



Remembering the WEA in your Will

A guide to planning your Will and leaving a legacy gift

The purpose of this fact sheet is to provide an overview on planning a Will and how to make a legacy. It will help you to understand what you need to think about before seeing your solicitor. This fact sheet does not constitute legal advice and is not a legally binding document.

WEA



Learning for Life

The Workers' Educational Association is a charity registered in England and Wales (number 1112775) and in Scotland (number SC039239). The Workers' Educational Association is a company limited by guarantee registered in England and Wales (Company Number 2806910). Our Registered Office address is 4 Luke Street, London EC2A 4XW.

Why make a Will?

If you care about what happens to your belongings after you die, you should make a Will. Otherwise the State will determine who inherits and some relatives, friends and favourite charities may get nothing. It is particularly important to make a Will if you are not married or are not in a registered civil partnership. This is because the law does not automatically recognise cohabitants (partners who live together) as having the same rights as husbands, wives and civil partners. Even if you've lived together for many years, your partner may be left with nothing if you have not made a Will. If you have children or dependants unable to care for themselves a Will provides certainty about who will look after or provide for them if you die. Making a Will also gives you the opportunity to think about how you can continue to support good work that you care about.

Why leave a legacy gift to the Workers' Educational Association?

A legacy is a gift you leave in your Will to support the work of a charity or organisation which is important to you. Legacies are hugely important for charities like the WEA. Most of the WEA's funding - including the income we receive from the Government's Skills Funding Agency - comes with strict rules and outcomes which must be achieved. That's not necessarily a bad thing, but it means we can't often try new things or new ways of working in case we don't achieve exactly what we said we would. Legacies may come with some stipulations - to be used in a certain location or to support a certain group of people, for example - but generally the person leaving the legacy trusts the WEA to put it to good use however they see fit. A legacy can help us towards fulfilling our mission. Here are a few of examples of how we have recently used legacies effectively:

- transformed a run-down Victorian school into a modern learning centre for people in one of the most deprived areas of Portsmouth
- united Oxford communities through innovative arts projects
- researched the barriers to participation in the most deprived areas of the north Kent coast

It's thanks to the generosity and trust of individuals that charities such as the Workers' Educational Association can grow and develop as organisations. Leaving a legacy is easy to do and doesn't cost you anything during your lifetime.

Making a Will

1 Who Should Write Your Will

A Will is a legal document and we recommended that you use a solicitor to draw up your Will for you. Using a solicitor is reassurance that your wishes are stated clearly and by using a solicitor you're making sure that the people and causes you identify will benefit as you intend.

2 Finding a Solicitor

You may have a solicitor already or someone you know may make a recommendation. Most solicitors offer Will-writing services and the following organisations can help you find one:

- **Citizens Advice Bureau**

Online at www.citizensadvice.org.uk, contact your nearest bureau or phone **08444 111 444**

- **The Society of Trusts and Estate Practitioners (STEP)**

This is a professional body for solicitors who specialise in the management of estates. A 'Find a Practitioner' service operates on the following number: 020 7340 0500. You will be asked to leave your name and address and a list of local solicitors will be posted to you. An online search service is also available at: <http://www.step.org/>.

- **The Law Society**

The Law Society represents solicitors in England and Wales. They also operate a 'find a solicitor' service. They can be contacted by telephone on **020 7320 5650** or online at: www.lawsociety.org.uk/find-a-solicitor/.

3 Planning Your Will

Before you visit your solicitor, it's a good idea to think about what you own as well as who you wish to remember in your Will – including any good causes that you support. At the end of this fact sheet (back page) there is a worksheet that will help you to work out the value of your estate. Preparing a list of your assets and liabilities before meeting with your solicitor will help you understand the approximate value of your estate as well as how you might wish to distribute this in your Will.

4 Remembering Who Matters Most To You

If you have family you probably wish to secure their financial future first. Your solicitor will be able to advise you about reducing your liability to inheritance tax and on appointing guardians or setting up a trust for children so that they can receive maximum benefit. After ensuring that your family and those who matter most to you are properly provided for you may want to remember a favourite charity, such as the WEA, in your Will. Your legacy gift is not subject to inheritance tax.

5 About Legacies

There are three main types of legacy that you can make in your Will:

- A pecuniary legacy is a specific sum of money, for example £1,000 or £50,000.
- A specific legacy is a gift of something other than money. Examples include property you own, stocks and shares, the proceeds of a life assurance policy or personal possessions including items such as cars, jewellery, furniture and books.
- A residuary legacy is the amount of money that is left after all debts, expenses and taxes have been paid, and after any pecuniary and specific legacies that are included in your Will have been distributed. A gift of the total, or a share or percentage of your residuary estate, is called a “residuary gift”. This is often the preferred way of defining a legacy because it will not lose its value over time, and if you leave a proportion to the WEA you can still ensure other beneficiaries are taken care of.

6 Changing Your Existing Will

If you already have a current Will and would like to change it, for example, to leave a legacy, your solicitor will prepare a document called a Codicil to make the change. If the changes to your Will are substantial, your solicitor may suggest that you have a new Will drawn up.

7 How To Word a Legacy In Your Will or Codicil

If you are considering leaving a legacy to the WEA the following wording can help you and your solicitor to do so:

● Leaving a gift of money

If you wish to leave the WEA a pecuniary legacy in the form of a specific sum of money you may find the following wording useful. You will need to state the particular sum of money you want to leave in your Will.

I give absolutely and free of all taxes to the Workers' Educational Association (WEA) of 4 Luke Street, London, EC2A 4XW an exempt charity registered in England and Wales, number 1112775, and in Scotland, number SC039239, and a company limited by guarantee registered in England and Wales, number 2806910 the sum of £ **(STATE THE AMOUNT HERE)**, to be applied by the WEA for its charitable purposes, and I declare that the receipt in writing of the Honorary Treasurer or other proper officer of the charity for the time being shall be a full discharge to my executors.

● Leaving a gift other than money

If you wish to leave the WEA a specific legacy in the form of a personal possession like an item of jewellery or stocks and shares, the following wording will help. You will need to describe the items fully, for example, 'my ruby engagement ring' or, 'the proceeds of my Norwich Union life assurance policy'.

I give absolutely and free of all taxes to the Workers' Educational Association (WEA) of 4 Luke Street, London, EC2A 4XW an exempt charity registered in England and Wales, number 1112775, and in Scotland, number SC039239, and a company limited by guarantee registered in England and Wales, number 2806910 my **(DESCRIBE THE ITEM HERE)**, to be applied by the WEA for its charitable purposes, and I declare that the receipt in writing of the Honorary Treasurer or other proper officer of the charity for the time being shall be a full discharge to my executors.

● Leaving a residuary gift

If you would like to leave a residuary legacy to the WEA in your Will, you can choose to leave a proportion, or the whole, of your residuary estate. The following wording can be used and the share that you wish to leave can be expressed as a percentage or a fraction of your whole residuary estate.

I give absolutely and free of all taxes to the Workers' Educational Association (WEA) of 4 Luke Street, London, EC2A 4XW an exempt charity registered in England and Wales, number 1112775, and in Scotland, number SC039239, and a company limited by guarantee registered in England and Wales, number 2806910 (**INSERT THE PERCENTAGE HERE**)% of the residue of my estate, to be applied by the WEA for its charitable purposes, and I declare that the receipt in writing of the Honorary Treasurer or other proper officer of the charity for the time being shall be a full discharge to my executors.

8 To Leave a More Specific Legacy

We strongly encourage anyone who wishes to support the WEA through a legacy gift to leave it generally to the Workers' Educational Association, as per the wording in the examples above. That way, we can focus our work and resources on the people and communities most in need at any given time. Understandably you may want your gift to benefit a particular area or group of people, but please bear in mind that branches may close and the WEA's geographic 'regions' are sometimes redefined.

Difficulties in dispersing a person's estate due to problems like wording discrepancies can be time-consuming and costly, which is why, if you do want to focus on a particular area, we encourage you to be as general as possible. You can express a non-binding preference that a legacy is used for a particular purpose or in a particular area, and we will always do our best to fulfil it. If you intend to do this it is very helpful if you speak to us first so that we can give you an idea as to how we will be able to fulfil your wishes.

If you are certain that you want to leave a legacy to the WEA for a very particular purpose, and you are adamant that you do not want your legacy to be used for anything else, you can make it a "restricted gift". However, please bear in mind that, if for any reason the WEA cannot use the gift as you require it may not take effect. For this reason it is very helpful to speak to us first, so that we can make sure that WEA will be able to use the gift as intended.

9 Keeping Your Will Up To Date

After you have made your Will, it's important to keep it up-to-date, taking account of changes in your personal circumstances. It's a good idea to remember to review your will every five years or so.

10 Questions You May Have And Who To Contact

If you are considering leaving a legacy gift to the WEA and would like to talk to us, we will be very pleased to discuss it with you. We cannot offer you legal advice but we can answer your questions about the best way to leave a lasting legacy to those we work with. The WEA has robust financial regulations in place which ensure that your valuable gift has maximum impact.

Pearl Ryall

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Thank You

If you do decide to leave us a legacy gift in your Will, we are sincerely grateful for your kindness and generosity. Your gift will enable us to provide education, which is often a lifeline, to disadvantaged adults. For thousands of individuals, a WEA course has been a first step to a happier life - to rehabilitation, recovery, a first or better job, self-determination, a sense of self and a sense of place in modern society. From everyone at the WEA, and on behalf of the people who will benefit from your gift, thank you for leaving such a valuable legacy.

How To Work Out The Value Of Your Estate

The table below will help you to calculate the approximate value of your estate.

List your assets below:		
Item	Value	
Property		
Your home and other property you own	£	
Personal possessions:		
Car	£	
Furniture	£	
Jewellery	£	
Antiques/pictures/books	£	
Other valuables	£	
Financial:		
Savings and bank account balances	£	
Investments	£	
Stocks and shares	£	
Life assurance	£	
Premium Bonds/National Savings	£	
Other	£	
ASSETS TOTAL (A) :	£	

List your liabilities below:		
Mortgage(s)	£	
Loans and overdrafts	£	
Credit card debts	£	
Money you owe	£	
Any other debts	£	
LIABILITIES TOTAL (B) :	£	
The value of your estate is (A) minus (B):	£	

WEA



Workers' Educational Association

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