC (Gift Aid)	2,033	5,633
TOTAL ASSETS		59,477
<u>LIABILITIES</u>		
CREDITORS		
Independent Examiners fees		990
TOTAL LIABILITIES		990
NET ASSETS		58,487

Approved by the following on/...../2021

.....Sue Watkinson (Trustee)

.....Derrick Fewings (Treasurer)

.....Megan Tomlinson (Secretary)