

**Registered Charity No. 1105255**

**Aughton & Ormskirk U3A**

**Accounts for the year ending 31st March 2023**

# **Aughton & Ormskirk U3A**

## **Accounts for the year ending 31st March 2023**

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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 2023, which are set out on pages 3 to 8.

#### 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  
Suite 205-209 Malthouse Business Park,  
48 Southport Road,  
Ormskirk  
Lancashire  
L39 1QR

...../...../ 2023

**AUGHTON & ORMSKIRK U3A****LEGAL AND ADMINISTRATIVE INFORMATION****Management Committee**

Mr J Tomlinson	Chairman
Mrs P Ball	Vice chairman
Mrs S Kierans	Secretary
Mr D Fewings	Treasurer
Mrs E Dixon	Membership Secretary
Mrs A Trigwell	Membership Secretary
Mr P Andrews	
Mr D Blanchflower	
Mr M Rimmer	
Mr L Rippon	
Mrs M Tomlinson	

**Status**

A Registered Charity (No. 1105255) operating under a Constitution last amended in 2022.

**Bankers**

HSBC Bank plc	8 Canada Square, London, E14 5HQ
The Co-operative Bank plc	PO Box 638, Salford, M5 0JQ
United Trust Bank Ltd	1 Ropemaker Street, London, EC2Y 9AW

**Principal Address**

(Correspondance) P.O. Box 198, Ormskirk, L39 6WY  
Scouts and Guides Headquarters, Long Lane, Aughton, Ormskirk, L39 5AS

**Accountants and Independent Examiners**

JVSA, Suite 205-209 Malthouse Business Park,  
48 Southport Road, Ormskirk, Lancs, L39 1QR

**Structure, Governance and Management**

Aughton & Ormskirk u3a is an independently funded and managed organisation. It was founded in 2003 and is one of over 1,400 u3a's overseen by the Third Age Trust (TAT). All u3a's have a shared objective of offering local people the opportunity to continue to learn and to participate in activities of interest to them.

A&O u3a is managed by a supervisory Board of Trustees, elected annually at the AGM. Four subcommittees deal with day-to-day detail and offer support to the trustees.

**Membership**

Membership is open to anyone who has reached partial or full retirement. Pre-Covid, we had around 1,900 members. On resumption after Covid closedown, we have seen a steady recovery from around 1,400 members to a current figure of around 1,500 members.

**Finances**

The finances are overseen by the Finance subcommittee, led by the Chairman of MC and Hon. Treasurer. The accounts are inspected annually by JVSA Accountants of Ormskirk.

Following introduction of a fee for premises-based activities that varies according to the hourly cost of room hire, the duration of the session and the number of attendees, those activities have become broadly self-funding. This is important because significant subsidizing of room hire from members' subscriptions would invalidate our claim for Gift Aid on those subscriptions.

During 2022/23, our bank balance has increased by around £14,200 to a financial year-end figure of £78,442. Given Gift Aid in the pipeline and known commitments such as our annual payment to T.A.T, this balance will fall by around £7,000 before we receive members' 2023-2024 subscriptions.

We aim to keep £45,000 in reserves to cover any liabilities against unforeseen difficulties. This represents around 50% of that spend which isn't pre-funded by members' contributions (e.g, pre-paid contributions toward tutor costs). This level of reserves is in line with Charity Commission recommendations.

**The Future**

Increased fuel costs obviously impact on the costs of running the venues we hire. Increases in room hire costs of 10%-20% are already working their way through. A point worth noting is that a strong u3a is well-placed to help the various premises in the area cope with increased utility costs, to help ensure those premises remain viable and available to the wider community.

Especially with regard to technology and finance, our u3a relies on some members with specialist skills. To ensure continuity, we need members with appropriate skills to step forward, shadow the current cohort of specialists and take on the roles when the current specialists step down.

I would like to offer my thanks to my fellow Trustees and to all members who take part in leading and organising activities and to those who support us by catering, setting up tables and chairs etc.

**Notes to the accounts for year ending 31st March 2023**

These accounts are produced on a 'Receipts and Payments' basis, an approach sanctioned by the Charity Commission for charities with a turnover up to £250,000. The 'Receipts and Payments' basis for accounts is simpler than the 'Accruals' basis used by larger organisations in that it takes account of just the receipts and payments stated within the financial year.

An insight into the accruals (e.g. the value of services received but not yet paid for, or the value of services paid for but not yet received) is given on the Assets and Liabilities page.

**A) Administration**

- 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) Activities**

- 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 and the Co-operative Bank account are simply conduits 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 and coach hire. 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.
- \* 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 - Administration

## Receipts and Payments Account

Period : 1st April 2022 - 31st March 2023

TOTAL RECEIPTS					TOTAL PAYMENTS				
ADMINISTRATION	2022-2023 Apr-Mar		2021-2022 Apr-Mar		ADMINISTRATION	2022-2023 Apr-Mar		2021-2022 Apr-Mar	
	TOTAL FUNDS (ALL UNRESTRICTED FUNDS)					TOTAL FUNDS (ALL UNRESTRICTED FUNDS)			
	£	£	£	£		£	£	£	£
Subscriptions					Membership letters (incl postage)		124		202
Membership Desk (to HSBC)	8,460		10,805		Third Aid Trust				
Membership Desk (to Co-op)	690				TAT Membership	6,056		5,380	
PayPal	13,620		11,895		(including insurance)				
		22,770		22,700	TAT general/magazine	1,695		1,643	
Donations			1		TAT diaries	284		393	
Gift Aid	3,438		2,032						
TAT diary sales	279		376						
		3,717		2,409			8,034		7,416
Events					Events				
Social Committee			2,677		Social Committee			3,162	
Groups Support					Groups Support	469			
Carol Concert					Carol Concert			284	
				2,677			469		3,446
Bookstall		276		166	Magazine & Newsletter(prod./post)	2,165		2,689	
Interest on deposits					Speakers (venue & expenses)	449		360	
Paid to HSBC Main a/c				145	Website/internet/phone	491		720	
Rolled over in UTB bond		385		132	Stationery & supplies	376		191	
Sundries (admin. related)					Office machines	303		135	
<b>TOTAL</b>		27,148		28,229	Equipment	1,712		1,191	
Excess of receipts over payments		9,833		9,676	Printing	327		75	
					Meetings (committees)	588		203	
					Independent Examiners	1,050		990	
					HSBC bank charges	212		37	
					PayPal charges	318		281	
					Postage / PO Box	449		497	
					Sundries	248		120	
					Sub-total		8,688		7,489
					<b>TOTAL</b>		17,315		18,553

The above analysis is based upon financial transactions on the HSBC Main account and the supporting PayPal & UTB accounts. Membership subscriptions deposited to the Co-operative Bank account are also included.

## Aughton &amp; Ormskirk U3A - Activities

## Receipts and Payments Account

Period : 1st April 2022 - 31st March 2023

TOTAL RECEIPTS				TOTAL PAYMENTS					
ACTIVITIES	2022-2023 Apr-Mar		2021-2022 Apr-Mar		ACTIVITIES	2022-2023 Apr-Mar		2021-2022 Apr-Mar	
	TOTAL FUNDS (ALL UNRESTRICTED FUNDS)					TOTAL FUNDS (ALL UNRESTRICTED FUNDS)			
	£	£	£	£		£	£	£	£
<b>Group Activities (hired halls)</b>					<b>Group Activities (hired halls)</b>				
Contributions to room hire		44,149		27,058	Premises				
					S&G HQ hire		16,200		11,710
					Other premises hire				
					Aughton VH	8,380		6,964	
					Burscough Sports Centre	4,045		2,088	
					Green Lane Guides HQ	880		520	
					Haskayne VH	90		150	
					CC Ministry Centre	2,414		1,038	
					St. Michael's Church Hall	1,314		964	
					Scarisbrick VH	5,575		5,756	
					The Civic	1,980		1,032	
					Sub-total		24,678		18,512
					Group-related spend (general)		797		205
Contributions (tutor)		36,124		28,759	Tutors		36,160		26,553
<b>Group Activity (other)</b>					<b>Group Activity (other)</b>				
Contributions (trips/events)		7,315		2,593	Day trips (coach hire)		4,725		500
					Day trips (other payments)				
					Day trips (contrib. refunds)				
					Events		888		776
Theatre Visits	1,350				Theatre Visits	1,064			
Philharmonic Visits	3,891		1,712		Philharmonic Visits	3,953		1,331	
		5,241		1,712			5,017		1,331
<b>Productions / Events</b>					<b>Productions / Events</b>				
Drama	4,151		2,271		Drama	2,628		1,552	
Musical Theatre	2,035				Musical Theatre	1,237		382	
Social Committee	4,135				Social Committee	4,250			
Sub-total		10,321		2,271	Sub-total		8,114		1,934
Short courses / Workshops					Short courses / Workshops				
Sundries (activity related)		15		100	Sundries (activity related)		67		
					<b>Charges</b>				
					HSBC		675		181
					Merchant Acquirer		24		8
<b>TOTAL</b>		103,164		62,493	<b>TOTAL</b>		97,345		61,710
Excess of receipts over payments		5,819		783					

The above analysis is based upon financial transactions on the HSBC Groups account and the Co-operative Bank account (except membership subscriptions).



## Aughton & Ormskirk U3A

**Period: 1st April 2022 - 31st March 2023**

### Summary of Bank & Cash Movements

Account	Opening bal. 01/04/22	Receipts	Payments	Net transfers (inter account)	Closing bal. 31/03/23
HSBC Main (note 1)	20,596	12,453	-16,997	-5,990	10,062
HSBC Groups (note 2)	6,876	83,377	-97,343	13,010	5,920
PayPal	1,716	13,620	-318	-14,500	518
Co-operative	0	20,477	-2	-12,520	7,955
United Trust Bank	35,132	385		20,000	55,517
<b>TOTAL</b>	<b>64,320</b>	<b>130,312</b>	<b>-114,660</b>	<b>0</b>	<b>79,972</b>

Note 1: The opening balance of the HSBC Main account includes £15.00 b/f cash.

Note 2: The opening balance of the HSBC Groups account includes £20.63 b/f cash.

## Aughton &amp; Ormskirk U3A

## Statement of Assets and Liabilities at 31st March 2023

	£	£
<b><u>ASSETS</u></b>		
<b>CASH AT BANK</b>		
HSBC Main account	9,882	
HSBC Groups Account	5,898	
Co-operative account	6,628	
PayPal account	518	
UTB 1- year bond	55,517	78,442
<b>CASH &amp; CHEQUES IN HAND</b>		
Subscriptions	180	
HSBC Main a/c		
HSBC Groups a/c	22	
Co-op a/c	1,328	1,530
<b>DEBTORS</b>		
Rental prepayment (S&G HQ)		4,000
Tutor prepayments		805
HMRC (Gift Aid)		4,128
United Trust Bank accrued interest		625
<b>TOTAL ASSETS</b>		<b>89,530</b>
<b><u>LIABILITIES</u></b>		
<b>CREDITORS</b>		
Invoices received after 31st March		3,300
Unpresented cheques		0
Pre-paid contributions toward tutor costs		2,500
Independent Examiners' fees		1,560
Third Age Trust membership/Beacon subscriptions		7,500
<b>TOTAL LIABILITIES</b>		<b>14,860</b>
<b>NET ASSETS</b>		<b>74,670</b>

Approved by the following on ...../...../2023

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Derrick Fewings  
Hon. Treasurer

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John Tomlinson  
Hon. Chairman

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Sheila Kierans  
Hon. Secretary