

u3a

Fife U3A

Annual Report and Financial Statements

for

Year Ended 31 March 2022



Trustees' Annual Report

For the year ended 31 March 2022

The trustees have pleasure in presenting their report together with the financial statements and independent examiner's report for the year ended 31 March 2022.

Reference and Administration Information

Charity Name

Fife University of the Third Age also known as **Fife U3A**

Charity Number

SC036555

Address

Susan Kirkwood 16 Afton Grove, Dunfermline KY11 4LE

Current Trustees

John McArthur	Chair from 31 January 2022; Vice-Chairman from 3 August 2020 to 31 January 2022. Re-elected 13 May 2021, first elected 11 May 2017).
Muir Shaw	Secretary from 31 January 2022. Chairman from 3 August 2020 to 31 January 2022. (Re-elected 13 May 2021, first elected 11 May 2017.)
Susan Kirkwood	Treasurer from 3 August 2020 (Re-elected 13 May 2021, first elected 27 July 2020.)
Stephen Klein	Elected 13 May 2021
Janet Lawson	Re-elected 13 May 2021. First elected 27 July 2020
Valerie Robertson	Re-elected 13 May 2021. First elected 27 July 2020
Jean Black	Retired 13 May 2021. Co-opted 2 August 2021
Sarah Seath	Retired 13 May 2021. Appointed to vacancy 2 August 2021.

Other Trustees who served during the year

Mary Hannah	Retired 13 May 2021. Secretary to 13 May 2021.
Sean Gillan	Retired 13 May 2021.
Steve Petts	Co-opted 2 August 2021. Resigned 3 November 2021
Penelope Klein	Elected 13 May 2021. Secretary from 13 May 2021. Resigned 20 January 2022

Structural Governance and Management

Constitution - Fife U3A is an unincorporated association and a registered Scottish charity (Scottish Charity SC036555). It is governed by its constitution which was first adopted in May 2005. The current constitution was adopted on 10 May 2018.

Fife U3A is a member of the **Third Age Trust** (Registered Charity Number 288007) and is a member of the **U3A in Scotland** (Scottish Charity SC 030370).

Appointment of Trustees - trustees are elected at the Annual General Meeting which is normally held in May. Under the constitution, there must be a minimum of seven and not more than twelve trustees. The trustees may co-opt a further two trustees if they consider it would be in the interests of Fife U3A to do so.

Management - the trustees are responsible for the strategic direction and governance as well as the day-to-day running of Fife U3A.

Objectives and Activities

Charitable Purpose - the object or charitable purpose of Fife U3A 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 conducive to learning and personal development, residing in Fife and its surrounding locality.

Activities - our primary activities are the provision and promotion of informal learning opportunities to reflect the aspirations and wishes of our members. Normally we hold monthly speaker meetings, groups are formed to reflect members' more specific interests, and these are complemented by occasional educational excursions to places of interest.

Achievements and Performance – With the covid-19 restrictions changing during the year, we continued our monthly meetings on Zoom with two exceptions – a pre-Christmas gathering and our March 2022 meeting which were both held at the St Bryce Kirk. In August we also had a well-attended event outdoors in Beveridge Park, Kirkcaldy - a “Treasure Hunt and Bring-Your-Own Picnic”. The New Year Lunch was also successful, though with smaller numbers than previous years.

At the beginning of the year, five of our groups were continuing to meet via Zoom and two have continued at least some meetings by Zoom. Following Health and Safety reviews of the meeting venues, most other groups started to meet in person in September or October and have continued to meet in person except in December and January when restrictions returned. A few groups active in 2019/20 have not resumed and others have recommenced with different group leaders.

Our membership numbers have decreased during the covid pandemic from 191 reported at 31st December 2019. However at 31st March we have 172 members with 28 new members joining in the year since September. The increase in face-to-face group and members meetings should encourage more members to join or rejoin in the year ahead. We also held information stands at the main shopping centres in Dunfermline and Kirkcaldy in October and March respectively to raise our profile in the area.

Trustee meetings have continued on Zoom as they have proved effective while reducing the travel time for members. The Trustees have also updated our Privacy and Data Protection Policies and issued a new Group Leaders' handbook.

We have been able to have continuing engagement with our members during the past year. This has been achieved by issuing newsletters on a monthly, rather than quarterly, basis. This included not only information about Fife U3A, but also suggestions for remaining active and quizzes and puzzles. The newsletters were sent out mainly by email, but also by post to those who do not use email.

Our website, with the meetings programme and details of interest groups has continued to be updated and a review was undertaken in February and March to refresh its appearance and content. Informal weekly gatherings of members restarted in autumn 2021 at hotels in Dunfermline and Kirkcaldy and this has encouraged activities among members and provided support and encouragement to new and potential members who dropped in.

Financial Review

With the balance at the end of the financial year of £4,138.18, the trustees consider that we are well placed to continue our usual activities as restrictions allow. Gift Aid of £246 was received based on membership fees received during the calendar year 2021, and £573 for previous years' memberships and the trustees are grateful to our members for their generosity.

We plan to continue to use St Bryce Kirk and the Kirkcaldy United Services Institute (KUSI) in Kirkcaldy for our meetings, as they are convenient meeting places. Some group meetings also take place in members' houses in various parts of west and central Fife and in hotel spaces and other venues.

Our main payments are for the services members receive through membership of the Third Age Trust – general support and insurances, magazine and the administration system BEACON. Apart from the New Year Lunch (which was funded by members), the next highest expenditure was on printed newsletters posted to members without email addresses.

Policy on Reserves

Fife U3A aims to keep a level of reserves that will cover six months of regular operating activity including fees due to the Third Age Trust for the operating year (September-August). We receive our main income in September, with major expenditure on fees in March and April. Our balance is at its lowest in July and August. In the year reported on, our lowest level of funds available was £1,928 at the end of July 2021.

Donated Facilities and Services - the trustees give their time freely to attend meetings and fulfil their specialised roles, and group leaders also give their time freely, preparing and running group sessions. It is estimated that more than 700 hours have been donated in this way during the year.

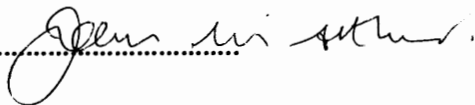
Trustee Remuneration and Expenses - trustees have not charged expenses to attend and support committee, monthly or group meetings. A trustee donated the use of a Zoom Pro account to Fife U3A until October 2021 and Fife U3A has reimbursed the cost from then.

Future Plans

The main plan is for the trustees to continue to support the return to face-to-face meetings and normal activities in our established venues in line with public health guidance.

The trustees also plan to revise and update the constitution to align it with a new Scottish model constitution which has been provided by the Third Age Trust. This update will allow for the ongoing possibility of holding annual and special general meetings virtually.

Approved by the trustees and signed on their behalf

Signed 

Name: John McArthur

Position: Chairman

Date 4/4/22

Fife University of the Third Age (U3A)

Charity No SC036555

I report on the accounts of the charity for the year ended 31st March 2022 which are set out on the following pages.

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 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

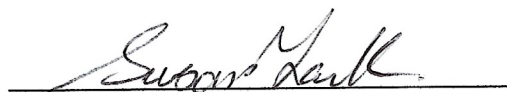
My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual 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, and
 - 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.

Name: Susan Jack
Address: Fife Voluntary Action
Caledonia House,
Saltire Centre, Pentland Park,
Glenrothes
KY6 2AL



Date: 29th April 2022



FIFE U3A

Income And Expenditure Account Year Ended 31 March 2022

Income

	This Year	Last Year
Subscriptions	2,028.00	1,859.00
Subscriptions - Gift Aid	819.67	
Groups income	284.80	73.40
Monthly Meetings income	84.00	
Summer Outing	0.00	
New Year lunch	606.50	
Interest	1.59	1.57
U3A Diaries	0.00	
Donations/fund-raising	107.00	
Misc	0.00	
Total	3,931.56	1,933.97

Expenditure

	This Year	Last Year
u3a Trust membership	598.50	
Third Age Trust magazine	471.82	550.64
Groups expenditure	206.00	10.00
Venue hire monthly mtgs	125.32	
Speakers fees & expenses	90.00	-60.00
Newsletter	425.59	583.55
Publicity/Recruitment	128.74	
Admin - Beacon	169.00	197.00
Admin - General	95.59	142.98
Committee Expenses	137.27	
Independent Examiner	50.00	50.00
Summer Outing	0.00	
New Year lunch	611.50	
U3A diaries	0.00	
Other	23.40	8.45
Total	3,132.73	1,482.62

Surplus and Deficit

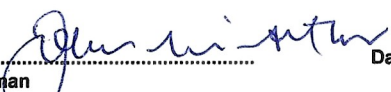
Year Ended 31 March 2022

Receipts	3,931.56
Payments	3,132.73
Surplus/(Deficit)	£798.83

Balance Sheet

Bank Balance 31 March 2021	3,426.71
Cheques subsequently honoured	-87.36
Balance B/F 31 March 2021	3,339.35
Surplus/(Deficit)	798.83
Balance 31 March 2022	4,138.18
Bank Balance 31 March 2022	4264.40
Cheques subsequently honoured	-126.22
Total At 31 March 2022	4,138.18

Approved by the Trustees and signed on their behalf.

Signature  Date 4/4/22
Fife U3A Chairman

Independent Examiner

Signature  Date 29/4/22

