

The Trustees have pleasure in presenting the Annual Report and Accounts for the year ended 31 March 2021.

**Charity name**

Edinburgh University of the Third Age known as Edinburgh U3A.

**Charity number**

SC020301

**Contact address**

c/o Secretary, Jonathan MacQueen, 7 Kingsburgh Road, Edinburgh EH12 6DZ

**Trustees at the date of agreement of the Annual Report**

Richard Peoples	Acting Chair	Co-opted 2020
Ann Keating	Vice-Chair	Re-elected 2018
Bruce Cowan	Internal Communications	Elected 2016/19
Jonathan MacQueen	Secretary	Co-opted 2020
Hugh Young	Treasurer	Re-elected 2019
Louise Grimm	Groups Co-ordinator	Elected 2019
Susan Miles	Groups Co-ordinator	Co-opted 2020
Doreen Barr	Groups Co-ordinator	Elected 2018
Keith Guy	Groups Co-ordinator	Co-opted 2019
Joanna Morris	Groups Co-ordinator	Re-elected 2018
Ann Ryan	Membership Secretary	Re-elected 2018
Andrew Robertson	Technical Officer	Elected 2017
Sheila Harvey	New Members Secretary	Elected 2018
Chris Newman	Website Manager	Re-elected 2019
Patrick Leach	External Communications Officer	Elected 2019
Jenny Clarke	Assistant Treasurer	Elected 2019

**Other Trustees during the financial year**

Kathy Wrench retired as Secretary in June 2020 and Jonathan MacQueen was co-opted as her replacement. Richard Peoples joined the Committee as a Groups Coordinator in June 2020, replacing Jane Garrett, who continues as Safeguarding Officer but is no longer a Trustee. In October 2020 he took over as Acting Chair from Bruce Cowan, who had kindly returned to the post following Karyn Costa's move to Arran.

We give our sincere thanks to Bruce for stepping into the breach, and to all those committee members who will be retiring this year for all their hard work and support.

**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 October 2018. 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 two members during the year to meet any identified needs. 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 older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development, in Edinburgh and surrounding district.

## 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, currently £12 individual, £17 joint.

At the end of March 2021 there were 2287 members (1549 single members and 738 who share a household). This compares with 2535 in March 2020, a decrease of 248 (9.8%). 320 did not renew their membership while 72 new members have joined.

### Interest Groups

We now have 232 interest groups and 11 proposed groups. This year the number of groups has expanded a little despite the decrease in membership, and the number of groups with vacancies has increased from 83 to 91 since last year.

### Covid-19

The Covid pandemic continues to have a major impact on all u3a activities, with groups unable to meet face-to-face, apart from a few that can meet outdoors in line with the current regulations. We carried out a survey to discover which of our groups have been able to continue with online meetings, using platforms such as Zoom and Skype. This showed that a good proportion are continuing to meet in this way. Group leaders have done their best to keep in contact with those members who do not have access to the Internet, and so are unable to attend online meetings. These members have also received printed copies of our monthly Bulletin.

### Monthly Meetings and other Events

Since the lockdowns began we have been unable to hold our usual Monthly Meetings and talks in the City of Edinburgh Methodist Church in Nicholson Square, and lunches, coach trips and other group activities have suffered a similar fate. However, realising that the restrictions were likely to continue for some months, we have started Monthly Meetings and talks online, with good attendance at three meetings so far, and this will continue until we can all meet again in the traditional way.

In December we organised an online Christmas event, with a number of members contributing a variety of songs and music, poetry and prose, again with good attendance.

We hope that it will not be too long before we can resume our New Members' Meetings and Group Leaders' lunches, as well as our usual Monthly Meetings and the full range of our group activities.

### External Relations

Due to the pandemic our relationship with Edinburgh Napier University is on hold.

## Publications and Website

We emailed our members with twelve editions of our monthly newsletter, the Bulletin. This gives information about current groups, proposed groups, groups with vacancies and other notices. Our magazine, the Clarion, was published twice last year. The Clarion was put on our website for those who are online, and posted to members who are not online or who requested a copy. We publish information about our groups and Group Leaders' contact details annually.

Because of the restrictions imposed by the pandemic, we did not produce a Groups Booklet this year. The booklet is normally sent out each September with membership cards and we will produce and send out a new booklet and membership cards as soon as it is practical. In the meantime, members can find a password-protected version of the Groups Booklet on our website. This is updated monthly with the addition of the most recent groups and any changes of leader or venue.

Our website continues to develop. Potential members can see our extensive list of groups as well as editions of the Clarion, Bulletin, forthcoming events etc. 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.

## Work in Progress

The Safeguarding Officer, Jane Garrett, provided advice and guidance for one incident during the year, which was eventually resolved to the satisfaction of the member involved.

We have recently appointed a Diversity and Inclusion Officer, Frank Ledwith, who is reviewing our practice in this important area and working on new Codes of Conduct, which will be published to members in due course.

A number of Edinburgh members are taking part in a new initiative, u3a: Online Across Scotland, a new network to enable u3a members from across Scotland to take part in interest groups and courses offered online by fellow u3a members. So far more than twenty groups and courses are under way and more will follow.

Work on an updated version of our Beacon database and communications system has been delayed because of the pandemic. This web-based system will continue to hold our membership records and we hope eventually to use its facilities to run groups or financial accounts.

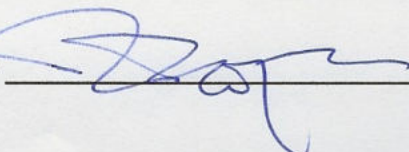
The Third Age Trust has recently launched new branding for U3As throughout the UK, giving us a more lively and contemporary look which will help to raise awareness of U3A. The re-branding includes new colours and graphics and our logo is now Edinburgh u3a instead of Edinburgh U3A.

The Trust has also launched a Recruitment and Retention Campaign, which aims to boost membership numbers and, in particular, seek to attract people who have recently retired from full-time work and other people in the 55 to 65 age range.

Finally, the Trustees would like to thank our Group Leaders for all their hard work and commitment in keeping Edinburgh u3a alive and active in these difficult times. We thank our many equally indispensable volunteers, who work behind the scenes to help keep us going. Finally, we thank all our members for their understanding and support in a challenging year for Edinburgh u3a.

Approved by the Trustees on 5 May 2021 and signed on their behalf by:

Richard Peoples, Acting Chair



Date 12.5.2021

## Financial Review

As a result of face-to-face group activities ceasing due to Covid-19 restrictions, a surplus of £8,107 has been made on the General Fund which stands at £59,987 on 31 March 2021. Because of this increase in our General Fund the trustees have taken action to reduce our funds, as described in the next section.

## Operational Funds and Reserves

As activities provided to our members have decreased considerably due to Covid 19 restrictions the trustees decided to extend the current membership year to 31 March 2022, effectively providing 7 months of free membership. It was also decided that from 2022 onwards the new membership year would start on April 1 and at a new rate. The single membership fee will be £10 (reduced from £12) and the joint membership fee will be £20 (increased from £17).

By bringing the membership year into alignment with the financial year we can reduce the amount of reserves that we need to hold as income comes in at the start of the year.

At the end of every financial year we propose to carry forward £7,000 to cover six months running costs - this excludes affiliation fees, Beacon membership system administration fees, and subscription to the Third Age Trust magazine which are only paid for active members who will have paid their subscription at the start of the financial year. We propose to hold a further £7,000 as a contingency to cover any unpredicted expenditure. This equates to a total "Reserve" of £14,000. The membership fee and the amount of Reserve will be reviewed at the end of each financial year.

## Receipts and Payments Account for the Year Ended 31 March 2021

	Note	General fund £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
<b>Receipts</b>					
Members' subscriptions		25,284		25,284	28,173
Gift Aid		4,780		4,780	4,499
Open and members' meetings	3	0		0	0
Christmas/Other meetings		0		0	0
Sales		0		0	192
Miscellaneous	4	0		0	1,639
Members' Group and Social Activities			2,930	2,930	32,626
<b>Total Receipts from charitable activities</b>		<b>30,064</b>	<b>2,930</b>	<b>32,994</b>	<b>67,129</b>
<b>Payments</b>					
Affiliation fees		8,987		8,987	8,467
Beacon Licence Fee		2,535		2,535	2,149
Postage		7,231		7,231	7,590
Stationery and office supplies		252		252	262
Printing	5	735		735	2,171
Website and databases		7		7	0
Monthly meetings	5	629		629	1,894
Committee costs		447		447	1,456
New members support		0		0	403
Group support	5	568		568	5,523
Christmas/Other meetings		321		321	261
Purchase of items for sale		0		0	193
Miscellaneous		0		0	263
Members Group and Social Activities			2,465	2,465	31,746
<b>Payments relating to charitable activities</b>		<b>21,712</b>	<b>2,465</b>	<b>24,177</b>	<b>62,378</b>
<b>Governance costs:</b>					
AGM costs	6	15		15	363
Independent Examiner		100		100	100
Purchase of Equipment	7	130		130	100
<b>Total payments</b>		<b>21,957</b>	<b>2,465</b>	<b>24,422</b>	<b>62,941</b>
Surplus for the year		8,107	465	8,572	4,188
Funds brought forward at 1 April 2020		51,880	5,541	57,421	53,233
Funds carried forward at 31 March 2021	8	59,987	6,006	65,993	57,421

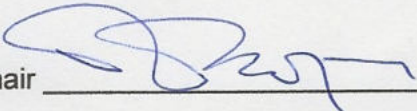
The notes on page 7 form an integral part of these accounts

## Statement of Balances as at 31 March 2021

	General fund £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Bank and cash	59,987	6,006	65,993	57,421
<u>Other assets Gift</u>				
Aid due	4,370	0	4,370	4,750
Deposits paid in advance	0	2,288	2,288	2,288
	4,370	2,288	6,658	7,038
<u>Liabilities</u>				
Creditors	100	0	100	558
Deposits received in advance	0	2,018	2,018	3,340
	100	2,018	2,118	3,898

The notes on page 7 form an integral part of these accounts.

Approved by the trustees on 5 May 2021 and signed on their behalf by:

Richard Peoples, Acting Chair  Date 12.5.2021

# Notes to the Accounts for the Year ended 31 March 2021

## 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 the funds are received for specific purposes.

3 Open and members' meetings remained free to members in the 2020-21 financial year.

4 There were no commission payments from Riviera Holidays in the 2020-21 financial year.

5 Expenditure reduced because of Covid-19 restrictions.

6 Due to Covid-19 restrictions there was no AGM in 2020-21.

## 7 Equipment

The net estimated realisable value of the equipment at 31 March 2021, in the opinion of the trustees, is minimal so no value has been attributed to equipment in the Statement of Balances on page 6.

## 8 Summary of fund movements

	Brought forward	Receipts	Payments	Carried forward
	£	£	£	£
<u>Restricted funds</u>				
Outings/Visits	3,284	0	1,392	1,892
Gardening study tour	995	40	31	1,004
Golf	159	0	42	117
Science	180	0	30	150
Geology	516	0	0	516
Tennis	407	1,040	870	577
Astronomy	0	180	100	80
Yoga	0	1,670	0	1,670
	5,541	2,930	2,465	6,006
<u>Unrestricted Fund</u>				
General Fund	51,880	30,064	21,957	59,987
<b>Total Funds</b>	<b>57,421</b>	<b>32,994</b>	<b>24,422</b>	<b>65,993</b>

9 No remuneration was made 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 2021 which are set out on pages 5 to 7.

### 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 (as amended). 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

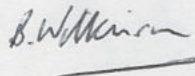
My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 Regulationshave 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:

14.5.21