



Fife U3A

Annual Report and Financial Statements

for

Year Ended 31 March 2023



Trustees' Annual Report

For the year ended 31 March 2023

The trustees have pleasure in presenting their report together with the financial statements and independent examiner's report for the year ended 31 March 2023.

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

Valerie Robertson	Chair from 30 May 2022. Re-elected 12 May 2022. First elected 27 July 2020.
Mary Hannah	Appointed 30 May 2022.
Susan Kirkwood	Treasurer from 3 August 2020 (Re-elected 12 May 2022, first elected 27 July 2020.)
Janet Lawson	Re-elected 12 May 2022. First elected 27 July 2020.
Sarah Seath	Elected 12 May 2022.

Other Trustees who served during the year

Jean Black	Co-opted 2 August 2021. Retired 12 May 2022.
Sheila Gillam	Elected 12 May 2022. Secretary from 30 May 2022. Resigned 30 January 2023
Shelagh Logan	Elected 12 May 2022 Vice chair from 12 May 2022. Resigned 23 January 2023.
John McArthur	Co-opted 12 May 2022. Chair from 31 January 2022 to 30 May 2022. Re-elected 13 May 2021, first elected 11 May 2017. Resigned 18 September 2022.
Muir Shaw	Co-opted 12 May 2022. Secretary from 31 January 2022 to 30 May 2022. Re-elected 13 May 2021, first elected 11 May 2017. Resigned 30 May 2022.
Colin Tremble	Elected 12 May 2022. Resigned 15 September 2022.
Evelyn Walker	Elected 12 May 2022. Died 12 December 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 appointed. 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. Committee meetings of trustees are held regularly during the year.

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 – After the Covid restrictions, we had started meeting in person cautiously in December 2021 and we continued meeting monthly through this year with between 50 and 60 members attending. A wide range of topics was covered, including 'The Doocots of Fife', Kirkcaldy Food Bank, Radiology in World War I, the energy support available through Cosy Kingdom and 'The Role of the Coroner'. The support of local speakers who delivered these talks is appreciated. Members Day and Christmas Celebration meetings were driven by contributions from members and their efforts were enjoyed by other members. A 'Groups in the Spotlight' feature was also introduced to highlight groups which members might care to attend. We held a summer picnic in the local area – this time in Dunfermline's Pittencrieff Park - and members also gathered for a New Year Lunch and quiz in January.

Almost all groups started up again in September 2022 and a new Scottish Heritage group was formed. Two groups did not start up and one has ceased during the year. Two new or revived groups have started at the end of this financial year. Health and Safety continued to be a priority and group leaders have been given support and assistance in ensuring groups manage risks, with a Group Leaders meeting held in October 2022.

Informal weekly gatherings of members have continued 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.

While our membership numbers have not quite returned to pre-covid pandemic numbers (191 reported at 31st December 2019) at 31st March we have 185 members with 42 new members joining in the year since September.

We have had continuing engagement with our members during the past year. This has been achieved by issuing newsletters on a regular basis, reducing from monthly to quarterly as more members started attending meetings in autumn 2022. Our newsletter includes information about Fife U3A, but also more general information of interest to members. The newsletters were sent out mainly by email, but also by post to those who do not use email. In August 2022 we also set up a Twitter account which has been used to post information about our activities and relevant local events and news.

Our website, with the meetings programme and details of interest groups has continued to be updated. We are awaiting information from the Third Age Trust about a new website system to replace the existing one.

Trustees

Trustee meetings since the AGM in May 2022 have been held in person. A Key Dates document was developed and existing policies have been reviewed during the year in line with that schedule. We have also established new policies for Accessibility, Social Media, and Equality, Diversity and Inclusion.

After the death of a trustee in December and the resignation of two trustees in January, the existing Committee members have continued to manage the organisation. We reached out to our members in March both in person and using a survey and had a very successful response both for potential trustees and volunteers to help in other ways. We are therefore very hopeful that we will have a strengthened committee following our AGM in May.

Financial Review

With the balance at the end of the financial year of £5,017.38, the trustees consider that we are well placed to continue our usual activities. We are expecting invoices totalling an estimated £1,560 from the Third Age Trust and the Third Age Trust Trading in April and May before our membership year starts in September 2023.

Gift Aid of £301 was received based on membership fees received during the calendar year 2022 and the trustees are grateful to our members for their generosity.

We have not yet had invoices for February and March for the venue for our Monthly Meetings. Our surplus of £879.20 for the year is therefore an overstatement by an estimated £235.

We 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.

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 £2,780 in mid August 2022.

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 1000 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.

Future Plans

The main plan is for the trustees to continue to support face-to-face meetings, existing and new activity groups and events in established and new venues to support the overall objective of the charity.

When we have strengthened the committee of trustees, the plan is to complete revision and updating of the constitution to align it with a new Scottish model constitution which has been provided by the Third Age Trust.

Approved by the trustees and signed on their behalf

Signed Valerie Robertson

Name: Valerie Robertson Position: Chairman

Date 4/4/23

Fife University of the Third Age (U3A)

Charity No SC036555

I report on the accounts of the charity for the year ended 31st March 2023 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

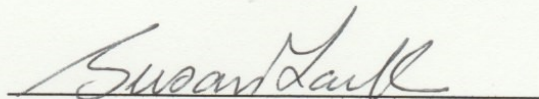
In the course of my examination, no matter has come to my attention

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 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.

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



Date: 27th April 2023

FIFE U3A

Income And Expenditure Account

Year Ended 31 March 2023

Income

	This Year	Last Year
Subscriptions	2,196.00	2,028.00
Subscriptions - Gift Aid	301.63	819.67
Groups income	562.90	284.80
Monthly Meetings income	767.10	84.00
Summer Outing	0.00	0.00
New Year lunch	777.00	606.50
Interest	19.10	1.59
U3A Diaries	0.00	0.00
Donations/fund-raising	80.45	107.00
Misc	0.00	0.00
Total	4,704.18	3,931.56

Expenditure

	This Year	Last Year
u3a Trust membership	688.00	598.50
Third Age Trust magazine	519.31	471.82
Groups expenditure	492.00	206.00
Venue hire monthly mtgs	645.00	125.32
Speakers fees & expenses	0.00	90.00
Newsletter	238.03	425.59
Publicity/Recruitment	31.34	128.74
Admin - Beacon	172.00	169.00
Admin - General	202.30	95.59
Committee Expenses	0.00	137.27
Independent Examiner	50.00	50.00
Summer Outing	0.00	0.00
New Year lunch	777.00	611.50
U3A diaries	0.00	0.00
Other	10.00	23.40
Total	3,824.98	3,132.73

Surplus and Deficit

Year Ended 31 March 2023

Receipts	4,704.18
Payments	3,824.98
Surplus/(Deficit)	£879.20

Balance Sheet

Bank Balance 31 March 2022	4,264.40
Cheques subsequently honoured	-126.22
Balance B/F 31 March 2022	4,138.18
Surplus/(Deficit)	879.20
Balance 31 March 2023	5,017.38
Bank Balance 31 March 2023	5206.03
Cheques subsequently honoured	-188.65
Total At 31 March 2023	5,017.38

Approved by the Trustees and signed on their behalf.

Signature Valerie Robertson Date 4/4/23
Fife U3A Chairman

Independent Examiner

Signature Barry Lusk Date 27.04.23