

BECCLES U3A  
INDEPENDENT EXAMINER'S REPORT YEAR  
ENDED 31 MARCH 2020

Independent examiner's report to the trustees of Beccles U3A

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2020, which are the Summary of Receipts and Payments and the Treasurer Report.

Respective responsibilities of trustees and 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 required.

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; and • to state whether particular matters have come to my attention.

Basis of independent 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 statement below.

Independent examiner's statement

In connection with 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 130 of the 2011 Act; and • to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

Signed:  .....

Name: Leslie Newman FCA

Address: Newman & Co,  
7 Hungate,  
Beccles,  
Suffolk,  
NR34 9TT

Date: 19/8/2020 .....

# BECCLES U3A TREASURER REPORT

Summary of receipts and payments for the period 1/4/2019 to 31/3/2020

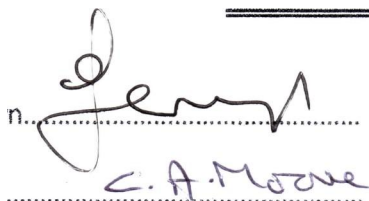
## HSBC BANK ACCOUNTS

		Income
1 Membership Subscriptions 19/20		2,518.50
2 Membership Subscriptions 20/21		8,822.00
3 Monthly meeting entrance fees Dec. 2019 only		358.00
4 Monthly meeting guests only (members not charged) 19/20		78.00
5 Bank interest on funds transferred to Savings Account		16.03
6 Donations received		291.90
7 Gift Aid claims		2,775.49
		<hr/>
<b>Expenditure</b>		
8 Stationery & Computer		476.75
9 Refreshments		928.77
10 Sundry		377.69
11 Hall Hire		1,418.64
12 Travel & Mileage		156.10
13 Postage		964.06
14 U3A items. Direct Mail		1,418.40
15 U3A items. Capitation 18/19		2,401.00
16 U3A items. Other costs		25.00
17 Speaker fees		827.00
18 Advertising		133.76
19 Printing		1,813.91
20 Christmas Raffle		195.65
21 Grants to Groups		501.55
22 Accountancy Fees		360.00
		<hr/>
		14,859.92
		<hr/> <hr/>
		11,998.28
		<hr/> <hr/>
Balance b/fv•dd from 31/3/19	E15,899.71	
Income 19/20 (incl. bank interest)	£14,859.92	
Expenditure 19/20	E11,998.28	
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Baiance c/fwd 31/3/20	E18,761.35	
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Main bank account	503.96	
Savings account	E13,219.39	
Cash float	E38.00	
TOTAL	E18,761.35	
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CHAIRMAN Graham

Jermyn..

TREASURER Carole Moore

  
C. A. Moore

Date 19/8/20

Date 19/8/20

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Treasurer 31/3/2020

1	Membership subscriptions 19/20	20	Christmas Raffle	21	Grants to Groups
2	Membership subscriptions 20/21		Accountancy Fees		
3	Monthly entrance fees December 2019 only 4		Membership subscriptions for 19/20 received throughout the year. (This total does not include membership fees for the year 19/20 that were paid in advance during 18/19).		
5	Monthly meeting guests		At the end of 31/3/20 this is the amount of Membership subscriptions received for the year 20/21		
6	Bank Interest				
7	Donations received		Entrance to monthly meetings is free for members for 11 months. The only charge is for the December meeting and this includes a free raffle ticket. Guests pay E2.50 (or E1 if a member of another U3A) for the monthly meeting.		
8	Gift Aid claims		Interest received for the Savings Account		
9	Stationery				
9	Refreshments		€289.90 was received from a Travel company after a member booked a holiday through them. E2 was donated by a member for postage costs incurred, Gift Aid claimed from HMRC covering the period June 2017 to November 2019.		
10	Sundry				
11	Hall Hire		Includes stationery, paper, envelopes, etc. for all reports and mailings (to members without email etc). Also includes computer inks for reports and handouts.		
12	Travel & Mileage	13	Refreshments supplied for monthly public and committee meetings. Includes cost of refreshments for Christmas December 2019 meeting and for Group convenors and welcome meetings during the year. Also includes SADN lunches.		
14	Postage		Includes flowers, leaving gift, Christmas Panto flowers and other Christmas Panto expenses. Also includes costs of U3A mobile phone, sashes & lanyards for volunteers and Christmas Tree in Hungate Church.		
15	U3A items. Direct Mail	15	U3A items. Capitation 18/19		
16	U3A items. Other costs		Costs of room and hall hire for monthly meetings, committee meetings and membership renewal event. Also includes room hire for new groups setup, initial meetings and new members welcome meetings.		
17	Speaker fees		Travel expenses for 2 SADN meetings, also Kings Lynn & Colchester workshops.		
18	Advertising				
19	Printing		General postage during year. Mailings of new handbooks, AGM / renewal notices to all members, , newsletters and other mailings to non-email members.		

U3A cost of magazines sent out based on membership April 2019. There will be a similar amount to pay for the 19/20 magazines.

Capitation for 18/19 membership. There will be a similar amount to pay for the 19/20 membership.

Cost of membership Suffolk & District Network.

Speakers at monthly public meetings.

Adverts in Public Hali magazine.

Printing costs for Newsletters during the year, AGM notices and reports, membership renewals forms and letters, membership cards. Also includes new Trifold handout and new Handbook for all members.

Cost of prizes for December 2019 raffle plus some towards Christmas 2020 raffle.

Grants to aid groups learning experience — equipment, resources etc..

Accounts examination for 2018/19. Newman & Co.

'Beccles •Treasurer

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## BECCLES U3A TREASURER REPORT

Summary of receipts and payments for the period 1/4/2019 to 31/3/2020

### HSBC BANK SOCIAL ACCOUNT

#### Income

Deposits and prepayments for events 1

#### Expenditure

Payments for events and refunds<sup>2</sup> 7,439.06

Balance b/fwd from 31/3/2019 2,673.59

+ Income 5 313.00

7,986.59

- Expenditure 7 439.06

BALANCE C/FWD 31/3/2020 E547.53

1. Members are required to pay in full or a deposit to book events. This amount will include some prepayments for events during 20/21
2. Payments may be made for transport and to the venue prior to the event, Includes refunds for cancelled events.

During the year 12 events were organised and enjoyed by 161 members. 3 events planned for January to

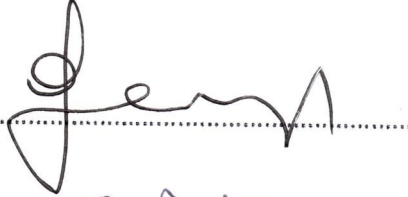
March were cancelled for various reasons (weather, insufficient numbers & Covid-19) and members refunded. All events up to the end of June 2020 have now been cancelled and the situation will be reviewed in due course

GROUPS ACCOUNTS

- All the individual U3A groups manage their own expenses and the Group Convenor is responsible for the finances.
- Groups are required to submit a return of all income and expenditure every four months, • During 2019/20 there were 3 four-month periods.
- At the end of March 2020 there were 67 groups listed and of these 28 reported 'Nil' returns (no income or expenses).
- The remaining groups were holding, in total, £1,493.36

CHAIRMAN Graham

19/8/20  
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Jermyn Date

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TREASURER Carole Moore

C. A. Moore  
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Date

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19/8/20  
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