

**THE TREASURER'S REPORT  
TO THE MEMBERS OF  
BISHOP'S STORTFORD UNIVERSITY OF THE THIRD AGE (the charity)  
for the year ended 31 December 2012  
Registered charity number 1132055**

I have prepared the accounts set out on pages 1 to 4  
for the year ended 31 December 2012  
from the books and records of the charity.  
The accounts have been independently examined as  
shown on page 1

A G HIDDEN  
Treasurer

28 Jan 2013

BISHOP'S STORTFORD UNIVERSITY OF THE THIRD AGE  
BALANCE SHEET AS AT 31 DECEMBER 2012

## NOTES

		£ Dec '12	£ Dec '11
<u>CAPITAL EMPLOYED</u>			
Retained income	[ page 2]	6,658.31	6,157.66
		-----	-----
		6,658.31	6,157.66
		=====	=====
 <u>EMPLOYMENT OF CAPITAL</u>			
<u>Current assets</u>			
Debtors	1	5,949.63	5,708.91
Cash resources	2	10,674.68	7,773.75
		-----	-----
		16,624.31	13,482.66
		-----	-----
 <u>Current liabilities</u>			
Creditors	3	9,966.00	7,325.00
		-----	-----
Net current assets		6,658.31	6,157.66
		=====	=====

**THE INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
BISHOP'S STORTFORD UNIVERSITY OF THE THIRD AGE**

My examination of the accounts of the charity, for the year ended 31st December 2012 was carried out in accordance with the general directions given by the Charity Commissioners, and includes a comparison of the accounts, with the books and records kept by the charity.

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, the accounts presented, do not comply with:

- i the books and records kept by the charity, or
- ii the accounting requirements of the 2011 Act

No matter has come to my attention, which, in my opinion should be drawn to enable a proper understanding of the accounts to be reached.

The accounts do not include figures for the groups related to the charity.

R INGLIS  
Independent Examiner

28 Jan 2013

BISHOP'S STORTFORD UNIVERSITY OF THE THIRD AGE  
 INCOME STATEMENT

YEAR ENDED 31 DECEMBER 2012

NOTES

	£ Dec '12	£ Dec '11
<u>REVENUE</u>		
Donations	10.00	4.00
Gift aid	518.00	384.36
Interest	3.84	4.66
Outings	[ Schedule 1 ] 152.56	334.09
Subscriptions	11,976.50	10,414.00
	-----	-----
	12,660.90	11,141.11
	-----	-----
<u>EXPENSES</u>		
Capitation	4,558.40	4,504.85
Catering	618.75	600.00
Equipment	198.00	12.99
Hire of halls	1,628.50	1,560.80
Insurance	88.00	88.00
Magazine (Third Age Matters)	1,497.60	1,651.30
Miscellaneous	4 356.39	62.95
Printing and photocopying	1,469.18	1,219.87
Speakers	1,025.00	1,010.20
Stationery	302.83	180.26
Telephone and postage	417.60	266.06
	-----	-----
	12,160.25	11,157.28
	-----	-----
INCOME / (LOSS)	500.65	(16.17)
RETAINED INCOME b/fwd	6,157.66	6,173.83
	-----	-----
RETAINED INCOME c/fwd	[ page 1 ] 6,658.31	6,157.66
	=====	=====

#### ACCOUNTING POLICIES

The principal accounting policies of the charity, which are set out below, are consistent in all material respects with those applied in the previous year.

#### ACCOUNTING CONVENTION

The accounts are based on the accrual concept, under the historical cost convention. Assets are expensed in the year of acquisition.

#### GIFT AID

Gift aid is recognised as income, in the year it is received from HMRC.

The amount to be received in 2013, in respect of gift aid accrued in 2012, is £1, 017.60

#### LEGAL FRAME WORK

The Bishop's Stortford University of the Third Age was entered on the register of charities on 9th October 2009 under charity number 1132055, and accepted as a charity for tax (gift aid) purposes under reference XT22494, on 4th February 2010

The objects of the charity are to advance the education and physical and mental well-being of those people over 50 years of age in the Bishop's Stortford and surrounding area.

#### INDEPENDENT EXAMINATION

Charity law requires independent examination of charity accounts, based, largely, on the charities gross income, as follows:

1 below £25 000

1.1 independent examination is not required, but

1.2 trustees may choose independent examination if they wish

2 between £25 000 and £500 000 an independent examination is the minimum requirement

3 above £500 000, not eligible for independent examination, an audit is required by statute.

Bishop's Stortford University of the Third Age falls under 2 above.

An independent examination is an external review of the charities accounts and is carried out by an independent person with the requisite ability and practical experience to carry out a competent examination.

Auditors must comply with professional auditing standards and be eligible under the Companies Act, to undertake an audit of charity accounts.

BISHOP'S STORTFORD UNIVERSITY OF THE THIRD AGE  
 NOTES TO THE FINANCIAL STATEMENTS (continued)  
YEAR ENDED 31 DECEMBER 2012

	£ Dec '12	£ Dec '11
<b>1 Debtors</b>		
History group : deposit, Markwell Hall	50.00	86.00
Pre-payment : capitation	1,135.75	1,151.15
Pre-payment : insurance	-	88.00
Pre-payment : newsletter	362.88	-
Pre-payment : outings [Schedule 2]	4,159.00	3,899.75
Pre-payment : stationery	242.00	484.01
	-----	-----
	5,949.63	5,708.91
	=====	=====
<b>2 Cash resources</b>	£ Dec '12	£ Dec '11
Current account, HSBC Bishop's Stortford	3,372.70	792.76
Savings account, HSBC Bishop's Stortford	6,938.03	6,934.19
Petty cash	32.41	46.80
Postage stamps	331.54	-
	-----	-----
Postage stamps include 912 x 2nd class postage stamps, being the remnant of 1 968 x 2nd class postage stamps purchased at 36p / each prior to price increase	10,674.68	7,773.75
	=====	=====
<b>3 Creditors</b>	£ Dec '12	£ Dec '11
Accrued expense : copying	-	46.00
Accrued expense : genealogy course	-	80.00
Accrued expense : hire of Markwell Hall	-	6.00
Pre-receipt : outings [Schedule 2]	6,838.50	4,599.00
Pre-receipt : subscriptions	3,127.50	2,594.00
	-----	-----
	9,966.00	7,325.00
	=====	=====
<b>4 Miscellaneous</b>	£ Dec '12	£ Dec '11
Copyright licence	60.00	-
Diaries 2013 : unsold	12.00	-
Gifts and donations	237.00	50.00
Keys, batteries and flash drive	20.49	-
Teas, milk and travel : committee meetings	26.90	12.95
	-----	-----
	356.39	62.95
	=====	=====

## SCHEDULE 1

## Completed outings

	Date	Payments £	Receipts £	Net £
1	26-Jan-12 Ghost the Musical			
	01/12/2011 Sale of tickets	-	1,750.00	
	30/11/2011 St Margarets Travel	332.00	-	
	30/11/2011 ATG Group	1,225.00	-	
	06/01/2012 Petties, tips, refunds	193.00	-	
		<u>1,750.00</u>	<u>1,750.00</u>	-
2	02-Feb-12 Craft Fair/Bluewater			
	19/01/2012 Entry fee	150.00	-	
	03/02/2012 Sale of tickets	-	654.00	
	02/02/2012 Coach	420.00	-	
	13/02/2012 Petties, tips, refunds	84.00	-	
		<u>654.00</u>	<u>654.00</u>	-
3	05-Feb-12 Lord of the Dance			
	25/07/2011 Sale of tickets	-	2,009.00	
	04/10/2011 Southend Theatres	1,457.75	-	
	06/01/2012 Lodge Coaches	400.00	-	
	06/01/2012 Petties, tips, refunds	138.25	-	
		<u>1,996.00</u>	<u>2,009.00</u>	13.00
4	01-Mar-12 Under the Bearskins			
	09/01/2012 Sale of tickets	-	1,540.00	
	13/02/2012 Lodge Coaches	475.00	-	
	13/02/2012 City Village Tours	854.00	-	
	13/02/2012 Petties, tips, refunds	211.00	-	
		<u>1,540.00</u>	<u>1,540.00</u>	-
5	09-Mar-12 BBC Watford			
	26/11/2011 Sale of tickets	-	1,000.00	
	25/11/2011 Watford Colosseum	475.00	-	
	25/11/2011 Anita Coaches	410.00	-	
	09/03/2012 Petties, tips, refunds	110.00	-	
		<u>995.00</u>	<u>1,000.00</u>	5.00
6	13-Apr-12 Highclere			
	16/01/2012 Sale of tickets	-	1,127.00	
	03/04/2012 Highclere Enterprises Ltd	376.00	-	
	03/04/2012 Lodge Coaches	550.00	-	
	06/01/2012 Petties, tips, refunds	185.50	-	
		<u>1,111.50</u>	<u>1,127.00</u>	15.50

7	03-May-12 Wrest Park	D Branchflower			
	16/02/2012 Sale of tickets	-	784.00		
	05/04/2012 Lodge Coaches	495.00	-		
	05/04/2012 Entry fee	96.00	-		
	05/04/2012 Petties, tips, refunds	183.00	-		
		<u>774.00</u>	<u>784.00</u>		10.00
8	09-May-12 Dreamed a Dream	D Francis			
	27/03/2012 Sale of tickets	-	1,421.00		
	03/04/2012 Southend Theatres	884.00	-		
	23/04/2012 Dons Coaches	490.00	-		
	12/05/2012 Petties, tips, refunds	46.38	-		
		<u>1,420.38</u>	<u>1,421.00</u>		0.62
9	10-May-12 Cruising the Chilterns	C Miller			
	01/02/2012 City and Village Tours	928.55	-		
	23/02/2012 Sale of Tickets	-	1,568.00		
	23/04/2012 Lodge Coaches	475.00	-		
	23/04/2012 Petties, tips, refunds	153.50	-		
		<u>1,557.05</u>	<u>1,568.00</u>		10.95
10	15-May-12 Iron Bridge	R Cawse			
	20/02/2012 Sale of tickets	-	1,522.00		
	03/04/2012 Lodge Coaches	700.00	-		
	03/04/2012 Museum Trust	552.00	-		
	03/04/2012 Petties, tips, refunds	254.50	-		
		<u>1,506.50</u>	<u>1,522.00</u>		15.50
11	23-May-12 Thames cruise	S Poole			
	20/04/2012 Sale of tickets	-	1,400.00		
	20/04/2012 St Margarets Travel	280.00	-		
	20/04/2012 ATG Group	980.00	-		
	20/04/2012 Petties, tips, refunds	130.00	-		
		<u>1,390.00</u>	<u>1,400.00</u>		10.00
12	13-Jun-12 Southwold	C Miller			
	23/04/2012 Sale of tickets	-	784.00		
	23/04/2012 Lodge Coaches	500.00	-		
	23/04/2012 Village Aid	100.00	-		
	23/04/2012 Petties, tips, refunds	177.50	-		
		<u>777.50</u>	<u>784.00</u>		6.50

13	05-Jul-12 East Anglican Panorama	D Branchflower			
	27/04/2012 Sale of tickets	-	1,617.00		
	20/06/2012 Lodge Coaches	475.00	-		
	20/06/2012 City and Village Tours	928.55	-		
	20/06/2012 Petties, tips, refunds	213.45	-		
		<b>1,617.00</b>	<b>1,617.00</b>		-
14	12-Jul-12 Amersham	C Miller			
	28/05/2012 Sale of tickets	-	980.00		
	11/06/2012 Lodge Coaches	475.00	-		
	11/06/2012 Chenies Manor	318.50	-		
	11/06/2012 Petties, tips, refunds	172.50	-		
		<b>966.00</b>	<b>980.00</b>		14.00
15	15-Jul-12 The Globe	J Wales			
	16/01/2012 The Globe	1,189.15	-		
	23/01/2012 Sale of tickets	-	1,765.50		
	27/02/2012 Dons Coaches	410.00	-		
	25/03/2012 Petties, tips, refunds	166.35	-		
		<b>1,765.50</b>	<b>1,765.50</b>		-
16	31-Jul-12 Copped Hall (group outing)	D Branchflower			
	27/04/2012 Sale of tickets	-	112.00		
	25/07/2012 Entry fee	112.00	-		
		<b>112.00</b>	<b>112.00</b>		-
17	09-Aug-12 Stamford	C Miller			
	25/05/2012 Sale of tickets	-	1,325.00		
	06/08/2012 Lodge Coaches	500.00	-		
	06/08/2012 Rutland Water Cruises	282.00	-		
	06/08/2012 Barnsdale Gardens	245.00	-		
	23/04/2012 Petties, tips, refunds	296.50	-		
		<b>1,323.50</b>	<b>1,325.00</b>		1.50
18	31-Aug-12 Bury St Edmunds (group outing)	K Poynter			
	04/07/2012 Sale of tickets	-	966.00		
	06/08/2012 Lodge Coaches	465.00	-		
	23/04/2012 Petties, tips, refunds	501.00	-		
		<b>966.00</b>	<b>966.00</b>		-



19	13-Sep-12 Warwick Castle	C Miller			
	27/08/2012 Warwick Castle		629.16	-	
	27/08/2012 Lodge Coaches		555.00	-	
	28/08/2012 Sale of tickets		-	1,271.00	
	27/08/2012 Petties, tips, refunds		70.00	-	
			<u>1,254.16</u>	<u>1,271.00</u>	16.84
20	27-Sep-12 Cable Car	R Anderson			
	20/07/2012 City and Village Tours		1,323.00	-	
	03/09/2012 Lodge Coaches		475.00	-	
	03/09/2012 Sale of tickets		-	1,960.00	
	23/04/2012 Petties, tips, refunds		153.00	-	
			<u>1,951.00</u>	<u>1,960.00</u>	9.00
21	02-Oct-12 Top Hat	D Francis			
	05/06/2012 Sale of tickets		-	2,784.00	
	18/06/2012 ATG Tickets		1,995.00	-	
	25/09/2012 Dons Coaches		495.00	-	
	23/04/2012 Petties, tips, refunds		280.50	-	
			<u>2,770.50</u>	<u>2,784.00</u>	13.50
22	13-Oct-12 Mill at Sonning	C Fox			
	16/01/2012 Mill at Sonning Theatre Ltd		1,837.50	-	
	27/02/2012 Sale of tickets		-	2,499.00	
	01/10/2012 Lodge Coaches		500.00	-	
	01/10/2012 Petties, tips, refunds		157.50	-	
			<u>2,495.00</u>	<u>2,499.00</u>	4.00
23	07-Nov-12 Chorus of Disapproval	D Francis			
	12/09/2012 Sale of tickets		-	1,824.00	
	12/09/2012 ATG London		1,200.00	-	
	17/10/2012 Dons Coaches		490.00	-	
	17/10/2012 Petties, tips, refunds		129.00	-	
			<u>1,819.00</u>	<u>1,824.00</u>	5.00

24	25-Nov-12 Classic Spectacular	M Wilson			
	27/03/2012 Albert Hall	1,728.19	-		
	02/05/2012 Sale of tickets	-	2,279.00		
	12/11/2012 Dons Coaches	490.00	-		
	12/11/2012 Petties, tips, refunds	60.81	-		
		<u>2,279.00</u>	<u>2,279.00</u>		-
25	18-Dec-12 Computer group lunch	D Francis			
	07/11/2012 Sale of tickets	-	660.00		
	12/11/2012 Hunters Meet	625.35	-		
	23/04/2012 Petties, tips, refunds	33.00	-		
		<u>658.35</u>	<u>660.00</u>		1.65
	<b><u>Net surplus - completed outings</u></b>	[ page 2]			<u>152.56</u>
	<b><u>Grand totals</u></b>		<u>35,448.94</u>	<u>35,601.50</u>	<u>152.56</u>

## SCHEDULE 2

## Incomplete outings

	Date	Payments £	Receipts £
1	10-Feb-13 Kensington Museums (group trip)	K Poynter	
	11/12/2012 Sale of tickets	-	481.00
	Sub totals	<u>-</u>	<u>481.00</u>
2	28-Feb-13 Carmen	M Wilson	
	10/09/2012 Albert Hall	1,452.00	-
	14/09/2012 Sale of tickets	-	2,205.00
	Sub totals	<u>1,452.00</u>	<u>2,205.00</u>
3	15-Mar-13 Faith Hope and Charity	D Branchflower	
	12/11/2012 Sale of tickets	-	1,445.50
	Sub totals	<u>-</u>	<u>1,445.50</u>
4	01-Jul-13 Durham (5 days)	D Francis	
	01/10/2012 Deposits and insurance	-	2,707.00
	01/10/2012 Norman Allen Travel	2,707.00	-
	Sub totals	<u>2,707.00</u>	<u>2,707.00</u>
	<b>Pre payments-incomplete outings</b>	[ page 4]	<u>4,159.00</u>
	<b>Pre receipts-incomplete outings</b>	[ page 4]	<u>6,838.50</u>