



Trustees' Annual Report for the period

Period start date					Period end date		
Day	Month	Year	Day		Month	Year	
From	01	10	2022	To	30	09	2023

Section A Reference and administration details

Charity name Lynx Workshop

Other names charity is known by

Links

Registered charity number (if any) 1139855

Charity's principal address

The Palms

96 Queen Victoria Road

Llanelli, Carmar. SA15 2TH

Postcode

SA15 2TH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Steve Donoghue	Chairman		
2	Teresa Lupini	Trustee		
3	Rev E Phillips	Trustee		
4	Nicola De Stefano	Trustee		
5	Jayne Howarth	Vice Chair		
6	Claire Genner	Trustee		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Michele Rees – General Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum & Articles of Association
How the charity is constituted (eg. trust, association, company)	Company
Trustee selection methods (eg. appointed by, elected by)	Appointed by the board

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Links is governed by a Management Committee comprising of seven professional people from a wide variety of backgrounds. The Management Committee meet monthly to oversee the strategic direction and management of the charity. Executive Committee Members, (Trustees), are voted in every year at the Links AGM.

Trustees are responsible for the financial scrutiny of the organisation and have the required skills to undertake this role. They also collectively make decisions, as and when required, as a direct result of management reports provided by the Manager, Assistant Manager, and member forums. Strategic and financial decisions are made by formal discussions/meetings with the General Manager. Ratification is then sought at board level and voted on where necessary.

Links is a well-established organisation with a range of networks within the local and Carmarthenshire area. We have excellent working relationships with other mental health and supporting organisations, working either on a cross-referral basis, collaborative basis, or at a strategic level

Risks and contingencies are as follows: -

- Funding is not secured – apply to a range of funding streams as a precaution.
- Hard to engage with new members – increased publicity, engagement with partners, press coverage, and active online and 'on the ground' marketing campaign.
- Recruitment of quality staff – professional recruitment planning and advertising through networks.
- Difficulty in getting people to volunteer – explain the roles fully and offer flexible volunteering options with minimum commitment. Disseminate the benefits of volunteering and explain that all expenses will be covered. Actively seek new volunteers using a range of methods (e.g. Job Centre)
- Project outcomes are not reached – ensure that monthly

monitoring and evaluation cycles are applied and the project is adjusted accordingly.

- Low attendance – monthly attendance reports are scrutinised and acted upon by all staff. Carry out welfare calls to non-attending members.
- Low visitor numbers to events and exhibitions – plan publicity for each exhibition well in advance, work with local communities in area to promote events.
- Staff sickness – cross training, external organisations to provide cover for sessional work
- Major incidents – major incident evacuation procedures are in place with emergency assembly points identified. Building insurance is in place and staff are First Aid trained. A Defibrillator is mounted nearby which was funded through a Links' members charity campaign.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Links is a mental health 'move on' project. We offer our members support with social issues in order that they can move on in their lives. Links aims to reduce isolation and help people to build their self-confidence and self-esteem by offering a range of accredited and non-accredited creative learning and volunteering or employment opportunities.

The short-term goal of our organisation is for our service users to gain in confidence, improve their self-esteem and feel safer in their community.

The long-term goal of our organisation is for our service users move on from the project with new skills and a level of confidence that restores their feeling of self-worth.

Mission Statement: - Links is a unique to Llanelli Mental Health Charity, providing support and learning opportunities to those within our community who have or are experiencing mental ill-health.

Objective Statement: - Links aims to help people to build their self-confidence and self-esteem by offering a range of accredited and non-accredited supported creative learning opportunities as well as progressive, person-centred personal development plans.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The core service function of our organisation continued to provide flexible and supported learning, training and employment opportunities to individuals who are experiencing or recovering from mental health illness. We facilitated this through well-managed timetabled courses that take place in a warm, friendly, and safe environment. We continued to support people to help them to move on in their lives and to return to mainstream education and employment both paid/unpaid.

We continued to develop the social enterprise project, so members could create artwork and organise exhibitions to display and sell their work within a range of community and public venues, harnessing their feeling of self-worth and achievement.

The community benefited from the project, as follows:-

1. Prevented people from becoming mentally unwell by reducing the chances of relapse;

By giving people a safe place to receive emotional and practical support and where they can learn creative skills to help express themselves.

2. Reduced loneliness and isolation of those affected by mental ill health;

Provided opportunities for people to make friends, socialise, relax and convene within a community setting within the centre and outside the centre.

3. Helped the community to become a friendlier place for people with mental ill health (including a greater understanding by friends and families.)

Provided information for the public, and for friends and families, from people with lived experience, creating public art exhibitions to promote mental health awareness and understanding and challenge stigma.

4. Members improved confidence and self-esteem and felt safer and more settled in their communities.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Links benefited from having 4 active volunteers. All volunteers receive induction, supervision, on-going training and attend dedicated volunteer meetings. Volunteers are recruited via CAVS or by word of mouth. All volunteers work alongside a member of staff which ensures good models of practice.

Links also benefited from 6 members taking up the role of 'member champion'. The members champions supported tutors in their sessions and with the support of staff delivered cooking and other craft making sessions. The member champion role is a programme that utilises members skills to help them gain confidence and develop new skills.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During this reporting period, Links received referrals that came via self-referrals, Primary, Secondary and Third Sector.

During the reporting period Links held several events. A workshop was held by 'Top Stitch' where members had the opportunity to sew a Christmas tree or decoration. Members who had not used a sewing machine by attending the workshop gained confidence and a new skill for sewing.

To showcase Links services in the community, Links was given the opportunity to have a Christmas stall in Morrisons, Llanelli.

To celebrate Christmas members voted on the Harry Watkin as the venue to hold the Links Christmas party. 31 people attended the lunch, a great time had by all.

During February two trips were organised for the photography group. The first trip was to the Glynn Vivian gallery in Swansea. The second trip was a visit to the Good Shed in Llanelli. Plans were discussed on holding an exhibition at the Good Shed when the building is fully renovated. Members enjoyed hearing about the history of the building and work that was undertaken in its restoration.

Links Manager was invited to attend an event to accept a donation on behalf of Links. The Llanelli Town AFC Veterans raised money in memory of former Swansea City defender Mark Davies, who sadly passed away whilst playing in a cup game. Mark was very passionate about mental health and so Links was chosen to receive a donation in his memory of £600.

In March a trip was arranged to visit the BBC exhibition in Cardiff National Museum. 23 people attended the trip and a great day out had by all. The exhibition was interesting and members even had the opportunity to have a go at reading the news.

Another event held in March was the Links curry evening fundraiser. The evening was held in The Sultan and compared by one of Links Directors. A fantastic £250 was raised for Links from the event.

During April, Links held an exhibition at the Origin in Carmarthen. The Origin gallery kindly offered free window space for members work to be on display. The exhibition ran for 4 weeks. Members helped with the setting up and dismantling of the exhibition. It was a great way to recycle old jeans and turning them into something beautiful for all to enjoy.

In May Links was informed that the New Town Mayor for Llanelli had chosen Links as one of his chosen charities. Staff were invited to the Mayor's Parlour to meet the Mayor, Town councillors and the mayors' other chosen charities, Threshold DAS and Llanelli Centre for the Deaf. It was an enjoyable evening and a great networking opportunity.

To showcase Links service during world mental health week, Links held a stall at Morrisons, Llanelli. It was a great opportunity for member to showcase their work and talk about Links service to members of the public.

During this reporting period two members were awarded grants through the SANE creative awards scheme. Each member was awarded a grant to cover the cost of materials, specific projects, or training courses.

A tremendous achievement for both members who worked hard to submit their pieces of artwork.

In May a local theatre company 'Curtain Up' held a fundraising production in Ffwrnes theatre. Links was chosen as their charity to receive a massive £2500 donation. As a thank you the cast of curtain up was invited to visit the project.

May saw the celebration of a very special moment in British history: The Coronation of King Charles 3rd. Links organised a party for which Asda, Llanelli kindly donated decorations and refreshments. Staff and members

Section D

Achievements and performance

dressed up for the occasion and a fun time was had by all. The occasion was also marked by a surprise visit by Lee Waters AM which added to the day. At the start of this reporting period Local Authority and Hywel Dda the third sector health and social care underwent a recommissioning. Links submitted a tender application for 'Community Wellbeing' with Local Authority and in January submitted a tender application for 'Employment and Training'. Unfortunately, Links was unsuccessful with the Local Authority tender, but I am delighted to report that Links was successful with the Hywel Dda Tender. This was a great relief to Directors, Staff, and members, as being successful will ensure that Links can continue to provide a much-needed service to the community for the next 3 years. A member champion and volunteers' lunch was organised in recognition of the hard work and dedication shown by the team. A great time was had by all. This small gesture of thanks was really appreciated by the team. Links held it's AGM in July with over 30 members in attendance. The meeting was held in the morning. A laughter therapy session was held in the afternoon for some much-needed light relief from the morning schedule. July also saw Links staff and members attend Llandoverly Bike Show and Llanelli Pride. New Saturday morning Breakfast Clubs for the Armed Forces community were set up in Pembrey and Carmarthen. In August Links held its annual summer trip. Members were given the opportunity to vote for their preferred location with Barry Island being the overwhelming favourite location. Altogether 35 members and their families attended, and a fun day was had by all. A video of the day was created by staff and members and shared on the Links social media. During August a member's paintings were recognised for the 'Visual Art Open 2023'. The exhibits were titled 'I'm so tired' and 'Young man in cap'. A further exhibition to showcase the members work is planned towards the end of 2024. September also saw Links staff and members enjoying a day out at Brynteg farm and wellbeing sanctuary. Members were given the opportunity to hold, walk and brush animals that lived on the farm. This was a really enjoyable event and was appreciated by members. More visits to the farm in the spring will be arranged.

Section E

Financial review

Brief statement of the charity's policy on reserves

Keep reserves against the possibility of government cuts to our funding and to ensure that in the event of funding being ceased, the organisation will still be able to fulfil all of its financial and legal obligations when winding up.

Details of any funds materially in deficit**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Links received core funding from Hywel Dda Health Board. The Core funding was primarily designated for a Manager, Coordinator, tutor, sessional workers, administrator and a finance assistant.

Links Combined Forces received funding from Adferiad Recovery. The funding was primarily designated for a Project Coordinator and outreach work.

The creative enterprise project was funded by the National Community Fund.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Michael Thomas

Full name(s)

Michael Thomas (Jun 21, 2024, 11:46am)
Michael Thomas

Position (eg Secretary, Chair, etc)

Treasurer

Date

07/06/2024



Issuer TaxAssist Accountants

Document generated Mon, 10th Jun 2024 10:30:12 UTC

Document fingerprint 589d3fe4c61c4e50c1865b30d21153db

Parties involved with this document

Document processed	Party + Fingerprint
Fri, 21st Jun 2024 11:46:29 UTC	Michael Thomas - Signer (a46d521fda3868c6a0c66c22446773d5)

Audit history log

Date	Action
Mon, 10th Jun 2024 10:30:12 UTC	Envelope generated by Danah Faustino217.33.55.1
Mon, 10th Jun 2024 10:30:29 UTC	Document generated with fingerprint fe248e0b775896a5358e22d98ad984a2217.33.55.1
Mon, 10th Jun 2024 10:30:32 UTC	Document generated with fingerprint 27c71e1041cc73c4d465da827198d0b1217.33.55.1
Mon, 10th Jun 2024 10:30:35 UTC	Document generated with fingerprint 589d3fe4c61c4e50c1865b30d21153db217.33.55.1
Mon, 10th Jun 2024 10:31:31 UTC	Michael Thomas has been assigned to this envelope217.33.55.1
Mon, 10th Jun 2024 10:34:51 UTC	Sent the envelope to Michael Thomas for signing217.33.55.1
Mon, 10th Jun 2024 10:34:51 UTC	Document emailed to party email18.175.50.25
Fri, 21st Jun 2024 11:44:11 UTC	Michael Thomas opened the document email.66.249.93.32
Fri, 21st Jun 2024 11:44:12 UTC	Michael Thomas opened the document email.66.249.93.34
Fri, 21st Jun 2024 11:44:21 UTC	Michael Thomas viewed the envelope83.146.63.229
Fri, 21st Jun 2024 11:46:29 UTC	Michael Thomas signed the envelope83.146.63.229
Fri, 21st Jun 2024 11:46:29 UTC	This envelope has been signed by all parties83.146.63.229
Fri, 21st Jun 2024 11:46:30 UTC	Michael Thomas viewed the envelope83.146.63.229

Registered Company Number: 07363827
Registered Charity Number: 1139855

LYNX WORKSHOP
REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

Contents

	Page
Company Information	1
Accountant's Report	2
Profit and Loss Account	3
Balance Sheet	4

**LYNX WORKSHOP
COMPANY INFORMATION
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Directors

Miss Claire Genner
Mr Steven Donoghue
Jayne Howarth
Reverend Eldon Phillips
Miss Nicola Destefano
Mrs Teresa Lupini

Company Number

07363827

Registered Office

The Palms
96 Queen Victoria Road
Llanelli
Carmarthenshire
SA15 2TH

Accountants

Taxassist Accountants
8 Station Road
Llanelli
Carms
SA15 1AL

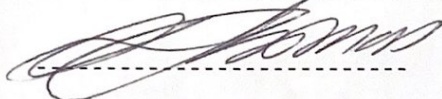
**LYNX WORKSHOP
ACCOUNTANT'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

In accordance with the engagement letter dated 25 September 2012, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 30 September 2023 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



10/05/2024

Taxassist Accountants
8 Station Road
Llanelli
Carmarthen
SA15 1AL

**LYNX WORKSHOP
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	2023	2022
	£	£
Income	174,476	304,155
Purchases	(6,772)	(13,414)
Net Income	167,704	290,741
Administrative expenses	(251,848)	(260,198)
OPERATING PROFIT FOR THE FINANCIAL YEAR	(84,144)	30,543

**LYNX WORKSHOP
BALANCE SHEET
AS AT 30 SEPTEMBER 2023**

	2023		2022	
	£	£	£	£
FIXED ASSETS				
Tangible Assets		5,675		7,132
		<u>5,675</u>		<u>7,132</u>
CURRENT ASSETS				
Debtors	22,157		50	
Cash at bank and in hand	260,652		352,255	
	<u>282,809</u>		<u>352,305</u>	
Creditors: Amounts Falling Due Within One Year	(13,190)		1	
NET CURRENT ASSETS		<u>269,619</u>		<u>352,306</u>
TOTAL NET ASSETS		<u>275,294</u>		<u>359,438</u>
Profit and Loss Account		275,294		359,438
CAPITAL AND RESERVES		<u>275,294</u>		<u>359,438</u>

Lynx Workshop 30.09.23
Charity Number 1139855
Income & Expenditure Account

Income & Expenditure Account			
Unrestricted Income		Restricted Income	Total
LHB Grants		LHB Grants	90280.21
Adferiad Grants		Adferiad Grants	31000.00
CCC Grants		CCC Grants	12312.82
Armed Forces Covenant		Armed Forces Covenant	6350.22
Fundraising		Fundraising	5058.08
Donations		Donations	2224.39
Lloyds Bank	27250.00	Lloyds Bank	0.00
Total Unrestricted Income	27250.00	Total Restricted Income	147225.72
			174475.72
Unrestricted Expenses		Restricted Expenses	
Purchases		Purchases	5435.83
Fundraising		Fundraising	1336.48
Wages & Salaries		Wages & Salaries	162513.70
Travel & Training		Travel & Training	6663.29
Pension		Pension	12465.40
Sessional Workers		Sessional Workers	4097.51
Cleaning	72.74	Cleaning	4466.18
Rent, Heat & Light		Rent, Heat & Light	23931.48
Repairs		Repairs	7415.21
Insurance		Insurance	2273.50
Subscriptions		Subscriptions	1363.71
Legal & Professional		Legal & Professional	7537.23
Accountancy		Accountancy	1765.74
Advertising, stationery & Office	531.73	Advertising, stationery & Office	11750.30
Telephone & Postage		Telephone & Postage	2373.47
Vharitable Donations		Charitable Donations	10.00
Bank Charges		Bank Charges	354.97
Sundries	297.98	Sundries	505.09
Depreciation	509.83	Depreciation	948.39
Total Unrestricted Expenses	1412.28	Total Restricted Expenses	257207.48
			258619.76
Net surplus / (deficit)	25837.72		-109981.76
			-84144.04

Michael Thomas
Michael Thomas (21, 2024, 11:46am)
Treasurer
10/05/2024

Lynx Workshop 30.09.23
Charity Number 1139855
Balance Sheet

Balance Sheet

	Unrestricted Funds	Restricted Funds	Total Funds
Fixed Assets			
Tangible Assets	2039.00	3636.00	5675.00
Current Assets			
Debtors & Prepayments	0.00	22157.00	22157.00
Cash at bank and in hand	49922.00	210730.00	260652.00
Creditors			
Amounts falling due within one year	0.00	13190.00	13190.00
Total Assets Less Current Liabilities	<u>51961.00</u>	<u>223333.00</u>	<u>275294.00</u>
Accruals & Deferred Income	0.00	0.00	0.00
	<u>51961.00</u>	<u>223333.00</u>	<u>275294.00</u>
Funds			
Unrestricted Funds			51961.00
Restricted Funds			223333.00
Total Funds			<u>275294.00</u>
	Unrestricted Funds	Restricted Funds	Total
B/f funds	22937.00	7606.00	30543.00
Net income / outgoing	29024.00	215727.00	244751.00
Total funds c/f	<u>51961.00</u>	<u>223333.00</u>	<u>275294.00</u>

Michael Thomas

Michael Thomas (10/05/2024, 11:46am)

Treasurer

10/05/2024



Issuer TaxAssist Accountants

Document generated Mon, 10th Jun 2024 10:30:12 UTC

Document fingerprint fe248e0b775896a5358e22d98ad984a2

Parties involved with this document

Document processed	Party + Fingerprint
Fri, 21st Jun 2024 11:46:29 UTC	Michael Thomas - Signer (a46d521fda3868c6a0c66c22446773d5)

Audit history log

Date	Action
Mon, 10th Jun 2024 10:30:12 UTC	Envelope generated by Danah Faustino217.33.55.1
Mon, 10th Jun 2024 10:30:29 UTC	Document generated with fingerprint fe248e0b775896a5358e22d98ad984a2217.33.55.1
Mon, 10th Jun 2024 10:30:32 UTC	Document generated with fingerprint 27c71e1041cc73c4d465da827198d0b1217.33.55.1
Mon, 10th Jun 2024 10:30:35 UTC	Document generated with fingerprint 589d3fe4c61c4e50c1865b30d21153db217.33.55.1
Mon, 10th Jun 2024 10:31:31 UTC	Michael Thomas has been assigned to this envelope217.33.55.1
Mon, 10th Jun 2024 10:34:51 UTC	Sent the envelope to Michael Thomas for signing217.33.55.1
Mon, 10th Jun 2024 10:34:51 UTC	Document emailed to party email18.175.50.25
Fri, 21st Jun 2024 11:44:11 UTC	Michael Thomas opened the document email.66.249.93.32
Fri, 21st Jun 2024 11:44:12 UTC	Michael Thomas opened the document email.66.249.93.34
Fri, 21st Jun 2024 11:44:21 UTC	Michael Thomas viewed the envelope83.146.63.229
Fri, 21st Jun 2024 11:46:29 UTC	Michael Thomas signed the envelope83.146.63.229
Fri, 21st Jun 2024 11:46:29 UTC	This envelope has been signed by all parties83.146.63.229
Fri, 21st Jun 2024 11:46:30 UTC	Michael Thomas viewed the envelope83.146.63.229



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Lynx Workshop

On accounts for the year
ended

30/09/2023

Charity no
(if any)

1139855

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

* Please delete the words in the brackets if they do not apply.

Signed:

G T Thomas

Date:

21/06/2024

Name:

Gwennan Thomas (Jun 21, 2024,
G T Thomas)

Relevant professional
qualification(s) or body
(if any):

FCCA

Address:	8 Station Road
	Llanelli
	SA15 1AL

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.



Issuer

TaxAssist Accountants

Document generated

Fri, 21st Jun 2024 16:29:31 UTC

Document fingerprint

fa1d8ff35e843339ab2786820532861b

Parties involved with this document

Document processed	Party + Fingerprint
Fri, 21st Jun 2024 16:31:50 UTC	Gwennan Thomas - Signer (88166755a0bed6f13956e9e1342e85ee)

Audit history log

Date	Action
Fri, 21st Jun 2024 16:29:31 UTC	Envelope generated by Danah Faustino217.33.55.1
Fri, 21st Jun 2024 16:30:34 UTC	Document generated with fingerprint fa1d8ff35e843339ab2786820532861b217.33.55.1
Fri, 21st Jun 2024 16:30:45 UTC	Gwennan Thomas has been assigned to this envelope217.33.55.1
Fri, 21st Jun 2024 16:31:09 UTC	Sent the envelope to Gwennan Thomas for signing217.33.55.1
Fri, 21st Jun 2024 16:31:09 UTC	Document emailed to party email18.134.3.210
Fri, 21st Jun 2024 16:31:36 UTC	Gwennan Thomas viewed the envelope217.33.55.1
Fri, 21st Jun 2024 16:31:50 UTC	Gwennan Thomas signed the envelope217.33.55.1
Fri, 21st Jun 2024 16:31:50 UTC	This envelope has been signed by all parties217.33.55.1
Fri, 21st Jun 2024 16:31:50 UTC	Gwennan Thomas viewed the envelope217.33.55.1