

The Trustees have pleasure in presenting the Annual Report and Accounts for the year ended 31 March 2018.

Charity name

Edinburgh University of the Third Age known as Edinburgh U3A.

Charity number

SC020301

Contact address

c/o Treasurer, Hugh Young, The Coach House, 2B Strathearn Road, Edinburgh EH9 2AH

Trustees at the date of agreement of the Annual Report

Bruce Cowan	Chair	Elected 2016
Ann Keating	Vice-Chair & Group Co-ordinator	Elected 2015
Kathryn Wrench	Secretary	Elected 2017
Hugh Young	Treasurer	Elected 2016
Joanna Morris	Group Co-ordinator	Elected 2015
Ann Ryan	Membership Secretary	Elected 2015
Andrew Robertson	Technical Officer	Elected 2017
Sheila Harvey	New Members Secretary	Co-opted 2017
Chris Newman	Website Manager	Elected 2016
Anthony Trewavas	External Communications Officer	Elected 2015
Jane Garrett	Group Co-ordinator	Co-opted 2017
Doreen Barr	Group Co-ordinator	Co-opted 2017

Other Trustees during the financial year

Dianne Savage	Vice-Chair & Group Co-ordinator	Died 2018
Sheila Smith	Secretary	Retired June 17
Siobhán Coward	Group Co-ordinator	Retired June 17
Janet Grimwade	New Members Secretary	Retired June 17
Patrick Leach	Assistant External Communications	Retired June 17
Lachlan Paterson	Groups Database Administrator	Retired June 17
Sally Ann Urry	Assistant Membership Secretary	Retired June 17

Structure, Governance & Management

Edinburgh U3A is an unincorporated association which was granted charitable status by the Office of the Scottish Charities Registrar in 1992. It is governed by the constitution which was adopted in 1992 and last amended in June 2013. The Committee is responsible for the strategy, policies, management, administration, and control of the affairs and resources of Edinburgh U3A. Membership of the Committee is open to all members of Edinburgh U3A. The U3A is affiliated to the Third Age Trust which provides guidance and support, training and common services.

Trustee Recruitment and Appointment

Committee members serve a term of three years and can offer themselves for re-election for one second term. New Committee members are elected at the Annual General Meeting in June each year and the Committee may co-opt a further 2 members during the year to meet any identified needs. This year, in the unusual circumstance of the death Dianne Savage who was Vice-chair and Groups Co-ordinator, we have co-opted a third committee member to replace her. Committee members have collective responsibility for all decisions and meet formally at least 10 times a year. All members of the Committee are Trustees of the charity.

Aims and Objectives

The stated aims and objectives are the advancement of education and in particular the education of people in their third age (people who have retired fully or have retired from full time employment), residing in Edinburgh and its surrounding locality. This is achieved through the operation of a range of interest and activity groups where members share the teaching and learning.

At the AGM in June we will introduce a motion to make a small change to the Aims statement in our constitution on the advice of the Third Age Trust. This will ensure that all our activities are regarded as charitable for the purposes of the Office of the Scottish Charity Regulator. The recommended version is:

“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 and personal development.”

Summary of the Main Achievements and Performance

Membership

Membership of Edinburgh U3A is open to any person in their third age on payment of an annual membership subscription (£12 individual, £17 Joint). At the end of March 2018 there were 2,108 members (1,482 single members and 626 who share a household). This compares with 1,898 in March 2017, an increase of 210 (11%). 211 did not renew their membership while 421 new members have joined.

Interest Groups

We continue to expand the number and diversity of our interest groups. They have increased in number from 173 to 194 and 15 proposed groups are under consideration thanks to over 100 enthusiastic Group Leaders. As always, the new groups are an interesting mix, including Astronomy, Allotment Gardening, Circle Dancing, Explore the Museum, Sketching in the Museum, etc. etc. Edinburgh U3A now offers over 800 hours of study, socialising and physical activity per month.

Events

In the year we have organised ten Open Meetings, a Christmas event, three New Members' Meetings and two Group Leaders' Meetings. Monthly lunches also took place along with weekly Sunday lunches. There were coach trip visits, and field trips and outings were organised by Geology, Science, Gardening, Photography, History, Art and Astronomy groups. 42 members visited nine gardens in Lancashire and the Lakes, while 22 explored the geology of Iceland and 36 Mull and Iona.

Open Meetings

We continue our monthly Open Meetings in the City of Edinburgh Methodist Church in Nicolson Square. Around 180 members attend these meetings, though this peaked in November when we had to limit attendance to 250 by ticket to hear Ian Rankin speak on 'Making Crime Pay'. We continue with tables for members to indicate interest in new and proposed groups, for signing up to visits, and for potential and recent members to speak to the New Members Secretary. After the main part of the meeting, while members are collecting their tea and coffee, we rearrange chairs in small circles to allow people to sit and chat.

External Relations

Our partnership agreement with Edinburgh Napier University continues to bear fruit. As well as inviting us to professorial talks and other events, they have kindly supplied accommodation free of charge for Opera 2, Psychology, and Astronomy groups, with other groups pending. This has allowed expansion of the groups and freedom from concern about the possible charging in library accommodation. In return, we have supplied 40 volunteers for aging research projects, and one of our art groups featured in a film made by Napier students for the Luminare event. The university is

considering ways we can help students by mentoring, attending their presentations, advising on careers, etc.

Clarion and Website

Our magazine, the Clarion, was published twice last year. The Clarion is put on the web in colour for those who are online, and posted in black-and-white to members who are not online or who request one.

Our website continues to develop. Potential members can see our extensive list of groups as well as editions of the Clarion, forthcoming events etc. Members can see a password-protected version of the Groups Booklet which is updated monthly with the addition of the most recent groups and any changes of leader or venue. The printed version of the Groups Booklet will continue to be sent out in September with membership cards. The website also lists groups with vacancies, new and proposed groups, group leaders wanted, news snippets, website statistics and a site map. There is an average of around 15,000 hits per month on our web pages.

U3A Scotland has provided opportunities for us to get to know our peers in other U3As with its AGM in Perth and another meeting in Kelso. Members also attended a U3A Scotland Summer School in Dundee.

Work in Progress

The Committee are currently taking advice on policies and procedures relating to Safeguarding, Inclusion and the new General Data Protection Regulations.

We expect to move our membership records to the Third Age Trust backed Beacon membership system around October. This will permit the reduction of, and spreading of, the current load on our Membership Secretary.

Finally, the Trustees want to thank the Group Leaders for their unstinting efforts, without which Edinburgh U3A would not exist. We also acknowledge the help of a large number of volunteers, who work behind the scenes. Their efforts are indispensable.

Financial Review

Mainly as a result of increased membership numbers and lower accommodation costs for our Monthly Open Meetings, a surplus of £4,558 has been made on the General fund. Therefore no increase in subscriptions will be necessary and entry to the Monthly Open Meetings will be free.

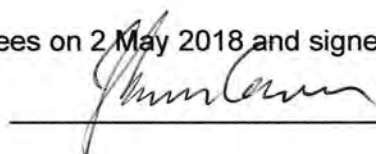
Operational Funds and Reserves

At the end of every financial year we require to carry forward a balance sufficient to cover the operating costs of the first four months of the financial year (April to July) when income is at its lowest and operating costs are at their highest. Around £14,000 is required before membership subscription receipts begin again at the end of July. The General fund was approximately £25,000 at end of June.

In addition, we aim to have a reserve of £5,000 to £10,000 to allow for any unpredicted reduction in membership renewals or flow of new members. Some of this reserve will be used in the financial year 2018/19 to make educational/study scholarships available to members to attend courses to learn/improve skills that will lead to the creation of new groups and widen the horizon of existing ones. We also intend to change our membership system to the U3A Beacon system that will cost 50p per member (over £1,000 per year).

Approved by the trustees on 2 May 2018 and signed on their behalf by:

Bruce Cowan, Chair



Date

2/5/18

Receipts and Payments Account for the Year Ended 31 March 2018

	Note	General fund £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Receipts					
Members' subscriptions		23,716		23,716	21,441
Gift Aid	3	162		162	3,871
Open and members' meetings		958		958	1,338
Bank compensation		-		-	746
Christmas/Other Meetings	4	227		227	2,270
Sales		203		203	200
Miscellaneous		379		379	372
Members' Group and Social Activities			27,362	27,362	45,410
Total Receipts from charitable activities		25,645	27,362	53,007	75,648
Payments					
Affiliation fees		7,174		7,174	6,260
Postage	5	5,724		5,724	4,536
Stationery and office supplies		603		603	755
Printing	5	1,504		1,504	856
Website and database		15		15	15
Monthly meetings	6	1,330		1,330	2,307
Committee costs		1,165		1,165	432
New members support		474		474	303
Group support	7	2,129		2,129	1,411
Christmas/Other Meetings	4	208		208	2,794
Purchase of items for resale		175		175	212
Miscellaneous		94		94	17
Members' Group and Social Activities			41,205	41,205	31,674
Payments relating to charitable activities		20,595	41,205	61,800	51,572
Governance costs:					
AGM costs	8	322		322	596
Independent Examiner		50		50	50
Purchase of Equipment		120		120	436
Total payments		21,087	41,205	62,292	52,654
Surplus / (deficit) for the year		4,558	-13,843	-9,285	22,994
Funds brought forward at 1 April 2017		37,006	15,559	52,565	29,571
Funds carried forward at		41,564	1,716	43,280	52,565
31 March 2018	10	41,564	1,716	43,280	52,565

The notes on page 6 form an integral part of these accounts

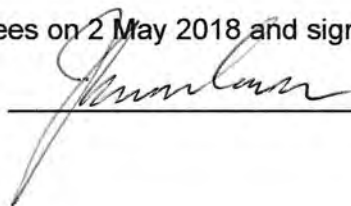
Statement of Balances as at 31 March 2018

	General fund £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Bank and cash	41,564	1,716	43,280	52,565
<u>Other assets</u>				
Gift Aid due (approximate)	4,045	-	4,045	
Deposits paid in advance	110	2,140	2,250	
	4,155	2,140	6,295	
<u>Liabilities</u>				
Creditors	217	-	217	
Deposits received in advance	-	860	860	
	217	860	1,077	

The notes on page 6 form an integral part of these accounts.

Approved by the trustees on 2 May 2018 and signed on their behalf by:

Bruce Cowan, Chair



Date

2/5/18

Notes to the Accounts for the year ended 31 March 2018

1 Basis of Accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the aims and objectives. The trustees maintain a single unrestricted General fund for the day-to-day running of the charity. Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are received for specific purposes.

3 Gift Aid income for most of the membership payments for the 2017-18 subscription year will be claimed in April/May 2018.

4 The high figure in 2017 was due to the 25th Anniversary Celebration.

5 Clarion, Booklets and Membership cards – only one Clarion produced last year (two this year).

6 Venue costs for Methodist Church are less than St Cuthbert's.

7 There was a First Aid Course in 2018 and more people attended the Group Leaders lunches.

8 Governance costs

The AGM costs have previously been included as Monthly Meeting costs and Printing and Postage. These are now reported as Governance costs and the comparative figures for 2017 have been amended.

9 Equipment

The net estimated realisable value of the equipment at 31 March 2018, in the opinion of the Trustees, is minimal so no value has been attributed to equipment in the Statement of Balances on page 5.

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Summary of fund movements

	Brought forward £	Receipts £	Payments £	Carried Forward £
<u>Restricted Funds</u>				
Outgoings/Visits	1,226	8,163	9,016	373
Gardening study tour	231	17,599	17,316	514
Geology study tour	13,132	1,600	14,732	-
Golf	370	-	141	229
Science	600	-	-	600
	15,559	27,362	41,205	1,716
<u>Unrestricted Fund</u>				
General Fund	37,006	25,645	21,087	41,564
Total Funds	52,565	53,007	62,292	43,280

11 No remuneration or expenses were paid to any Trustee.

**Independent Examiner's Report
To the Trustees of Edinburgh University of the Third Age**

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on pages 4 to 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention


1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Name:

Barrie Wilkinson

Address:

3 Braid Farm Road
Edinburgh
EH10 6LG

Date:

4/5/18