

Charity Registration No. 1127432

Company Registration No. 06162105 (England and Wales)



THE CIVIC MEDIA PLATFORM LTD

(A COMPANY LIMITED BY GUARANTEE)

DIRECTOR'S REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020

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THE CIVIC MEDIA PLATFORM LTD
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr. C. Doyle Dr. R. Turkmani (Chair)
Secretary	Mr. C. Doyle, current secretary
Charity number	1127432
Company number	06162105
Principal address	The Arab British Centre 1 Gough Square London EC4A 3DE
Bankers	Unity Trust Bank plc Nine Brindley Place Birmingham B1 2HB Starling Bank Limited (No. 09092149), 3rd Floor, 2 Finsbury Avenue, London, EC2M 2PP.

The Trustees present their report and accounts for the year ended 31 August 2020.

Structure, governance and management

The Civic Media Platform Ltd ('CMP'), a company limited by guarantee, was incorporated on 15 March 2007 and is governed by its Memorandum and Articles of Association. CMP was registered as a charity in England and Wales on 8 January 2009. Trustees, who are also directors of the company, are recommended to the board by fellow trustees and co-opted on if agreed. The process involves formal interview and submission of CV. Recommendation is guided by the desired skills and other requirements for the composition of the board.

The major risks to which the charity is exposed, as identified by the Trustees, are periodically reviewed and steps are taken to mitigate those risks. A risk register is maintained as part of the charity's risk management strategy.

Objectives and activities for the public benefit

The charitable objects of CMP are to relieve distress and hardship and promote the sustainable welfare and development of, and good quality education for the population of the Middle East, and to promote the advancement of traditional arts, culture and heritage of The Middle East, including through:

- (a) the provision, promotion and support of sustainable development projects and initiatives that benefit disadvantaged members of the population of the Middle East;
- (b) the provision of scholarships to disadvantaged individuals and the promotion and provision of support (financial or otherwise) of organisations, projects or initiatives that improve or provide education for disadvantaged members of the population of the Middle East;
- (c) the provision of support (financial or otherwise) of projects and initiatives that preserve and develop the traditional arts, crafts and culture of The Middle East;
- (d) the provision, promotion and support of civic society values and respect of human rights in the Middle East through the development and promotion of media content that promotes these values.

The Civic Media Platform Ltd. will continue to peruse its charitable objectives through the production of Arabic media content that promote peace and reconciliation, civic values and education and gender rights.

Achievements and performance

This year the work of the charity accelerated after it finally started receiving the funds from the EU funded project (project number ENI/2017 /394-244 – Component B). The project is in partnership with the French charity (UNION INTERNATIONALE DES ORGANISATIONS DE SECOURS ET SOINS MEDICAUX (UOSSM INTERNATIONAL). UOSSM is registered in France as a non-governmental organization with registration number: FR-W491013078). This enabled the charity to support content production, including very successful films that won international prizes such as Aziza film by the female director Soudod Kadaan. The film won the Sundance prize. The charity was able to also commission a professional branding agency to develop a brand name, visual identity and brand manual for us, so we maximize our impact. The charity also started building its own website <https://syvic.org/>

The board approved the planned activities which are part of the ENI/2017 /394-244 project. These are mainly Arabic content production including educational videos about constitutional principles and another one about healing psychological traumas. There will also be a production of a song and a satire series called 'Spot light'.

Funding

The only current source of funds for the charity is the ENI/2017 /394-244 – Component B project funded by the EU.

Future plans

Once the content is produced and promoted there will be a new round of fundraising based on the quality of the content.

The current board members also start recruiting new board members.

Financial review

The directors are satisfied that CMP is managing its resources prudently.

Reserves Policy

The Trust's reserves policy is to maintain a sufficient level of reserves to enable operating activities to be maintained, taking account of potential risks and contingencies that may arise from time to time. The Trustees review the policy annually.

CMP endeavours to build reserves in unrestricted funds that will permit it to operate effectively whilst affording a reasonable level of cover against potential risks and future uncertainties. Specifically, CMP seeks to achieve a level of reserves that will:

- a) permit CMP to fund operating costs and to maintain key activities in the short term in the event of temporary shortfalls in income;
- b) provide for an orderly winding-down of operations in the event of a significant adverse event that is outside the control of the charity;
- c) provide a contingency for adverse foreign currency movements and expenditure variances on committed projects;

- d) enable CMP to act upon opportunities that may arise from time to time.

The current accounts and director's report have been delayed for reasons that have to do with COVID-19.

On behalf of the board of Directors



Christopher Doyle
Director

Date: 1 July, 2021

Trustee's responsibilities in relation to the financial statements

The Trustees, who are also the directors of CMP for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE CIVIC MEDIA PLATFORM LTD
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2020

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<u>Incoming resources</u>					
Donations and legacies	2	-	226,986	226,986	-
Activities for generating funds		-	-	-	-
Investment income	3	-	2,12	2,12	18.08
Total incoming resources		-	226,988	226,988	18.08
<u>Resources expended</u>					
<i>Costs of generating funds</i>					
Fundraising		-	-	-	-
<i>Charitable activities</i>					
Project grants	4	-	182,357	182,357	17,500
Governance costs	6	-	1,576	1,576	255.70
Total resources expended		-	183,933	183,933	17,755.70
Net (outgoing)/incoming resources		-	43,055	43,055	-(17,747.62)
Net movement in funds					
Transfer between funds		-	-	-	-
Fund balances brought forward		-	627	627	865
Fund balances carried forward	10	-	43,682	43,682	865

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE CIVIC MEDIA PLATFORM LTD
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 AUGUST 2020

	Note	2020 £	2019 £
Current assets			
Debtors		-	-
Cash at bank and in hand		43,682	757.52
		<u>43,682</u>	<u>757.52</u>
Creditors:			
Creditors: amounts falling due within one year	9	(0)	(129.85)
		<u>(0)</u>	<u>(129.85)</u>
Total assets less current liabilities		<u>43,682</u>	<u>627.67</u>
Income funds			
Unrestricted funds	10	0	791.07
Restricted funds	10	43,682	-
		<u>43,682</u>	<u>791.07</u>

The company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved by the Board on 15 June 2021.



Christopher Doyle
Director

The notes on pages 8 to 11 form part of these financial statements.

1. Accounting policies

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts are prepared in sterling, which is the functional currency of the charity. The accounts have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence. Accordingly, the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

Charitable funds

Unrestricted funds comprise of general funds created by the accumulated surplus within the statement of financial activities. They are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds represent amounts received for a specific purpose,

Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Financial instruments

THE CIVIC MEDIA PLATFORM LTD
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31 AUGUST 2020

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

THE CIVIC MEDIA PLATFORM LTD
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31 AUGUST 2020

2. Donations and legacies

	2020	2020	2020	2019
	£	£	£	£
	Unrestricted	Restricted	Total	Total
Donations	-	-	-	-
Gift Aid	-	226,986	226,986	-
	-	226,986	226,986	-

3. Investment income

	2020	2019
	£	£
Interest receivable	2.12	18.08

4. Resources expended

	2020	2020	2020	2019
	Other costs	Grant funding	Total	Total
	£	£	£	£
<i>Charitable activities</i>	-	182,357	182,357	17,500
<i>Governance costs</i>	1,576	-	1,576	255.70
	1,576	182,357	183,933	17,755.70

Grant funding represents a single grant in favour of the Children and War Foundation that covered a project for developing and deploying war trauma recovery techniques to a remote audience of Syrian children that was implemented in 2019.

5. Support costs

	2020	2019
	£	£
Office costs	-	-
Bank charges	376	118
Sundry expenses	1,200	137.30
(Gain)/Loss on revaluing foreign cash holding	0	0
	1,576	255.70

6. Governance costs

Support costs for 2020 and 2019 have been classified as governance costs – refer note 5 above. No audit is required for the year.

THE CIVIC MEDIA PLATFORM LTD
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31 AUGUST 2020

7. Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the period. One of the trustees is reimbursed, at cost, for payments made out of personal funds on Companies House annual return fees.

8. Employees

There were no employees during the period.

9. Creditors: amounts falling due within one year

	2020	2019
	£	£
Grants Payable	0,0	0,0
Accruals	-	-
Other creditors	-	129.85
	<u>-</u>	<u>129.85</u>

10. Analysis of Net Assets between Funds

	Unrestricted Funds	Designated Funds	Restricted Funds	Total
	£	£	£	£
<u>Fund balances at 31 August</u> <u>2020 are represented by:</u>				
Current Assets		-	43,682	43,682
Creditors		-	-	-
Total		<u>-</u>	<u>43,682</u>	<u>43,682</u>
	£	£	£	£
<u>Fund balances at 31 August</u> <u>2019 are represented by:</u>				
Current Assets	757.52	-		757.52
Creditors	(129.85)	-		(129.85)
Total	<u>627.67</u>	<u>-</u>		<u>627.67</u>

11. Share Capital

The company is limited by guarantee and therefore has no share capital.

12. Related party transactions

In the year, there were no related party transactions.

The Trustees**The Civic Media Platform Ltd**

The Arab British Centre
1 Gough Square
London
EC4A 3DE

Charity no: 1127432**Company no: 06162105**9th September 2021**Independent examiner's report to the trustees of The Civic Media Platform Ltd****Accounts for the year ended 31st August 2020.**

I report to the charity trustees on my examination of the accounts of The Civic Media Platform Ltd for the year ended 31st August 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2006 ('the 2006 Act')

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that;

1. accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
2. the accounts do not accord with such records; or
3. the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



S Ferdos
Director
Flintham Mackenzie
Chartered Accountants

Our Ref: CIVI01/VP/NB

The Trustees
The Civic Media Platform Ltd
The Arab British Centre
1 Gough Square
London
EC4A 3DE

09th September 2021

Dear Trustees/Directors,

CHARITABLE COMPANY – INDEPENDENT EXAMINATION

The purpose of this schedule and the Standard Terms of Business is to set out the basis on which we are to act as independent examiners to the charity in respect of the examination you have requested us to carry out and to clarify our respective responsibilities in respect of that work.

Our firm will act as independent examiners in respect of the accounts from the year ended 31st August 2020.

1 Your responsibilities as trustees/directors

- 1.1 Our independent examination will be conducted on the basis that you acknowledge and understand that you have responsibility:
- (a) to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources of the charitable company for that period. As directors/trustees, you must not approve the financial statements unless you are satisfied that they give a true and fair view of the assets, liabilities, financial position and surplus or deficit of the charitable company;
 - (b) in preparing those financial statements, to:
 - (i) select suitable accounting policies and then apply them consistently.
 - (ii) make judgments and accounting estimates that are reasonable and prudent.
 - (iii) prepare the financial statements on the going concern basis, considering in particular the charitable company's ability to continue in operation for at least twelve months from the date when the financial statements are expected to be approved, unless it is inappropriate to presume that the charitable company will continue in operation.
 - (c) for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to

enable them to ensure that the financial statements comply with the relevant SORP, the *Companies Act 2006* (CA 2006) and applicable accounting standards as stated. You are also responsible for such internal control as you determine is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.

- (d) for safeguarding the assets of the charitable company and hence for taking reasonable steps to ensure the charitable company's activities are conducted honestly and for the prevention and detection of fraud and other irregularities.

- 1.2 As trustees of the charitable company, you have a duty under CA 2006 to prepare a directors' report for each financial year and also an annual report complying in its form and content with regulations made under the *Charities Act 2011* (ChA 2011). You should also have regard to the relevant Statement of Recommended Practice *Accounting and Reporting by Charities* (SORP), published jointly by the Charity Commission for England and Wales and the Office of the Scottish Charity Regulator, and any subsequent amendments or variations to this statement.
- 1.3 In addition to the general duties of directors specified in CA 2006 s. 170-177, you are responsible for ensuring that the charitable company complies with laws and regulations applicable to its activities, and for establishing arrangements designed to prevent any non-compliance with laws and regulations and to detect any that occur.
- 1.4 You are also responsible for determining whether, in respect of the year, the charity meets the conditions for exemption from an audit set out in the ChA 2011 and the CA 2006, namely that:
 - (a) no notice has been received from the Charity Commission requiring an audit;
 - (b) no notice has been received from the members requiring an audit;
 - (c) the charity's gross income in the current year is not more £1m. Should this change in the future then you will need to consider if an audit is required.
 - (d) where gross income exceeds £1m, the charity's gross assets do not exceed £3.26m;
 - (e) the charity is not ineligible for audit exemption under the CA 2006.
- 1.5 The exemption from audit is available only if you, as director/trustees, sign a declaration on the balance sheet stating that:
 - (a) for the year in question, the company is eligible to take advantage of the audit exemptions;
 - (b) the members have not required the company to obtain an audit of its financial statements for the year in accordance with CA 2006, s. 476;
 - (c) you acknowledge your obligations for complying with the requirements of CA 2006 with respect to accounting records and preparation of financial statements.

- 1.6 The availability of the exemption from an audit of the financial statements is conditional upon your causing an independent examiners' report to be prepared in respect of the financial statements in accordance with the ChA 2011, s. 145. You are responsible for deciding whether that report shall be made and for appointing us as reporting accountants to make that report to the trustees of the charity.
- 1.7 If gross income falls to £25,000 or less for the year, then, provided the other criteria set out above are met, you will need neither an audit nor an independent examiner's report.
- 1.8 You have undertaken to make available to us, as and when required, all the charity's accounting records and related financial information, including minutes of management and members' meetings, necessary to carry out our work. You will make full disclosure to us of all relevant information.

2 Our responsibilities as independent examiners

- 2.1 We shall plan our work on the basis that an independent examiner's report is required for the year, unless you inform us in writing that either:
- (a) the charity requires an audit of the financial statements; or
 - (b) the charity requires neither an audit nor an independent examiner's report.
- 2.2 Should you instruct us to carry out an audit, then the terms of that assignment will be dealt with in a new engagement letter. Should you inform us that the charity requires neither an audit nor an independent examiner's report, then we shall have no responsibilities to the charity, except those specifically agreed upon between us in respect of other professional services.
- 2.3 As independent examiners, we have a statutory responsibility to report to the members of the charity whether, in our opinion, there is reasonable cause to believe that, in any material respect:
- (a) adequate accounting records have not been kept, contrary to the requirements of the CA 2006;
 - (b) the financial statements do not agree with those accounting records; or
 - (c) the financial statements do not comply with any of the accounting requirements specified in the *Charities (Accounts and Reports) Regulations 2008* (SI 2008/629), Regulation 4 (or 5 for common investment funds or common deposit funds) and applicable accounting standards except to the extent necessary to show a true and fair view.
- 2.4 Should our work indicate that the charity is not entitled to exemption from an audit of the financial statements then we will inform you. In such circumstances, we will not issue any report and will withdraw from the engagement to prepare an independent examiner's report, notifying you in writing of the reasons. In these

circumstances, if appropriate, we will discuss with you the possibility of appointing us as auditors.

- 2.5 We have a professional responsibility not to allow our name to be associated with financial statements that are, or may be, misleading. Therefore, although we are not required to search for such matters, should we become aware, for any reason, that the financial statements are, or may be, misleading, if the matter cannot be adequately dealt with by means of qualifying our opinion (or by other appropriate modifications of the report), we will not issue any report. In such circumstances, we will withdraw from the engagement, and will notify you in writing of the reasons. In these circumstances you agree that we have a right to invoice you for our time spent examining the financial statements and for time spent on any other work that is not completed as a result of our resignation.
- 2.6 Under the ChA 2011, s. 156(2), we have a statutory duty to make a written report to the Charity Commission on such matters (which relates to the activities or affairs of the charity or of any connected institution or body) of which we become aware during the course of our examination and which we have reasonable cause to believe is likely to be of material significance for the purposes of the exercise by the Commission of its functions under the ChA 2011, s. 156(3). In addition under s. 156(4) if we become aware of any matter which does not require to be reported under s. 156(2) but which we have reasonable cause to believe is likely to be relevant for the purposes of the exercise by the Charity Commission of any of its functions then we may make a report on the matter to the Commission. We may have to make this report without your knowledge and consent and we cannot undertake to you to fetter this discretion in any manner.

Scope of independent examination.

- 2.7 Our work as independent examiners will be carried out in accordance with guidance for such engagements issued by the Charity Commission. It will consist of comparing the financial statements with the accounting records kept by the charity, and making such limited enquiries of the trustees and staff of the charity as we may consider necessary for the purpose of our report.
- 2.8 As part of our normal procedures, we may request you to provide written confirmation of any information or explanations provided by you orally during the course of our work.
- 2.9 Our work as independent examiners will not be an audit of the financial statements in accordance with International Standards on Auditing (UK). Accordingly, we will not obtain any independent evidence relating to entries in the accounting records, or to the amounts or disclosures in the financial statements. Consequently our work as independent examiners will not provide any assurance that the accounting records or the financial statements are free from material misstatement whether caused by fraud, other irregularity or error.

- 2.10 Because we will not carry out an audit, nor otherwise confirm the accuracy or reasonableness of the accounting records maintained by the charity, we will be unable to provide any assurance as to whether the financial statements that we prepare from those records give a true and fair view.

3 General Data Protection Regulation

- 3.1 By signing this letter you have given our firm and its staff your consent to communicate with you by email which you will provide to us. You have also given us express permission to process your data to carry out any work necessary to fulfil our obligations to you as your accountants and tax advisors.
- 3.2 You also give us express permission to communicate with you by email with attachments carrying your personal data in MS Office documents and PDF's.
- 3.3 We will retain your data on our server system which is secured and protected by antivirus software. The data is taken offline once you leave us and is stored on USB for 6 years then destroyed as are any paper files. By signing this engagement letter you have agreed these processes.
- 3.4 Lawful bases of processing – your personal data will be only used in the processing of the work we carry out on your behalf. It is not passed on to third parties without your permission unless required to do so to carry out our duties on your behalf. Lawful bases will be one of the following: -
- (a) You have given us clear consent for your data to be processed.
 - (b) The processing of data is necessary to carry out our work.
 - (c) The processing of data is necessary to comply with your legal obligations.
 - (d) Where data is processed as required for vital interest, public interest or legitimate interest.

4 Limitation of liability

- 4.1 We have considered the extent of our liability to you in respect of the professional services described within this engagement letter (the professional services).
- 4.2 Having reviewed both your circumstances and our own, we have concluded that three times our annual fee represents a fair maximum limit to our liability as a firm in the event of any one claim arising in respect of the professional services. This maximum total liability includes any claims for loss or damage, however caused, whether in respect of breaches of contract, tort (including negligence) or otherwise in respect of the professional services and shall also include all other related costs

including legal fees, interest, etc. This is on the provision that you have made a full and accurate disclosure of information to us.

- 4.3 We acknowledge that the limit in respect of our total aggregate liability will not apply to any acts, omissions or representations that are in any way criminal, dishonest or fraudulent on the part of the firm, its principals or employees.

5 Agreement of terms

- 5.1 This engagement will start with periods referred to at the beginning of this letter.
- 5.2 This letter supersedes any previous engagement letter for the period covered. The terms set out in this letter and our attached Standard Terms of Business (last revised May 2018) shall take effect immediately upon your countersigning this letter and returning it to us. If we are instructed to start work before receiving a signed copy of this letter we will treat that as acceptance of all the terms of this engagement letter, unless we hear from you to the contrary within 30 days of you giving that instruction.
- 5.3 You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.
- 5.4 Once it has been agreed, this letter and the attached Standard Terms of Business will remain effective until they are replaced. We shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to us immediately. If this letter and the attached terms of business are not in accordance with your understanding of our terms of appointment, please let us know.
- 5.5 If at any time you would like to discuss with us how our service to you can be improved or if you are dissatisfied with the service you are receiving then please let us know by telephoning Mr. Ferdos.

We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. If we have given you a less than satisfactory service, we undertake to do everything reasonable to put it right.

6 Fees

- 6.1 Our fees, which will be billed as work progresses, are based on the time required by the individuals assigned to the engagement plus outlays. The fees will be billed at regular intervals and are payable within 30 days on presentation of the fee note to you. If it is necessary to carry out work outside the responsibilities outlined in this letter it will involve additional fees. Accordingly, we would like to remind you and point out that it is in your interest to ensure that your records and information etc are completed to the agreed stage before providing them to us.

- 6.2 Should the company, for any reason whatsoever, be unable to discharge its obligation to pay our fees, the trustees/directors hereby personally guarantee the settlement of the amount outstanding in full.

Yours faithfully,



S Ferdos
Director
Flintham Mackenzie
Chartered Accountants

I confirm that I have read and understood the contents of this letter and the attached Standard Terms of Business dated May 2018 and agree that they accurately reflect the services that I have instructed you to provide.

Signed 
(Trustee / Director)

Name Dr R Turkmani Dated 9/9/2021

For and on behalf of The Civic Media Platform Ltd