

## Proposed Budget and Fees for Membership Year 2023/24

*The proposed 2023/24 fees have been determined through a series of three separate linked reports which are enclosed in the various sections below. These together provide a comprehensive background as to how the proposed fees have been determined.*

*The proposed fees for 2023/24 are:*

- Annual Membership Fee - £16 per person, or £12 for each Associate Member.
- A separate fee of £4 for each household that wish to subscribe to receive the Third Age Magazine (TAM).
- Room based activities attendance fee – £2 per attendance. *(No change from 2022/23)*
- Standard outdoor activity annual membership fee - £2 per person. *(£3.50 in 2022/23)*
- Supplementary outdoor activity fees, where applicable to be agreed annually by the Group Leader and the Treasurer.
- Standard reimbursement rates for Photocopying and Car travel to remain at 2022/23 levels for 2023/24.

### **Section 1 (pages 2 to 5)**

*This is the third report in the series and sets up the final set of proposed fees. This was endorsed by the Committee on the 14<sup>th</sup> June.*

### **Section 2 (pages 6 to 15)**

*This report and associated committee minute sets out the detailed working budgets that have been assumed for 2023/24 and from which the proposed Annual Membership fees have been determined.*

### **Section 3 (pages 16 to 21)**

*This report and associated committee minute is the first in the series and determined the broad assumptions from which the Committee undertook the detailed budget and fee determination process.*

### **Section 4 (pages 22 to 30)**

*This report considered by the Committee on the 14<sup>th</sup> June, sets out the current financial position, up to the end of April for the 2022/23 year.*

## Section 1

*Proposed Fees for 2023/24 - Approved by Committee on June 14th*

### **Crawley u3a**

#### **Report from the Treasurer on proposed Fees for the 2023/24 Financial Year.**

##### **1. Background**

The 2022/23 financial year was the first post Covid. The Committee had to determine the fees based on a lot of unknown factors, such as potential membership numbers, speed with which activities would return to pre Covid level, or if they would at all. This within an environment of potentially increasing inflation starting to be driven by higher energy costs. Plus, with an aspiration to ensure that the u3a came alive again after Covid.

Though inflation drove a significant increase in the venue hire costs the overall impact was not as bad when compared to the assumptions made when setting the 2023 Fees. Membership numbers have reduced but are beginning to recover, and Indoor activity groups are generally operating on lower attendance numbers than pre Covid.

With key vacancies throughout the year the Committee has not had the resources to fully achieve its objectives and aspirations to bring the u3a out of Covid and grow, with key celebrational and development activities having to be scaled back.

The Third Age Trust were making similar post covid assumptions, wanting to spend on developing the organisation to bring it back to life and expand. To do this they were seeking an increase in the capitation fee to £4.40. This increase was voted down at the AGM on the grounds that the expansion plans were too extensive and not deliverable. The Third Age Trust scaled back their ambitions. Next year their intention is to develop at a slower pace and use up their excess reserves before seeking any further increase in their capitation fee.

In financial terms, this has meant that expenditure is below the anticipated level and reserves have not been used to support the Membership fee as planned.

With a healthy level of reserves and having a year of post covid costs and organisational data available; the determination of the 2023/24 Fees can be based on a sounder platform. The Committee has reset its objectives to better match resources and time available. The overall healthy financial position and this revised approach does provide the opportunity to consider a review and simplification of the Fee structure to ensure that all the fees are on an equitable and fair basis for all Members.

##### **2. Proposed Annual Membership Fee and Third Age Magazine**

The Annual Membership Fee covers the general operational costs and services of the u3a that every member is entitled to receive and consume.

The Fee is made up of two elements:

- The Basic Fee – which covers the u3a's own costs, and
- The Third Age Trust, annual capitation fee which is payable by everyone who is a member of a u3a throughout the country.

Unrestricted reserves currently stand at around £19,000, which is £15,000 above what is required to be held as the minimum level to comply with Charity Commission guidance. This provides the opportunity to consider absorbing any cost increases incurred during next year and maintain the Basic Fee at its current level. It is therefore proposed that the Basic Fee for 2023/24 is set at £12 per person, this is slightly down from the £12.10 charged this year.

With the objective of wanting to use this year to both simplify the fee structure and make the fees more reasonable and equitable across the board a key change being proposed is the removal of the Joint

Membership discount. It is felt that this discount is not equitable across the whole membership when each individual member has the same access and rights to consume any of the services provided by the u3a. This will increase the fee for the members affected, but it is hoped those Members will still view their fee as being good value for money for what services are being provided.

The Third Age Trust have already set the capitation fee (levy) for 2023/24 at £4 and have indicated that they will be taking a financial approach similar to the Committee's views of looking to hold their fee at the current level until the level of their reserves have been reduced to a more acceptable level.

In previous years, the annual cost for receipt of the Third Age Magazine (TAM) had been treated as a standard charge levied by the Third Age Trust on all members. The Committee has now acknowledged the feeling from within the membership that TAM may not be something that all members find both useful or relevant or want to receive. Therefore, with effect from 2023/24, the cost of TAM is being removed from the basic fee and Members will be offered the opportunity to subscribe separately to the receipt of TAM. This will be a separate charge of £4 per household who choose to subscribe and will be collected as part of the annual membership renewal process.

The following table set out what the proposed fees will be for each category of membership, with a comparison to this year's fees.

Membership category	Basic Fee	TAM	TAT levy	Total	Basic Fee	TAT levy	Total
				2022/23			2023/24
				£			£
Individual	12.10	3.80	4.40	20.30	12.00	4.00	16.00
Joint Membership	18.60	3.80	8.80	31.20	24.00	8.00	32.00
Associate individual	12.10	---	---	12.10	12.00	---	12.00
Associate Joint Membership	18.60	---	---	18.60	24.00	---	24.00

*If a household opts to receive TAM a further £4 will be payable in addition to the above Individual and Joint Membership fees making them Individual £20.00 and Joint Membership £36.00*

### **3. Room Based Activity Fee**

The Fee was increased to £2 for this year. The current year's level of collective activity across all the indoor room-based groups indicates that the £2 is covering the costs of these groups. It is therefore proposed to maintain the fee at £2 per attendance for the 2023/24 year.

### **4. Outdoor Activity Group – annual membership Fee**

In previous years the charge for Outdoor Groups has been used to support and cover the deficits incurred by the room-based groups. The Room based groups attendance fee is set at a level which is collectively covering their costs; and we are now collecting room based groups attendance data that will enable the Committee to be in a position to adjust the attendance fee in future years to ensure that those Groups maintain a collective break-even position. This allows us to consider the Outdoor fees is isolation and whether they are providing value for money.

This provides an opportunity to review the structure of the fee charged for Outdoor activities and align them more effectively to the costs being actually incurred by individual activities.

The nature of the outdoor activities being undertaken is wide - Allotment, Walking/Ambling, O&A, Sports (Tennis & Pickleball and Social Cycling) & Theatre each of which incur differing levels of costs. Some operational costs are built into the costing of the trips and outings undertaken by the groups and some such as Health and Safety equipment (Hi viz jackets & First Aid kits) are paid for from a central operating budget funded from the annual membership fee.

Some examples of the differing cost being incurred are:

- **Allotments** – solely the annual rental fee from CBC.
- **Theatre** – printing of tickets (which alternatively could be built into the Ticket price for each Trip).
- **O&A** – Occasional room hire for planning meetings, and some small items of equipment and general literature for planning trips. Plus, occasional reconnoitring trips for planning purposes.
- **Walking/Ambling** – Photocopying.
- **Tennis/Pickleball** – Tennis balls, Pickleball bats and balls, plus the new court hire charge coming in from April 2023.
- **Social Cycling** – yet to get started.

This means that the application of a standard £3.80 annual charge may not be fair or equitable. Though as all Groups are encouraged to have planning activities and will incur some administrative costs a standard charge may still be considered applicable.

The proposal for 2023/24 is that a standard charge of £2 per person will be charged to cover the planning and basic administrative costs, except for the Theatre group where because of the size of the group the fee will be £1 per person.

In addition, where Groups such as Allotments and Tennis/Pickleball are incurring a combination of rental costs for the facilities they use and consumable equipment costs, a further charge determined on an annual basis by the Group Leader and the Treasurer will be added to the standard charge for those groups to cover these costs.

## **2. Cost recovery – remuneration rates**

To comply with the u3a Financial Policy, each year as part of the budget, reimbursement rates are set for some common elements of costs used in recovering expenses incurred through Expense Claim Form 4. This makes it easier for Members to determine their expense claims without needing to provide any supportive documentation.

The proposal is to maintain the reimbursement rates for 2023/24 the same as 2022/23.

	<b>2022/23</b>	<b>2023/24</b>
Car Mileage	45p per mile	45p per mile
Home computer printing copies - black and white	8p per sheet	8p per sheet
Home computer printing copies - colour	8p per sheet	8p per sheet

It is acknowledged that setting a standard home computer printing cost is difficult, as it will depend on the age and type of printer being used. Modern inkjet printer's unit costs will likely be below the 8p standard, but older Laser printers will have higher running costs.

The Committee will keep these under constant review through the year. If a member feels that their costs are not being adequately reimbursed through the use of the standard rates then they are free to have and agree a separate remuneration rate with the Treasurer.

**Committee decision 1:** To approve the following Fees for 2023/24:

- Annual Membership Fee - £16 per person, or £12 for each Associate Member.
- A separate fee of £4 for each household that wish to subscribe to receive the Third Age Magazine (TAM).
- Room based activities attendance fee – £2 per attendance.
- Standard outdoor activity annual membership fee - £2 per person.
- Supplementary outdoor activity fees, where applicable to be agreed annually by the Group Leader and the Treasurer.
- Standard reimbursement rates to remain at 2022/23 levels for 2023/24.

**Committee decision 2:** To agree on what material is sent out to Crawley u3a members in advance of the 30<sup>th</sup> June meeting.

## Section 2

**Basic Fee Level and Budget-** *Approved by Committee on May 10th*

# Crawley u3a

## Report from the Treasurer on 2023/24 Financial Year – Basic Fee level and General Budget.

### 1. Introduction

This is the second report in a series of three, culminating in the setting of the 2023/24 Fees at the July Committee meeting.

This report focuses solely on the 'Basic Fee' and does not include anything to do with activities or trips.

### 2. Basic Fee budget

The Basic Fee covers the general operational costs and services of the u3a that every member is entitled to receive and consume.

The Basic Fee is established from the General Operational budget that is determined each year by the Committee.

The budget is a financial representation of the Committee's intentions and aspirations for that financial year. The budget calculations incorporate the assumptions approved by the Committee at the April meeting.

Where there are clearly established plans then those elements of the budget have been quantified and calculated using current costing information. Where there are not yet clearly defined plans then those budgets have been calculated on the best information available and therefore will be subject to a wider potential for variation.

The proposed detailed operational budget for 2023/24 is set out in **Annex 1**. It includes both the 2022/23 budget and the current year expenditure incurred up to the end of March 2023, for comparison purposes.

**Annex 2** sets out in more detail the calculations behind some of the printing, postage, and distribution budgets.

**Annex 3** is a table of the Venue hire costs. These are the current charges and therefore the budget figures follows the agreement at the April meeting that no increases would be assumed for these costs.

A table summarising the budget is set out opposite.

It shows that the anticipated net expenditure for 2023/24 will be **£9,140** compared to **£12,700** in 2022/23.

If the Basic Fee is set at £12.00 per member, then there will be a requirement to use £2,400 of the usable reserves to support the expenditure budget.

To avoid the need to use any of the reserves to support the budget, the Basic Fee would have to be set at £16.30 per member.

	2022/23 Budget	2023/24 Budget	
	£	£	%
General Expenses			
Committee	590	620	5.80%
Brought in Services (Audit)	330	330	3.09%
Information Technology	1,160	1,270	11.88%
Equipment	700	700	6.55%
Statutory Licenses	70	80	0.75%
Health & Safety equipment	200	200	1.87%
Communications	4,000	1,490	13.94%
Membership & Welfare	2,040	1,160	10.85%
Meetings	3,110	3,540	33.12%
Events	1,300	1,300	12.16%
	13,500	10,690	100.00%
Less Income (Gift Aid. Interest & other)	-800	-1,550	
	12,700	9,140	
Less Use of Reserves	-5,855	-2,400	
<b>NET BUDGET REQUIREMENT</b>	6,845	6,740	
Membership estimate	566	562	
<b>BASIC MEMBERSHIP FEE</b>	<b>£12.10</b>	<b>£12.00</b>	

### 3. Usable Reserves

The following table shows the current position in respect of the usable reserves available to the Committee to use in supporting the general operations of the u3a. This does not include the specific reserves that are available to support activity groups.

	£
Estimated usable reserves at 31/8/23	18,600
less Minimum level required	4,570
	14,030
Less 2023/24 budgetted use	2,400
Estimated usable reserves at 31/8/24	11,630

### 4. Basic Membership Fee

The following table shows what the Basic membership fee will be for each category of membership compared to last year.

	Basic Fee	
Category	2022/23	2023/24
	£	£
Individual	12.10	12.00
Joint	18.60	24.00
Associate individual	12.10	12.00
Associate Joint	18.60	24.00

The removal of the joint membership discount has a significant impact on the Joint Members. Their fee increases by £5.40, or 30%. But the Committee feel that this discount no longer complies with the u3a Equality, Diversity, and Inclusion policy, as every member has the same entitlement to access and consumption of the services and activities covered by the Basic Fee, so should pay the same amount.

## **5. The Future**

The Committee has set the following financial aspiration '*To seek to be financially self-sustainable.*' To achieve this at some point in the future the level of the Basic Fee will need to fully cover the operational costs on an ongoing annual basis (i.e., the fee will need to increase from £12 to £16).

The current level of reserves, at the current level of support and subject to other call on the reserves, will provide 5 years of support before the fee will need to be increased. However, this does not take into account the impact of future inflation over that period.

As a member organisation, the pace of any change takes a longer time to achieve, as the Membership has to agree and support any change. Therefore, it would be prudent for the Committee to start the process of determining how to move towards the aspiration of "financial self-sustainability." Potentially, with a secondary objective of, where possible, minimising the level of any future increase in the basic fee on the existing membership.

To achieve this the Committee will need to be considering and actioning a combination of the following strategies.

1. Increase the membership numbers to widen the base on which any future fees increase is determined.
2. Identify and optimise all alternate sources of potential income, including Legacies, Donations and Grants.
3. Reduce the scale of the activities being offered (e.g., monthly meetings, becoming bi-monthly).
4. Reduce the costs of current activities.

There is time to have proper deliberations as to how these will be implemented over the next year, but the Committee should give consideration to these strategies when making all future policy and operational decisions.

There are a few elements of costs within the proposed budgets which the Committee will need to focus on, either at this meeting or over the course of the coming year which will directly impact on the overall level of future costs. These include:

3. Issuing of Annual Membership Cards.
4. What the shape/format of future Annual Celebrational event will be.
5. The use of 'QuickBooks' or can we develop an alternative that meets our needs.
6. In future years do we use a paper based or electronic membership renewal process.

### **Committee decisions:**

1. Based on the proposed budget set out in this report, to confirm the provisional assumption that the Basic Membership Fee for 2023/24 should be set at £12.00 per member.
2. To acknowledge the strategies identified to move towards the agreed financial objective of "financial self-sustainability" and to agree to take them into consideration when making all future policy and operational decisions.
3. Determine whether any changes need to be made to the proposed budget to reflect any deliberations on the cost issues identified above.



## Crawley u3a - General Budget working paper 2023/24

Budget Heading	2022/23			2023/24	
	Budget	Notes / Assumptions	Actual (Mar)	Budget	Notes / Assumptions
	£		£	£	
<b>General Expenses</b>					
<b>Committee</b>					
Room Hire	240	12 meetings for 2 hours @ £(8.30+20%)	110	220	12 meetings, 2 hours @ £9.25
Expenses	300		95	150	Estimate based on actual to date
<b>Miscellaneous</b>	50	Presentational Cards & Gifts	109	250	Includes budget of £200 transferred from Welfare
<b>Brought in Services</b>					
Accountant / Audit	330	Actual £300 plus inflation (10%)	330	330	
<b>Information Technology</b>					
<b>Licenses</b>					
Beacon	560	83p +10% x 609 members	0	560	£1 x 562 Members
Zoom	160	Actual £144 + 10%	0	0	Discontinued
QuickBooks	360	£30 per month x 12	137	600	£45.67 pm x 12 plus 10% inflation
Website	80	Actual £72 + 10%	101	110	Actual + 10% inflation
<b>Provision for equipment</b>	700	Guestimate - general provision	320	700	
<b>Licenses</b>					
CPA	70	July 22 Actual + 10%	0	80	£70 + 10% inflation
<b>Health &amp; Safety equipment</b>	200	Guestimate	0	200	As per 2022/23
<b>Communications</b>					
Newsletter				590	See Annex 2
Leaflets (5000)				400	22/23 Actual £362 + 10%
General publicity				500	Guestimate
Advertising / publicity	4,000	Guestimate			
<b>Membership &amp; Welfare</b>					
Membership Renewal				610	See Annex 2
General membership enquires	1,700		381	50	Postage and printing of material sent out
Distribution of Membership cards				420	See Annex 2
New member applications				20	See Annex 2
Welfare					
Flowers / gifts	200		0	0	Budget moved to Committee miscellaneous
Cards	100		0	30	Assumption need to purchase cards at some point
Postage	40			30	Assumption around 30 cards sent per year.

## Crawley u3a - General Budget working paper 2023/24

Budget Heading	2022/23			2023/24	
	Budget	Notes / Assumptions	Actual (Mar)	Budget	Notes / Assumptions
	£		£	£	
<b>Meetings</b>					
<b>Monthly meetings</b>					
Room Hire	810	9 meeting for 3 hrs at £30 ph.	300	720	8 meetings for 3 hrs @ £30ph
Speakers	900	10 meetings at £100 pm	355	1,200	Per Liz Tennent email
Refreshment	90	10 X £10 per meeting	8	40	8 x £5 per meeting
<b>AGM</b>					
Room Hire		(included within Monthly meeting)	87	90	1 meeting for 3 hrs @£30
Notification and Agenda distribution				40	See Annex 2
Printing for meeting		(included within Monthly meeting)	39	30	22/23 Actual x 75% ( estimated from ML email)
Refreshments		(included within Monthly meeting)	152	110	22/23 Actual x 75% ( estimated from ML email)
<b>SGM - Fee Setting</b>					
Annual Fee meeting				80	1 meeting 2.5hrs @ £30
Printing				10	Guestimate (8 sides x 20 copies)
<b>Coffee mornings</b>					
Room Hire	270	3 meetings for 3 hrs at £30ph		270	3 meetings for 3hrs at £30
Refreshment	30	3 x £10		10	£3 per meeting
<b>New Members</b>					
Room Hire			24	20	1 meeting for 2hrs @£11.65
Printing			1	10	Guestimate
Refreshments			1	0	£3 per meeting
<b>Really Useful Group</b>					
Room Hire			65	40	1 meeting for 2 hrs @ £20
Refreshments			45	50	22/23 Actual plus 10%
<b>Annual Open Day</b>					
Room Hire	120	1 meeting for 4 hrs @ £30 ph.	75	120	1 meeting for 4 hrs @ £30 ph.
Refreshment	10	£10 per meeting	0	0	No refreshment provided
Equipment / Advertising	100	Guestimate	30	100	Same as 2022/23 budget
<b>Christmas Party</b>					
Room Hire	120	1 meeting for 4 hrs at £30ph	75	90	1 meeting for 3 hrs at £30ph
Xmas raffles	120	Actual £110 + 10%	115	130	22/23 Actual +10%
Printing	10	100 photocopies @ 10p	3	10	Same as 2022/23 budget
Refreshment	190	Actual £173 + 10%	166	180	22/23 Actual +10%
<b>Group Leaders meetings</b>					
Room Hire	300	4 meeting for 2.5hrs @ £30 ph.	150	180	2 meetings for 3 hrs @£30
Refreshment	40	£10 per meeting	15	10	£5 per meeting

## Crawlev u3a - General Budget working paper 2023/24

Budget Heading	2022/23			2023/24	
	Budget	Notes / Assumptions	Actual (Mar)	Budget	Notes / Assumptions
	£		£	£	
<b>Events</b>					
<b>Annual Celebration event</b>					
Room Hire	1,000	Guestimate	0	1,000	Per 22/23 budget, until determination made as to what to do in 2024
Refreshment	200	Guestimate	0	200	
Advertising / Publicity	100	Guestimate	0	100	
<b>Less: Non fee Income</b>					
Gift Aid	-600	Guestimate		-1,150	£12,700 X 200/553 x 25%
Interest earned	-200	£20,000 @ 1%		-400	Av £20,000 @ 2%
<b>BUDGET REQUIREMENT</b>	12,700		3,289	9,140	
Use of Reserves	-5,855			-2,400	
<b>Net Budget Requirement</b>	6,845			6,740	
Membership estimate	566			562	
<b>BASIC MEMBERSHIP FEE</b>	£12.10			£12.00	
If no use of reserves ' Basic Fee' would be				£16.26	

## COSTINGS OF POSTAL DISTRIBUTIONS

Background					
1	Postage based on Royal Mail current charges, - second class post				
	Small letter	under 100g	£0.75	First class	£1.10
	Large letter	under 100g	£1.15		£1.60
		under 250g	£1.85		£2.25
2	Envelopes, current cost of purchase				
	C4				£0.11
	C5				£0.06
3	Price of copying paper		£0.04	per sheet	
4	Labels		£0.13	Per sheet of 18	
			£0.01	Per label	
5	Ink (worked on current 8p minus cost of paper)		£0.04	per side	
6	100g = 18 sides or 9 sheets of A4 + envelope				

### Membership renewal

			£	
	Printing	6 sides	<u>0.36</u>	
			0.36	
x	No of sets of forms	562	<u>202.32</u>	
	Stamp	standard	0.75	
	Envelope	C5	0.06	
	Labels	each	<u>0.01</u>	
			0.82	
x	No of Households	460	<u>375.92</u>	£578.24
plus	Duplicates & lost ones	25	29.43	£607.67

### General Membership enquires during year that do not turn into new memberships

			£	
	Stamp	standard	0.75	
	Envelope	C5	0.06	
	Printing	4 sides	<u>0.24</u>	
			1.05	
x	No of sets of forms	20	<u>21.00</u>	

### Newsletter

			£	
	Stamp	standard	£0.75	
	Envelope	C5	£0.06	
	Printing	18 sides	£0.60	
			1.41	

x	No of postal deliveries	35	<u>49.35</u>
x	No of deliveries in year	12	<u>592.2</u>

### Membership Cards

		£	
	Cards	0.04	
	Printing	<u>0.04</u>	
		0.08	
x	No of Members	562	<u>44.96</u>
	Stamp	standard	0.75
	Envelope	C5	0.06
	Label	<u>0.01</u>	
		0.82	
x	No of Households	460	<u>377.20</u> <u>£422.16</u>

### AGM Distribution of paperwork (Members not on email)

		£	
	Stamp	standard	0.75
	Envelope	C5	0.06
	Label	<u>0.01</u>	
	Printing	6 sides	<u>0.36</u>
		1.18	
x	No of postal deliveries	35	<u><u>41.20</u></u>

## Venue Hire

The following schedules set out the current costs being incurred for the hire of the venue used by the u3a, and the assumed rates that will be paid until 2023/24 for budget calculation purposes

Current	2023/24 Budget
Hourly Rate	Hourly Rate
£	£

### Crawley Method Church -St Paul's

Main Hall (Room 1)	15.25	15.25
Room 2 (Springboard)	9.25	9.25
Room 6	9.25	9.25
Room 7	9.25	9.25
Canteen (Room 5)	11.65	11.65
Sanctuary (Room 8)	15.25	15.25

### Furnace Green Community Centre

Small Meeting room	6.80	7.10
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3-5% increase coming 1st April 23

### Three Bridges Cricket Club

Main Hall	11.00	15.00
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Increased from 1st April 23

### Holy Trinity Church

Main Hall	20.00	20.00
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### Friary

Main Hall and Canteen	25.00	30.00
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Fee increase expected soon, allows for a potential 20% inflationary increase.

**Extract from Committee Minutes : Agenda Item 5: 2023/24 Financial Year: Budget & Fee Levels  
(2nd of 3 reports)**

The Committee approved the content and presentation of the 2023/24 budget with only the following concerns raised:

- (i) The cost of Quickbooks, which seemed high compared to the revenue it was currently used to collect. The Treasurer explained that:
  - a) Although he uses spreadsheets to do much of the accounting work using Quickbooks is the only way he can format the invoices and access the internet to send them out.
  - b) The finance module within Beacon is only suitable for u3as for which one membership fee covered everything, it does not allow for the separate charging of group fees. The Third Age Trust does have plans to look at developing Beacon so that it can do this in future.
  - c) It should be possible to find a way of producing and distributing invoices using a combination and Microsoft and Beacon and if we can do this we can save the cost of Quickbooks. Work started on this when Phil Light was Treasurer, and the current Treasurer will be asking the members who were working on this if they are willing to restart this project.

For now the full year Quickbooks' cost should be included in the 2023/24 budget. The cost is charged on a monthly basis and can be cancelled easily if no longer required.

- (ii) The lack of an hour rate for the Baptist Church on Annex 3, venue hire. This is because Crawley u3a has no official rental agreement with the Baptist Church over the use of a room for the Mah-jong group. The informal arrangement is that we pay £1 per person for each meeting.

The committee agreed Decision 1.

On Decision 2 and the strategies identified to move towards financial sustainability it was agreed that the wording of the 2<sup>nd</sup> one, on identifying and optimising all sources of income, would be amended to make it clear that this included looking at charging for some member events (such as the Christmas party) currently free of charge.

On decision 3 it was agreed that the discussion on whether or not to print membership cards be deferred until the 2023/24 renewal process is discussed.

## Section 3

### Fee and Budget Assumptions- Approved by Committee on April 12th

## Crawley u3a

### Report from the Treasurer on 2023/24 Financial Year – Fee and Budget Assumptions

#### General comment

To determine the fees for the coming Membership year and an associated financial budget, the Committee needs to determine a number of assumptions and principles that will inform the construction of the detailed budget and associated fee levels.

The purpose of this report is to agree those assumptions to enable the detailed budget to be constructed and proposed Membership Fees and Activity Fees to be considered at the special General Meeting in June, before final approval by this Committee in July.

#### Inflation

The assumptions made last year, especially in terms of potential increase in room hire charges, were slightly more pessimistic than what actually occurred. The general assumption was for a 20% increase in room hire charges, where the actual increases ranged from 10-15%. Though we are still awaiting to hear what increase The Friary are to make to their charges.

The current rate of inflation is 10%. The Bank of England is forecasting that inflation will drop to 4% by the end of the year and continue to drop in future years to around 2%.

Looking forward and learning from the experiences in 2021/22, a proportion of our general expenditure is on “one-off” purchases such as Publicity, Advertising, Special Events (annual celebration), where the costs can be controlled or matched to the expectation of what can be delivered. Any impact from price inflation can be controlled without affecting the underlying level of fees we charge. Also now having a year of post Covid experience on costs we are in a better informed position to cost up “one-off” items of expenditure. We also have the back-up option of making a separate charge for individual items or events, such as the annual celebration.

The major element that is impacted by wider economic factors and subject to inflationary pressures is venue hire. The inflationary pressure on our venue providers is energy related. The general predictions are that energy prices are going up this April but should then start to fall back during the rest of 2023 and then level out during 2024. This means we should have some confidence that our venue providers will not be seeking any further increases in their charges during our 2023/24 financial year. Given this, and the fact we over-provided for inflationary pressures in our 2022/23 budgets, and have sufficient reserves to meet any unforeseen increase, then it would be safe to assume no increase in venue hire charges during 2023/24.

***Proposal 1: From 2023/24 onwards, “one-off” budgets should be costed on an annual basis determined by the underlying need and the levels of costs currently being incurred.***

***Proposal 2: Agree assumption that there will be no increase in venue hire costs during 2023/24.***

#### Membership Numbers



A key element to setting the budget is the assumption on what the Membership numbers will look like next year. This will be impacted on by a vast number of different issues, including but not exclusively, the impact of the cost-of-living crisis on people's disposable income, people's general feeling of well-being over their future and remaining concerns over Covid. In addition, whether the developments now being started within the u3a will have a positive impact on recruitment of new members (e.g. recruitment drive).

This assumption is a 'chicken and egg' situation, but a board assumption must be made to determine the level of the annual Membership Fee. The 2022/23 assumption was for an equivalent paying membership level of 566, the current actual level is 563.

There are three broad positions/assumptions that can be taken at this time.

1. Assume all the current Membership will renew in September (neutral)
2. Assume that because of the cost of living or health reasons Membership numbers will go down. (reduction)
3. Assume that Membership numbers will increase once, the impact of the promotion and recruitment drive will have a positive and sustained effect. (increase).

***Proposal 3: For Fee setting purposes a neutral position on Membership numbers will be assumed.***

### **Joint Membership Discount – Membership Fee structure**

The u3a currently offers a discount for couples who reside at the same address. The discounted offered this year was 23%. The discount was an historic position, which does not truly reflect the u3a current position on equality and fairness, with every member having the same rights and privileges to attend and consume u3a general activities. It is therefore proposed to remove the Joint Membership discount and simplify the fee structure.

The Annual Membership Fee consists of three elements:

- Basic fee – which covers the u3a's own general administration, insurance and general programme of meetings and events.
- The Third Age Trust (TAT) annual capitation charge – which is paid by all members.
- The Third Age Magazine (TAM) – which is provided by the Third Age Trust on a subscription basis, with can be either accounted for as part of the Basic Fee or as a separate charge.

The 'Basic fee' and the 'TAT capitation' charge have to be paid by all members of the u3a. The TAM has up to now been assumed within the annual fee, with an option for Members to opt out of receiving it but with no reduction in the fee.

Future options for TAM are set out separately below.

The new proposed fee structure would be:

**Annual Fee** - Basic fee + TAT Capitation

**Joint Membership** -Annual Fee (Basic fee + TAT Capitation) x 2

**Associate Fee** – Base fee only as the Associate Member would have paid their TAT Capitation and TAM through their primary u3a.

**Joint Associate Fee** – Associate Fee x2

If TAM is determined to be a separate charge, then this will be charged and collected as part of the annual renewal process.

***Proposal 4: Agree to remove Joint membership discounts and adopt the new proposed fee structure for all future membership years starting from 2023/24.***

### **Third Age Trust annual membership fee**

The Third Age Trust has indicated that there will be no increase, on the current £4 capitation charge during the next financial year.

### **Third Age Magazine (TAM)**

The TAM charge covers the distribution costs of the five versions of the magazine each year. The TAM covers the production costs through advertising revenue. The current TAM charge is set at £3.60, but does not include the latest April 23 postal increases. It would therefore be prudent to assume a further increase will be forthcoming during 2023/24.

***Proposal 5: Assume the TAM charge will be £4 for the 2023/24 financial year.***

The financial issue for Crawley u3a, is whether we can recover Gift Aid on TAM. Based on the £4 and both the number of households it could be sent too and the percentage of Members who allow us to claim Gift Aid on their Membership fee this is worth around £120 per year to us.

To comply with Gift Aid guidance from the Third Age Trust and HMRC, the costs of TAM must be fully incorporate as an indistinguishable part of the general 'basic' membership fee, payable by all Members (including Associates).

This is based on TAM being a non-personal benefit for any member, and a core element in the cost of running the charity. If it was a personal benefit then the costs would have to be excluded, and members would have to be charged the £4 as a separate cost on top of their Basic membership fee. This could be done as part of the Annual renewal process.

### **Issues for us, if we want to claim Gift Aid on TAM**

1. We made the commitment last year to be transparent in separating out the different elements of the fees in our presentations and communications. If we want to claim Gift Aid on TAM, then we cannot show it as a separate item, as per last year's budget report.
2. Last year we did not fully incorporate the cost of TAM in with the basic fee, but charged it separately to members, so did not ask Associate Members to pick up any of the costs. To be fully compliant Associate Members would pick up part of the costs in paying the Basic fee.
3. We currently allow Members to opt out of receiving TAM, but with no refund or deduction in their Fee, their reasons for doing this are varied, and potentially include cost/affordability issues, environmental issues and GDPR. Being seen to be asking Members to pay for the postage on something they do not want, might be perceived as unfair, and create a controversial issue that might be raised at the Members meeting in June.

A value for money judgement is required, is it worth the time and effort that would be needed to address the above issues to chase the £122, when by opting to charge it separately could be seen as providing the Membership with more personal choice.

### **Proposal 6: Options open to the Committee:**

1. **Determine that TAM is a personal benefit, exclude it from the Basic Fee calculation, forgo £122 of Gift Aid and provide Members with the option to purchase TAM as an additional element of the annual membership Fee process.**
2. **Determine that TAM should be included as part of the Basic Fee, maximise Gift Aid and determine how to address the issues identified above.**

### 3. Put options (1) and (2) to the Membership at the June meeting.

#### **Annual Basic membership Fee**

Per the recent 2022/23 Financial Monitoring report, if we assume that we are going to roughly break even this year then the reserves available at the end of year will be around £18,600.

Our overall planned expenditure for the current year was £12,700, with a planned use of £5,955 of the reserves to partially fund that expenditure.

Our Financial Policy set our minimum level of reserves at the equivalent of six months of expenditure which would be £6,350. (£12,700/2).

This means after retaining the minimum reserves we would have £12,250 (£18,600 - £6,350) of reserves to be used.

This gives us sufficient reserves to maintain our planned spending at the same level as this year; and allows us to consume roughly £6,000 (or ½ of the available reserves) to maintain the Basic Fee at £12.10 (rounded to £12 for easy of communication and collection) for a further year. This would allow time for the other changes and the impact of the developments to take effect.

***Proposal 7: Agree that the basic fee be retained at a level of £12 for the 2023/24 financial year.***

### 6. **Activity Group – Fees**

The financial monitoring report showed that the Room based groups were making a small surplus, though the spending on equipment and learning support was still extremely low. This indicates that the current charge of £2 per attendance is broadly at the right level. Given the level of specific reserves we have for supporting these groups and with no foreseeable increase in venue hire costs, it would be prudent to keep the attendance charge at the same level for 2023/24.

***Proposal 8: The Room Based charge for 2023/24 remains unchanged at £2 per attendance.***

The charge for Outdoor Groups needs further consideration. Where information from previous years accounts is available it shows that over a lengthy period of time the income collected from the Outdoor Groups have supported and covered the deficits incurred by the room-based groups. As the Room based groups attendance fee is now set at a level which looks to be able to collectively cover their costs; and we are now collecting Room based groups attendance data this will enable the Committee to be in a position to adjust the attendance fee in future years to ensure that these Groups maintain a collective break-even position.

This then raises a question on whether the members attending the Outdoor Groups are receiving value for money from the £3.80 they pay annually. The nature of the activities covered under this grouping is wide (Allotment, Walking/Ambling, O&A, Sports (Tennis & Pickleball and Social Cycling) & Theatre) each of which incur differing levels of costs. Plus, some operational costs are built into the costing of the trips and outings undertaken by the groups. Also, some costs, such as Health and Safety equipment (Hi viz jackets & First Aid kits) are paid for from a central operating budget funded from the annual membership fee.

Some examples of the differing cost being incurred are:

**Allotments** – solely the annual rental fee from CBC.

**Theatre** – printing of tickets (which alternatively could be built into the Ticket price for each Trip).

**O&A** – Occasional room hire for planning meetings, and some small items of equipment and general literature for planning trips. Plus, occasional reconnoitring trips for planning purposes.

**Walking/Ambling** – Photocopying.

**Tennis/Pickleball** – Tennis balls, Pickleball bats and balls, plus the new court hire charge coming in from April 2023.

### **Social Cycling – yet to get started.**

As seen in the 2022/23 Financial Monitoring report the levels of costing being incurred by the Outdoor Groups (£92.61 to 31 Dec) does not compare to the income generated from the £3.80's for the whole year (£1,518.60). This raises the question as to whether these groups are being asked for a higher contribution than needed to cover their costs.

This year's income was collected by a centralised invoicing process that worked well and ensured that all Members contributions were collected and accounted for.

The task for the Committee is to consider whether we should continue to charge a single outdoor membership fee or charge different amount for different activities and what the level of the charge should be. The options for consideration are:

1. Retain the current single fee and keep it at £3.80 for next year.
2. Retain the current single fee, but reduce the level of the fee for next year to £?
3. Introduce a separate fee level for each Group, set and agreed annually with the Group Leader, but still collected centrally.

### ***Proposal 9: The Committee need to determine which option to proceed with.***

If option 3 is chosen, then further consultation with relevant Group Leaders would take place before the final decision is taken.

Graham Friday, Treasurer, 5<sup>th</sup> April

### **Extract from Committee Minutes: Agenda Item 5: 2023/24 Financial Year: Fee and Budget Assumptions**

The Committee's responses to each of the proposals were:

1. Agreed that from 22/23 onwards one-off budgets should be costed on an annual basis
2. Agreed that the 23/24 room hire costs should be unchanged from those assumed for the 22/23 budget.
3. Agreed that the membership assumed for 23/24 should be that existing at 31<sup>st</sup> March 2023 and featuring in the 2023 annual TAT return.
4. Agreed that there should be no difference between the individual fee and the joint fee (on a per person basis) for the annual membership fee (excluding any charge for TAM) for 23/24 onwards. This means there will no longer be any joint membership discount. Some anxiety was expressed that some u3a members may not like this, despite the fact that the existence of such a discount contravened the new EDI policy, and that we would consider this point in more detail when we receive the first draft budget at the May 10<sup>th</sup> meeting.
5. Agreed that an assumption of £4.00 per TAM subscription for 2023/24 was reasonable.
6. It was agreed that the TAM charge should be separated out from the basic membership fee on equity grounds and providing Members with a personal choice over whether to receive it or not, even though this would mean the loss of a c£120 of gift aid relief.
7. It was agreed that the 1<sup>st</sup> draft 23/24 budget to be presented to the 10<sup>th</sup> May meeting should be prepared using a basic fee of £12 per person.

8. It was agreed that the room-based charge would remain at £2.00 per attendance for 2023/24.
9. On outdoor fees it was concluded that:
  - (i) The annual membership fee would be reduced from £3.80 to £2.00 per member, as this was a more realistic assessment of what would be needed to fund the current costs being incurred.
  - (ii) Groups which expect to incur running costs which exceed the amount generated by this fee (for example because they hire external facilities) then the GL and Treasurer would together agree a different charge for that group;
  - (iii) Given the Theatre Group's large membership and its running costs per member being ~~are~~ substantially lower than £2 it was agreed that the Treasurer would agree with the GLs a more appropriate annual fee for that group.

**Action:** Treasurer to action the above in his draft budget report and also include a table showing how the proposed fees compare with those for the 22/23, for both individual and joint members, and distinguishing between pre and post TAM.

## Section 4

### Budget Monitoring for the 8 months Sept 2022 to April 2023- Approved by Committee on June 14th

## Financial Report for the period September 2022 to April 2023

### General comments

This is the second monitoring report for this year which includes comparisons to the budgets set for the year.

This report is divided into five sections:

Income and Expenditure summary – *This shows the overall financial positions for the period September 2022 to April 2023.*

General Operations – *This provides a more detailed analysis of the Membership and other income generated compared to the general operational costs incurred in running the organisation.*

Group Activity – *This provides an analysis of the income and expenditure incurred in running the various activity groups, both indoor and outdoor.*

Trips & Events – *This provides a financial summary of the income and costs that have been incurred on trips and events undertaken by the various activity groups.*

Balance Sheet – *This shows the organisations assets and liabilities, as at the 30<sup>th</sup> April 2023*

### Income and Expenditure summary

The following table summarises the income and expenditure that has been incurred.

	General Operations	Group Activities	Trips & Outings	Total
	£	£	£	£
Income	10,613.65	12,241.70	27,843.55	50,698.90
Expenditure	3,589.13	10,393.08	26,734.41	40,716.62
Surplus / Deficit (-)	7,024.52	1,848.62	1,109.14	9,982.28

This shows that the u3a has generated an overall surplus of £9,982 during the first 8 months of the year. This position would be expected at this time, since the two of the main income streams (Annual Membership fees and Outdoor Activities membership fees) are collected at the beginning of the year but expenditure is spread throughout the year, with such items as the Third Age Trust annual payments not due until May each year. The overall financial objective for the Group Activities and Trips & Outings is to financially break even by the end of the year.

### General Operations

This section of the report covers the general operations undertaken by the u3a that are financed from the Annual Management Fee and associated income streams.

**Annex 1** sets out a detailed comparison of the costs incurred and income received against the budgetary plans for the year.

As at the 30<sup>th</sup> April, this account is showing a surplus of £7,024. Based on current information the Treasurer has included a projection of what the likely position will be at the end of the financial year.

This shows that the organisation is likely to be nearer to a break-even position, requiring a small draw on reserves compared to the budget assumption which assumed the need to make a significant draw on reserves.

This change has occurred because of several factors, which have been reported in both the previous monitoring report and 2023/4 fee setting documentation.

- Inflation, the budget assumed a potential higher level than was actually incurred.
- The anticipated Annual Celebration event has been downscaled from a major indoor event to an outdoor event in the Memorial Gardens. This is primarily due to not having an Event Coordinator to drive the initiative.
- There has been a marked increase in the number of members with email addresses, which has saved on the anticipated level of monthly members newsletter sent out by post.
- Lack of resources on the Committee has restricted the level of planned development and expansion activity being undertaken.

### **Group Activity**

Financial summary of groups activities up to end of December is set out below.

<b>Group Activity summary</b>						
	Room Based		Outdoor		Total	
	Full year budget	Actual to date	Full year budget	Actual to date	Full year budget	Actual to date
	£	£	£	£	£	£
Income	16,910.00	10,656.40	1,840.00	1,585.30	18,750.00	12,241.70
less: Expenditure						
Venue hire	15,390.00	9,845.16	560.00	79.96	15,950.00	9,925.12
Expenditures/consumables	1,520.00	350.63	1,280.00	117.33	2,800.00	467.96
	16,910.00	10,195.79	1,840.00	197.29	18,750.00	10,393.08
Surplus / Deficit (-)	0.00	460.61	0.00	1,388.01	0.00	1,848.62
Attendance numbers	8460	5328				
Number of meeting held	530	378				
Number of memberships			491	430		

A more detailed breakdown by individual group is set out in [Annex 2](#). This includes both financial analysis and attendance data.

Key points to note are:

- As part of the budget the definition of what expenses could be claimed was extended to both encourage more focus on bringing learning into the scope of group activities and to modernise equipment, and having sufficient group engagement for planning through allowing for two planning meetings per group. The actual level of take up has been very low.
- Room based activity groups' numbers are down when compared to the budget.
- Outdoor membership numbers are down, after allowing for the loss of Out & About 2.
- The analysis shows that most Room based groups are now in surplus or making very small losses compared to last year. This shows that the increase in the 'Attendance Fee' has achieved its objective to bring them to a collective breakeven position.

## **Trips and Outings**

The following table provides a summary of the activity on the trips and outings undertaken to date.

		£	£
Trips & Outings fees			27,843.55
less	Transportation	5,739.00	
	Entrance fees	20,646.91	
	Other expenses	348.50	26,734.41
	Surplus / Deficit (-)		1,109.14

A detailed analysis by individual trip and outing is set out in [Annex 3](#).

## **Balance sheet / Reserves**

[Annex 4](#) is included to provide a clear picture of the net worth of the organisation.

As at the 30<sup>th</sup> April the organisation had £49,882 in cash, with £48,014 in available reserves (£25,638 in unrestricted funds and £23,376 in restricted funds).

By the year end the unrestricted reserves will be around £19,000. The recommended level of unrestricted funds that should be retained is in the region of £4,000. This means the organisation has in the region of £15,000 available for it to use.

## **Action for Committee**

To approve content of report and the projected outturn for the year

## ***Report by the Treasurer***

Dated: 1 June 2023



# Crawley u3a

## Management Accounts for the period Sept 2022 to April 2023

2021/22		Actual to date	Projected Outturn	Budget	Variances	Reason for variance
£		£	£	£	£	
<b>Expenditure</b>						
290	<b>Management Committee</b>	<b>370.70</b> ✓	<b>540</b> ✓	<b>590</b>	<b>50</b>	
	Room Hire	153.55	240	240	0	
	Exepnses	107.19	150	300	150	
	Miscellaneous	109.96	150	50	-100	
300	<b>Accountancy / Audit expenses</b>	<b>330.00</b>	<b>330</b>	<b>330</b>	<b>0</b>	Includes TAT 40th £32.96, AGM Gilfs £77.00
1,631	<b>IT Licences</b>	<b>237.92</b> ✓	<b>1,025</b> ✓	<b>1,160</b> ✓	<b>135</b>	
	Beacon	0.00	564	560	-4	
	Zoom	0.00	0	160	160	Not renewed
	Quickbooks	120.00	360	360	0	
	Website	100.64	101	80	-21	
2,127	<b>General Equipment</b>	<b>319.98</b>	<b>400</b>	<b>700</b>	<b>300</b>	Membership IT, Carry Cases Display Boards
179	<b>Health &amp; Safety equipment</b>	<b>0.00</b>	<b>100</b>	<b>200</b>	<b>100</b>	
60	<b>General operting licences</b>	<b>0.00</b>	<b>70</b>	<b>70</b>	<b>0</b>	
0	<b>Communications</b>	<b>518.26</b>	<b>1,400</b>	<b>4,000</b> ✓	<b>2,600</b>	
	Newletter	156.26	400	0	-400	
	Publicity	362.00	1,000	4,000	3,000	
<b>Events &amp; Meetings</b>						
1,353	<b>Monthly meetings</b>	<b>437.50</b>	<b>1,625</b>	<b>1,710</b>	<b>85</b>	
	Room Hire	75.00	635	720	85	
	Speakers	355.00	900	900	0	
	Refreshments	7.50	90	90	0	
138	<b>AGM</b>	<b>278.81</b>	<b>368</b>	<b>90</b>	<b>-278</b>	
	Room Hire	87.50	138	90	-48	
	Refreshments	151.95	180	0	-180	
	Printing	39.36	50	0	-50	
314	<b>Coffee Mornings</b>	<b>0.00</b>	<b>180</b>	<b>300</b>	<b>120</b>	Budget was for 3 meetings per annum
	Room Hire	0.00	150	270	120	
	Refreshments	0.00	30	30	0	
0	<b>New Members</b>	<b>25.40</b>	<b>26</b>	<b>0</b>	<b>-26</b>	
	Room Hire	23.30	24	0	-24	
	Refreshments	0.90	1	0	-1	
	Printing	1.20	1	0	-1	
0	<b>Rearly Useful Group</b>	<b>110.00</b>	<b>110</b>	<b>0</b>	<b>-110</b>	
	Room Hire	45.00	45	0	-45	
	Refreshments	65.00	65	0	-65	
0	<b>Group Leaders</b>	<b>89.55</b>	<b>90</b>	<b>340</b>	<b>250</b>	
	Room Hire	75.00	75	300	225	
	Refreshments	14.55	15	40	25	
0	<b>Annual Open Day</b>	<b>105.00</b>	<b>105</b>	<b>230</b>	<b>125</b>	
	Room Hire	75.00	75	120	45	
	Refreshments	0.00	0	10	10	
	Advertising/ publicity	30.00	30	100	70	
534	<b>Christmas Party</b>	<b>359.38</b>	<b>359</b>	<b>440</b>	<b>81</b>	
	Room Hire	105.00	105	120	15	
	Refreshmnets	166.37	166	190	24	
	Raffles	37.05	37	120	83	Cost of raffle net of £113.95 cash received
	Printing /stationery/Quiz	50.96	51	10	-41	
0	<b>Annual celebration event</b>	<b>18.50</b>	<b>450</b>	<b>1,300</b>	<b>850</b>	Downscaled from indoor to outdoor.
	Room Hire	18.50	250	1,000	750	
	Refreshments	0.00	100	200	100	
	Advertising / publicity	0.00	100	100	0	
989	<b>Membership and Welfare</b>	<b>388.13</b>	<b>1,160</b>	<b>2,040</b>	<b>880</b>	
	Postage	203.20	900	900	0	Still to include 2023 Renewal Process
	Stationery	7.25	80	500	420	
	Printing	170.48	170	300	130	
	Welfare	7.20	10	340	330	
<b>7,915</b>	<b>Gross Expenditure</b>	<b>3,589.13</b>	<b>8,338</b>	<b>13,500</b>	<b>5,162</b>	

2021/22 £		Actual to £	Projected £	Budget £	Variances £	Reason for variance
7,915	Gross Expenditure	3,589.13	8,338	13,500	5,162	
<b>Income</b>						
0	Gift Aid	0.00	800	600	200	
0	Interest received	113.15	200	200	0	
277	Other Income	208.40	350	0	350	SUN repayment
<b>277</b>		<b>321.55</b>	<b>1,350</b>	<b>800</b>	<b>550</b>	
7,638	Net Expenditure	3,267.58	6,988	12,700	4,612	
<b>Third Age Trust</b>						
2,308	Membership subscription	0.00	2,132	2,566	-434	Levy £4, budget assumed £4.40
1,532	Third Age Magazine	0.00	1,457	1,730	-273	Inflation increase 7%, budget assumed 10%
<b>3,840</b>		<b>0.00</b>	<b>3,589</b>	<b>4,296</b>	<b>-707</b>	
5,522	Membership Income	10,292.10	10,300	11,141	-841	
-5,956.00	Surplus / Deficit (-) for year	7,024.52	-277	-5,855		

## ACTIVITY GROUP FINANCIAL ANALYSIS - 2022/23 (Sept 22 to April 23)

	Receipts	Venue hire	Expenses	Payments	Surplus / Deficit ( - )
	£	£	£	£	£
Art Appreciation 2	306.00	277.50	22.98	300.48	5.52
Art Appreciation 3	136.00	97.14	0.00	97.14	38.86
Bamboo Pipes	190.00	192.00	0.00	192.00	-2.00
Book Group 1	130.00	109.60	33.00	142.60	-12.60
Bridge for fun 1	1,048.00	1,200.00	0.00	1,200.00	-152.00
Bridge for fun 2	946.00	990.00	0.00	990.00	-44.00
Earth Matters	0.00	0.00	0.00	0.00	0.00
Family History	60.00	74.00	0.00	74.00	-14.00
Film Circle	250.00	129.50	17.39	146.89	103.11
Folk Dancing	382.00	442.22	0.00	442.22	-60.22
Folk Music/Group	184.00	152.63	5.00	157.63	26.37
French	205.00	298.10	97.60	395.70	-190.70
Gardening	659.60	203.91	38.83	242.74	416.86
Gardening 2	607.80	121.50	38.84	160.34	447.46
History	280.00	186.40	0.00	186.40	93.60
Mahjong	630.00	295.00	0.00	295.00	335.00
Painting Crafts and Drawing	692.50	980.00	0.00	980.00	-287.50
Poetry	364.00	279.81	9.44	289.25	74.75
Quiz 2	295.00	154.30	3.00	157.30	137.70
Quizzing	320.00	163.10	0.00	163.10	156.90
Rummikub & Canasta	186.00	166.50	41.19	207.69	-21.69
Science for non-scientists	134.00	83.28	0.00	83.28	50.72
Short Mat Bowls (Mon)	198.00	533.82	0.00	533.82	-335.82
Short Mat Bowls (Wed)	246.00	495.69	0.00	495.69	-249.69
Singing for Fun	356.00	458.82	10.00	468.82	-112.82
Smart Phone photos	64.00	111.02	0.00	111.02	-47.02
Table Tennis	1,181.00	1,037.00	0.00	1,037.00	144.00
Topical Discussion 1	214.50	215.13	0.00	215.13	-0.63
Topical Discussion 2	0.00	18.50	0.00	18.50	-18.50
Ukulele	391.00	378.69	33.36	412.05	-21.05
<b>Room based Groups</b>	<b>10,656.40</b>	<b>9,845.16</b>	<b>350.63</b>	<b>10,195.79</b>	<b>460.61</b>
Allotment	7.60	0.00	0.00	0.00	7.60
Ambers	135.60	0.00	0.00	0.00	135.60
Ambers Extra	82.30	0.00	4.90	4.90	77.40
Cycling For fun	0.00	0.00	0.00	0.00	0.00
Out and About 1	126.60	9.20	0.00	9.20	117.40
Out and About 4	197.60	20.90	19.04	39.94	157.66
Out and About 5	136.80	17.48	0.00	17.48	119.32
Out and About 6	171.00	9.25	20.40	29.65	141.35
Out and About 7	178.60	0.00	9.99	9.99	168.61
Tennis / Pickleball	30.40	0.00	0.00	0.00	30.40
Theatre	334.60	0.00	63.00	63.00	271.60
Walkers 1	93.00	13.88	0.00	13.88	79.12
Walkers Extra	91.20	9.25	0.00	9.25	81.95
<b>Outdoor Activity Groups</b>	<b>1,585.30</b>	<b>79.96</b>	<b>117.33</b>	<b>197.29</b>	<b>1,388.01</b>
<b>TOTAL</b>	<b>12,241.70</b>	<b>9,925.12</b>	<b>467.96</b>	<b>10,393.08</b>	<b>1,848.62</b>

# ACTIVITY GROUP FINANCIAL ANALYSIS - 2022/23 (Sept 22 to April 23)

	A	B	D = A/B	
	Total paid attendance (Receipts /£2.00)	Number of meeting paid for	Average (Paid) attendance per meeting	Minimum required attendance per meeting (Room hire cost /£2.00)
Art Appreciation 2	153	15	10	10
Art Appreciation 3	68	6	11	9
Bamboo Pipes	95	14	7	7
Book Group 1	65	6	11	10
Bridge for fun 1	524	34	15	15
Bridge for fun 2	473	32	15	15
Family History	30	4	8	0
Film Circle	125	7	18	10
Folk Dancing	191	13	15	18
Folk Music/Group	92	7	13	12
French	103	13	8	13
Gardening	330	7	47	15
Gardening 2	304	7	43	12
History	140	8	18	12
Mahjong	315	22	14	NA
Painting Crafts and Drawing	346	28	12	15
Poetry	182	15	12	10
Quiz 2	148	8	18	9
Quizzing	160	7	23	12
Rummikub & Canasta	93	9	10	12
Science for non-scientists	67	6	11	8
Short Mat Bowls (Mon)	99	14	7	20
Short Mat Bowls (Wed)	123	13	9	20
Singing for Fun	178	14	13	12
Smart Phone photos	32	7	5	10
Table Tennis	591	34	17	16
Topical Discussion 1	107	15	7	8
Ukulele	196	13	15	15
<b>Room based Groups</b>	<b>5328</b>	<b>378</b>		

# TRIPS AND OUTINGS SCHEDULE - 2022/23

			Receipts	Transport	Entry	Other	Payments	Surplus / Deficit (-)	Attendance
			£	£	£	£	£	£	No
September 2022 to August 2023									
07-Sep-22	Gardening	RHS Hyde Hall	648.00	545.00		40.00	585.00	63.00	48
10-Oct-22	Gardening	RHS Stowe	370.00	525.00			525.00	-155.00	35
12-Dec-22	Gardening	Christmas Lunch	1,485.50		1,496.00		1,496.00	-10.50	66
22-Feb-23	Gardening	Old Vicrage Washington	420.00		420.00		420.00	0.00	30
31-Mar-23	Gardening	Beth Chatto	1,437.00		780.00		780.00	657.00	40
21-Apr-23	Gardening	Pastley Manner	1,308.00		705.00		705.00	603.00	47
04-Oct-22	O&A 1	IWM Duxford	352.00	352.00			352.00	0.00	8
30-Nov-22	O&A 1	Winchester Xmas market	242.00	242.00			242.00	0.00	11
19-Dec-22	O&A 1	Christmas Lunch	618.00		618.00		618.00	0.00	25
11-Apr-23	O&A 1	Museum of Brands	78.30		78.30		78.30	0.00	13
06-Feb-23	O&A 1&4	Verrio tour of Christ Hospital	690.00		690.00		690.00	0.00	23
05-Apr-23	O&A 1&4	Audley End House & Garden	750.00	695.00			695.00	55.00	50
19-Sep-22	O&A 4	The Savill Garden & River Boat trip	2,014.50	525.00	1,380.00	40.00	1,945.00	69.50	16
16-Nov-22	O&A 4	Vintners tour	132.00		132.00		132.00	0.00	11
05-Dec-22	O&A 4	Christmas Lunch	145.00		145.00		145.00	0.00	29
16-Feb-23	O&A 6	Gatton Park	156.00		156.00		156.00	0.00	13
08-Jun-23	O&A 6	Brick Lane Music Hall	765.00		765.00		765.00	0.00	17
21-Oct-22	O&A 7	Royal Hospital Chelsea	345.00		345.00		345.00	0.00	22
22-May-23	O&A 7	Holland trip	2,650.00		2,600.00		2,600.00	50.00	53
11-Apr-23	O&A 7+	Winchester	706.50	595.00			595.00	111.50	39
06-Sep-22	Seasonal	Tower of London	2,602.00	595.00	1,976.00	172.00	2,743.00	-141.00	53
26-Apr-23	Seasonal	Holland Park & Leighton House	1,189.00	545.00	756.00	60.00	1,361.00	-172.00	28
14-Sep-22	Theatre	Mirror Cracked	433.50		434.50		434.50	-1.00	18
20-Oct-22	Theatre	Noises Off	851.00		837.56		837.56	13.44	23
24-Nov-22	Theatre	Lavender Hill Mob	572.00		575.80		575.80	-3.80	22
21-Dec-22	Theatre	Royal Albert Hall carols	911.50	625.00	250.00	36.50	911.50	0.00	47
11-Jan-23	Theatre	The Lion King	700.00		700.00		700.00	0.00	20
01-Feb-23	Theatre	Best Exotic Marigold hotel at CFT	1,684.00	495.00	1,188.00		1,683.00	1.00	33
26-Feb-23	Theatre	Beyond the Barricades	589.00		620.00		620.00	-31.00	19
22-Mar-23	Theatre	Wish you her Dead	831.25		831.25		831.25	0.00	25
19-Apr-23	Theatre	Blood Brothers	660.00		660.00		660.00	0.00	20
07-Jun-23	Theatre	Wicked	562.50		562.50		562.50	0.00	26
29-Aug-23	Theatre	Sound of Music	945.00		945.00		945.00	0.00	27
							0.00	0.00	
			27,843.55	5,739.00	20,646.91	348.50	26,734.41	1,109.14	

**Balance Sheet as at 30th April 2023**

£

**Cash**

Lloyds Bank accounts	General	458.45
	Deposit	49,213.15
	Membership	35.60
Cash Floats	General	122.54
	Allotment	22.57
	Table Tennis	30.00
<b>Cash Balance</b>		<b>49,882.31</b>

**Currents assets**

Stock	Stationery	192.27
	Postage	150.80
Debtors		516.50

**Current Liabilities**

Creditors	under one year	-2,592.45
	over one year	-135.00
		<b>-1,867.88</b>

**NET ASSETS****48,014.43****Represented by**

£

**Unrestricted Funds**

Brought forward at 1st Sept 2022	36,772.57
Transfer to Restricted Funds during year	-18,159.00
Surplus or deficit as at 30th April 2023	7,024.52
	<b>25,638.09</b>

**Restricted Funds**

Trips & Outings	1,536.34
Activities	15,840.00
Equipment reserve	5,000.00
	<b>48,014.43</b>