



**Paddock Wood U3A
Trustees' Annual Report
and Accounts**

1 July 2022–30 June 2023



Trustees' Annual Report for the period

From: 1 July 2022

To: 30 June 2023

Charity name: Paddock Wood U3A

Charity registration number: 1179959

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of Paddock Wood U3A 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, in Paddock Wood and its surrounding locality.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Learning is by member participation in a varied range of interest groups, outings and social events, and by attending meetings and seminars organised by the U3A.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have all been inducted into the role of Trustee following the guidance issued by the Charity Commission, including the acceptance of the Code of Conduct for Trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	A considerable number of members take on active roles in the organisation, from leading interest groups, organising events and outings, helping communications between members, and serving on the committee, to providing refreshments at meetings. These roles are all voluntary.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Over the last year Paddock Wood U3A offered its members over 75 different interest groups covering such diverse subjects as languages, local history, music, art, and both physical and social activities, all led by our volunteer members. Membership has grown from 591 to over 600, the highest since the U3A started.</p> <p>Three social events for the whole membership and five study day trips took place. In addition, the U3A organised four theatre trips. Monthly meetings and seminars available to all were well attended.</p> <p>General information on a variety of health issues is provided regularly by the U3A Welfare team, which also initiated a set of postural stability exercise classes to support members.</p> <p>A monthly newsletter to all members provides reviews of study days and other events, and gives members useful information about future events, guidance on how to avoid scams, and updates on community issues affecting our members. Our website provides information about all our activities and enables participation.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The U3A's financial position is healthy. A small loss was made in general expenditure over the last year, but at the same time a small surplus was made on social activities.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The U3A holds a reserve fund in a deposit account with the aim of covering unforeseen contingencies and inflationary pressures.
Amount of reserves held	Para 1.22	£6,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income is generated from annual membership subscriptions and from event and group attendance fees. This is specifically to cover room hire and incidental expenses and the provision of technical expertise as needed by the groups.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	There are no major risks, but increasing hall hire charges are anticipated, as well as future increases in affiliation fees paid to the Third Age Trust.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected each year by the Membership present at the AGM in October. Trustees have the authority to co-opt Trustees as a result of casual vacancies and up to two additional Trustees to bring their number to a maximum of 14. Co-opted Trustees serve only until the next AGM and may then be appointed in the normal way. Trustees may be re-elected in subsequent years as laid out in the Constitution.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees receive "The Essential Trustee: what you need to know" (Charity Commission) and the written guidance provided by the Third Age Trust before taking on responsibilities.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Paddock Wood U3A
Other name the charity uses	
Registered charity number	1179959
Charity's principal address	23 Siskin Gardens Paddock Wood Tonbridge TN12 6XP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michèle Sinclair	Chair		Membership at AGM
2	Colin Beavington	Vice-Chair	until 13/10/2022	Membership at AGM
3	Wendy Wollen	Secretary		Membership at AGM
4	Anne Trevillion	Treasurer		Membership at AGM
5	Jeffrey Bewsey	Membership secretary		Membership at AGM
6	Janet Wheddon	Vice-Chair/Groups coordinator		Membership at AGM
7	Jennifer Carney	Welfare		Membership at AGM
8	Dawn Kirk	Welcome team	deceased April 2023	Membership at AGM
9	Raymond Crowle	Speakers' coordinator	until 13/10/2022	Membership at AGM
10	Frederick Lemont	Publicity	until 13/10/2022	Membership at AGM
11	Ronald Trevillion	Webmaster	until 13/10/2022	Membership at AGM
12	Barry Ednie	Committee member		Membership at AGM
13	Michael Smith	Committee member	from 13/10/2022	Membership at AGM
14	Linda Fearnley	Speakers' coordinator	from 15/5/2023	Co-option by Trustees
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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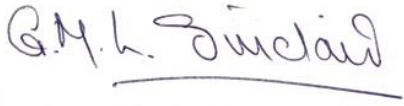

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gwyneth Michèle Lilian Sinclair	Anne Trevillion
Position (e.g. Secretary, Chair, etc.)	Chair	Treasurer

Date 8 September 2023

Paddock Wood U3A Accounts 1 July 2022–30 June 2023

	2022–2023	2021–2022 restated
INCOME		
Subscriptions	9,647.50	9,076.00
Meeting fees	926.00	894.00
Visitor fees	15.00	18.00
Bank interest	70.84	1.87
Sundry income	525.72	200.00
Donations	264.78	85.44
Subtotal	11,449.84	10,275.31
Interest group income ¹	8,368.32	175.00
Seminars	1,435.00	678.00
Theatre trips	4,820.50	1,571.00
Study days	8,488.00	26,006.00
Quattro events	4,349.00	1,245.00
Total income	38,910.66	39,950.31
EXPENDITURE		
Capitation fee	2,388.00	2,216.00
Church hall hire	2,188.74	1,763.60
Speakers	1,361.39	1,065.00
U3A News direct mail (TAM) ²	2,971.40	-
Interest group expenses ³	257.43	190.38
Printing and stationery	502.84	250.33
Postage	124.27	103.62
Refreshments	601.62	693.17
Sundry expenditure ⁴	315.49	354.29
Website	-	165.00
Handbooks	390.00	375.00
Beacon	597.00	554.00
Equipment	569.20	306.36
Subtotal	12,267.38	8,036.75
Interest group payments ⁵	6,419.33	24.00
Seminars	1,178.75	760.70
Theatre trips	4,764.00	1,530.50
Study days	7,438.95	22,331.05
Quattro events	2,534.53	1,282.13
Total expenditure	34,602.94	33,965.13
Surplus / (deficit)	4,307.72	5,985.18
Balance brought forward 2021-2022	15,637.67	9,652.49
Total funds	19,945.39	15,637.67
Represented by:		
NatWest General	2,046.07	3,880.05
NatWest Social 1 (Theatre trips)	94.90	38.40
NatWest Social 2 (Study days)	5,034.65	4,985.60
NatWest Social 3 (Quattro)	2,568.32	753.85
NatWest Deposit account	9,484.32	5,913.48
Cash	18.19	66.29
Cash balances held by Interest groups	698.94	-
	19,945.39	15,637.67

Notes:

- The £175 deposited by Brush Strokes in 2022 has been moved to this new category, which reduces the Sundry income amount from 2021-2022 by £175. This new category includes the money taken in by Interest groups to cover their hall hire and other costs. See page 3.
- Fees for TAM for both 2022 and 2023 were taken in 2023.
- Includes start-up meetings and sewn hearts expenses. £24 hall hire for Brush Strokes in 2021-2022 moved to Interest group payments.
- Includes £60 CLA licence.
- This includes payments made by Interest groups for hall hire. Summaries on page 3

Social 1 - Theatre trips

Event	Income	Expense	Net	Balance b/f
From 2021-2022				38.40
Back to the Future	731.00	722.50	8.50	46.90
Oklahoma	600.00	594.00	6.00	52.90
Noises Off	756.00	735.00	21.00	73.90
Operation Mincemeat	701.50	678.50	23.00	96.90
Bonnie and Clyde	792.00	770.00	22.00	118.90
Crazy for You	1,240.00	1,264.00	-24.00	94.90
Ticket income and expenditure totals	4,820.50	4,764.00	56.50	

Social 2 - Study days

Event	Income	Expense	Net	Balance b/f
From 2021-2022				4,985.60
Potters refunds (May 2022)		369.90	(369.90)	4,615.70
Godinton House refund (June 2022)		43.00	(43.00)	4,572.70
Brighton Royal Pavilion (July 2022)	90.00	2,010.25	(1,920.25)	2,652.45
Walmer Castle (August 2022)	850.00	1,361.40	(511.40)	2,141.05
Goodwood Revival (September 2022)	20.00	750.00	(730.00)	1,411.05
Leonardslee (May 2023)	1,610.00	1,583.80	26.20	1,437.25
RHS Wisley (June 2023)	1,455.00	1,320.60	134.40	1,571.65
Prepayments for future trips	4,463.00	-	4,463.00	6,034.65
Study day income and expenditure totals	8,488.00	7,438.95	1,049.05	
Transfer surplus to General funds		1000.00	(1000.00)	5,034.65

Social 3 - Quattro

Event	Income	Expense	Net	Balance b/f
From 2021-2022				753.85
Barn Dance (October 2022) ¹	808.00	918.78	(110.78)	643.07
Tribute Night (January 2023)	797.00	713.91	33.09	676.16
Race Night (April 2023)	634.00	541.84	92.16	768.32
Prepayments for future events	2,180.00	380.00	1,800.00	2,568.32
Quattro income and expenditure totals ²	4,369.00	2,554.53	1,814.47	

¹Barn Dance had a cost of £50 in 2021–2022, so the overall loss was £160.78. ²Totals differ from the accounts because the prize of a £20 free ticket was carried forward from Race Night to the Quiz and Tea.

Equipment for general use (Equipment)

9/1/2023	Dell laptop for U3A resilience	529.00	Treasurer	Anne Trevillion
17/4/2023	USB to VGA adaptor	34.95	General	Fred Lemont
16/5/2023	Batteries for clicker	5.25	General	Fred Lemont

Items for interest groups (part of Interest group expenses)

25/11/2022	Scrabble board	26.79	Scrabble 2
28/11/2022	Conductor's stand	20.00	Harmony Singers
5/5/2023	Materials for hearts	50.60	Inspirational Stitchers
9/5/2023	IT support books	48.98	IT
16/5/2023	Materials for hearts	52.82	Inspirational Stitchers

Interest group account summaries

Those groups that hire halls cover their costs by taking in fees from their members. This income is recorded as part of the U3A income. The table below summarises the Interest group income and expenditure for the year 2022–2023.

Interest group	Balance b/f	Income	Expenditure	Net change	Balance c/f
Art	70.00	342.00	365.75	-23.75	46.25
Aviation	42.00	140.50	137.00	3.50	45.50
Brush Strokes	151.00	625.00	504.00	121.00	272.00
Canasta 2	0.00	255.00	252.98	2.02	2.02
Croquet	11.60	159.00	160.00	-1.00	10.60
Digital Photography	40.00	286.00	289.79	-3.79	36.21
Flower Arranging	0.00	211.55	210.84	0.71	0.71
Harmony Singers	32.00	175.00	190.00	-15.00	17.00
Italian for Beginners	0.00	224.00	172.00	52.00	52.00
Line Dancing	0.00	863.50	726.90	136.60	136.60
Local History	0.00	40.00	40.00	0.00	0.00
Mainly Men	11.10	91.50	62.50	29.00	40.10
Pickleball	76.00	1,136.00	1,184.00	-48.00	28.00
Postural Stability	0.00	1,260.00	215.40	1,044.60	1,044.60
Sequence Dancing	37.47	858.00	757.55	100.45	137.92
Sew Simple	183.00	212.84	356.62	-143.78	39.22
Spanish 1 and 2	0.00	500.00	390.00	110.00	110.00
Table Tennis	163.26	322.00	404.00	-82.00	81.26
Totals	817.43	7,701.89	6,419.33		2,099.99
Represented by:					
General bank a/c	151.00	2,871.07	1,621.02		1,401.05
Group cash	666.43	4,830.82	4,798.31		698.94
	817.43	7,701.89	6,419.33		2,099.99

As this is the first year in which the figures have been recorded, the balance brought forward has been combined with the Interest group income in the main accounts. The exception is Brush Strokes, whose funds have been held in the U3A General bank account since April 2022.

The Interest group income recorded in the accounts for 2022–2023 is therefore:

$$£666.43 + £7,701.89 = £8,368.32$$

Independent Examiner's Report

Report to the Trustees and members of Paddock Wood U3A on accounts of the year ended 30 June 2023, set out on pages 1 to 3.

Registered charity number 1179959.

Responsibilities and basis of the report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 June 2023.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination of the books and records of Paddock Wood U3A. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent examiner:


JEREMY OLIVER FREEMAN THOMPSON ACIB

Date: 7 September 2023