



Waynflete House
139 Eastgate
Louth
LN11 9QQ
Tel: 01507 606111
Fax: 01507 607817
info@forrester-boyd.co.uk
forrester-boyd.co.uk

Your Ref:

Our Ref: L/048 AM/KR/WB

The Board of Trustees,
Lincolnshire Emergency Blood Bikes Services,
32 Bourne Road
Alford
Lincolnshire
LN13 9HX

18th October, 2023

Dear Sirs,

We enclose a copy of the final accounts for the year ended 31st March, 2023 together with a copy for our files.

We should be grateful if you would please arrange for signing of the attached document. We will then email you an electronic copy in 'pdf' format for submission to the Charities Commission when completing your annual return.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Forrester Boyd'.

Partners:

M.A. Beckett
T.R. Beecroft
S.M. Connolly
J.A. Donnelly
D.J. Everatt
P.S. Fearn
P. George
R.L. Hay FCCA
K.S. Hopper
C.A. Jensen
N.A. Massey ATT
A.J. Millson
M.A. Priest FCCA
V.L. Prior CTA
P.A. Tofton FCCA
N.K. Watford

All partners are chartered Accountants except where indicated.



Lincolnshire Emergency Blood Bikes Service

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Forrester Boyd
Waynflete House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ

Lincolnshire Emergency Blood Bikes Service

Contents (continued)

Reference and Administrative Details	1
Trustees' Report	2 to 4
Statement of Trustees' Responsibilities	5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 15

Lincolnshire Emergency Blood Bikes Service

Reference and Administrative Details

Chairman	N Wright
Trustees	J Taylor, Treasurer M Gardner A R Jacobs R Burton P Male R Brunswick
Charity Registration Number	1148402
Principal Office	32 Bourne Road Alford Lincolnshire LN13 9HX
Independent Examiner	Forrester Boyd Waynfilete House 139 Eastgate Louth Lincolnshire LN11 9QQ

Lincolnshire Emergency Blood Bikes Service

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2023.

Trustees

C Douse, Chair of Trustees (resigned 21 September 2022)

I Douse, Secretary (resigned 27 September 2022)

D Ford (resigned 14 June 2022)

J Taylor, Treasurer

M Gardner

A R Jacobs

S Gray (resigned 25 June 2022)

A R Pugh (resigned 30 June 2022)

P Davis (resigned 18 September 2022)

R Burton (appointed 8 July 2022)

P Male (appointed 26 September 2022)

R Brunswick (appointed 26 September 2022)

Structure, governance and management

Nature of governing document

The Charity is governed by a constitution adopted on 2 February 2012 and amended on 8 October 2017. It is an unincorporated association with over 140 members, led by a management committee of trustees. Trustees are appointed or reappointed annually at the Annual General Meeting, normally held in September.

To serve as an operational volunteer, riders and drivers must be over 25 years of age, or as specified by our insurers. Motorcycle riders must hold an advanced riding qualification, RoSPA or IAM, and be checked or re-tested every three years. All operational volunteers must undergo a DBS check.

Objectives and activities

Objects and aims

The charitable object of LEBBS set out in our constitution is:

To relieve sickness and protect health by the provision of transport of urgently needed blood, drugs, human tissues and other medical requirements between hospitals and blood transfusion banks primarily but not exclusively in Lincolnshire.

Lincolnshire Emergency Blood Bikes Service

Trustees' Report (continued)

Objectives, strategies and activities

During the last financial year, we have continued to support the NHS in Greater Lincolnshire and beyond, by transporting blood products, pathology samples, essential drugs, medical supplies, and human breast milk. The continuing pandemic has meant that a large part of our work this year has involved transporting covid samples from patients in Lincolnshire hospitals to pathology laboratories inside Greater Lincolnshire and beyond to facilitate urgent testing and rapid and appropriate treatment responses. These courier duties are undertaken by our volunteer's day and night during weekends and bank holidays throughout the year. In addition, we support the Lincolnshire and Nottinghamshire Air Ambulance by transporting blood supplies to the Air Ambulance base at Waddington from Lincoln County Hospital daily. In doing so, we have been working in partnership with Nottinghamshire Blood Bikes, whose volunteers transport blood plasma from the Queen's Medical Centre in Nottingham. As from 1st August this has reverted back to us collecting and delivering back to Lincoln County and Nottingham Blood Bikes are no longer used.

Our membership of the Nationwide Association of Blood Bikes (NABB) allows us to maintain partnerships with the other blood bike charities across the UK and join with them in relays to transport urgent supplies across the country when required.

Use of volunteers

LEBBS has no paid staff, nor does it have any premises. This ensures that our overheads are very low, and all charitable donations are used to fund our activity. Our volunteers are a vital part of everything we do and we are grateful for their continued loyalty and support, and for the many hours of unpaid work they undertake on the charity's behalf.

Achievements and performance

Key non-financial performance indicators

In sending our grateful thanks and good wishes to those valued trustees who stood down at the 2023 AGM, we also extend a warm welcome to those new trustees who joined us during the year. Whilst there has been some committee changes this year we now have a stable committee totally committed to moving the charity forward.

During the year, in addition to our regular activities, we have:

- Reviewed our IT provision, built a new website, which we continue to develop, and moved to Microsoft's 365 suite of programmes to benefit from their support for small charities and the additional security that this platform provides.
- Returned to holding face-to-face trustees' meetings every month.
- Returned to face-to-face fundraising, with attendance at supermarkets, banks, and outdoor events, and giving talks to supporters.
- Joined the quarterly NABB Safety Forum, to ensure that we benefit from best practice in supporting the health and safety of our volunteers.
- Adopted new policies and procedures, including a Financial Policy
- Adopted a three-year Business Plan, which focuses on fundraising targets and the renewal of our ageing fleet of cars and motorcycles and will be important as we approach major donors for funding to support this.
- Reviewed our training and induction processes. This will include induction courses every 3 months and will include a move to the use of an online module for a key aspect of our work.

Lincolnshire Emergency Blood Bikes Service

Trustees' Report (continued)

Financial review

Following the covid pandemic, we are now back to actively carrying out talks and attending fundraising events, but the effect of covid still continues to create a high demand for our services. In addition, the dramatic increases in fuel prices in early 2022/23 is a cause for concern.

Even so, prudent financial management has enabled us to retain total unrestricted reserves of £117,463, comprising £52,040 fixed assets, and £63,095 held as cash at bank. LEBBS' Trustees consider this to be sufficient to cover 12 months' expenditure. Our new Financial Policy specifies that we will retain a minimum cash balance of the previous financial year's expenditure, plus 5%. Against this, we will also ensure that the balance does not fall below £50,000, except in exceptional circumstances where such expenditure is essential in the short term to maintain the provision of operational services.

We are very grateful to local businesses, groups, charities, and individuals for their support and donations during the year.

Plans for future periods

Aims and key objectives for future periods

To enable us to continue to operate efficiently and effectively, we need to maintain a fleet of reliable and safe cars and motorcycles, several of our bikes are now approaching the end of their useful lives. With this in mind our new Business Plan is focused on raising sufficient funds to enable us to replace one third of the fleet in each of the next three years. This is ambitious and will require us to seek significant donations from corporate donors and grant-giving bodies.

Finally, early in 2023/24, Trustees will be seeking members' approval to a new constitution that will begin the process of establishing LEBBS as a Charitable Incorporated Organisation (CIO) using the Association Model. If approved, this will provide us with an organisational structure fit for the future, within which our members will continue to have a strong role in appointing trustees and determining future direction.

Financial instruments

Objectives and policies

The charity's activities expose it to several financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

The annual report was approved by the trustees of the charity on 18 October 2023 and signed on its behalf by:

Lincolnshire Emergency Blood Bikes Service

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements 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 of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees 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 trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 18 October 2023 and signed on its behalf by:

DocuSigned by:

James Taylor

B52FEFD58C62404.....

N Wright
Chairman

Lincolnshire Emergency Blood Bikes Service

Independent Examiner's Report to the trustees of Lincolnshire Emergency Blood Bikes Service

I report to the trustees on my examination of the accounts of Lincolnshire Emergency Blood Bikes Service for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of Lincolnshire Emergency Blood Bikes Service you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Lincolnshire Emergency Blood Bikes Service's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Lincolnshire Emergency Blood Bikes Service as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

DocuSigned by:

6F058BDA3524485.....

Adam Millson ACA
ICAEW

Waynflete House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ

18 October 2023

Lincolnshire Emergency Blood Bikes Service

Statement of Financial Activities for the Year Ended 31 March 2023

	Note	Unrestricted £	Restricted £	Total 2023 £
Income and Endowments from:				
Donations and legacies	2	40,232	-	40,232
Charitable activities	3	2,345	-	2,345
Other trading activities	4	1,071	-	1,071
Total Income		<u>43,648</u>	<u>-</u>	<u>43,648</u>
Expenditure on:				
Charitable activities	5	<u>(46,478)</u>	<u>(1,328)</u>	<u>(47,806)</u>
Total Expenditure		<u>(46,478)</u>	<u>(1,328)</u>	<u>(47,806)</u>
Net movement in funds		(2,830)	(1,328)	(4,158)
Reconciliation of funds				
Total funds brought forward		<u>110,834</u>	<u>7,294</u>	<u>118,128</u>
Total funds carried forward	14	<u>108,004</u>	<u>5,966</u>	<u>113,970</u>

	Note	Unrestricted £	Restricted £	Total 2022 £
Income and Endowments from:				
Donations and legacies	2	33,240	-	33,240
Charitable activities	3	3,250	-	3,250
Other trading activities		<u>1,205</u>	<u>-</u>	<u>1,205</u>
Total Income		<u>37,695</u>	<u>-</u>	<u>37,695</u>
Expenditure on:				
Charitable activities	5	<u>(44,366)</u>	<u>(1,772)</u>	<u>(46,138)</u>
Total Expenditure		<u>(44,366)</u>	<u>(1,772)</u>	<u>(46,138)</u>
Net movement in funds		(6,671)	(1,772)	(8,443)
Reconciliation of funds				
Total funds brought forward		<u>117,505</u>	<u>9,066</u>	<u>126,571</u>
Total funds carried forward	14	<u>110,834</u>	<u>7,294</u>	<u>118,128</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 and 2023 is shown in note 14.

Lincolnshire Emergency Blood Bikes Service

(Registration number: 1148402) Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	10	43,337	36,641
Current assets			
Debtors	11	9,394	17,049
Cash at bank and in hand	12	63,239	65,170
		72,633	82,219
Creditors: Amounts falling due within one year	13	(2,000)	(732)
Net current assets		70,633	81,487
Net assets		113,970	118,128
Funds of the charity:			
Restricted income funds			
Restricted funds	14	5,966	7,294
Unrestricted income funds			
Unrestricted funds		108,004	110,834
Total funds	14	113,970	118,128

The financial statements on pages 7 to 15 were approved by the trustees, and authorised for issue on 18 October 2023 and signed on their behalf by:

Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with 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) (effective October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Lincolnshire Emergency Blood Bikes Service meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements are prepared in Sterling which is the functional currency and have been expressed rounded to the nearest pound.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees's meetings and reimbursed expenses.

Tangible fixed assets

Individual fixed assets costing £250 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class

Motor vehicles

Depreciation method and rate

25% reducing balance

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

2 Income from donations and legacies

	Unrestricted		
	General	Total	Total
	£	2023	2022
		£	£
Donations and legacies;			
Collection	8,749	8,749	4,333
Donations	29,617	29,617	28,187
Gift aid reclaimed	1,866	1,866	720
	<u>40,232</u>	<u>40,232</u>	<u>33,240</u>

3 Income from charitable activities

	Unrestricted		
	General	Total	Total
	£	2023	2022
		£	£
Membership	<u>2,345</u>	<u>2,345</u>	<u>3,250</u>

4 Income from other trading activities

	Unrestricted		
	funds	Total	Total
	General	funds	2022
	£	£	£
Trading income;			
Sales of goods and services	<u>1,071</u>	<u>1,071</u>	<u>1,205</u>
	<u>1,071</u>	<u>1,071</u>	<u>1,205</u>

Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

5 Expenditure on charitable activities

		Unrestricted		Total	Total
	Note	General	Restricted	2023	2022
		£	£	£	£
Motor costs		19,956	-	19,956	17,409
DBS fees		203	-	203	588
Insurance		930	-	930	6,622
Repairs		15,033	-	15,033	7,910
Just giving charges		180	-	180	180
Depreciation of tangible fixed assets		8,636	1,328	9,964	11,263
(Profit) / loss on sale of tangible fixed assets		(1,261)	-	(1,261)	(1,641)
Telephone and fax		76	-	76	55
Computer software and maintenance costs		283	-	283	272
Printing, postage, stationery and telephone		12	-	12	591
Legal and professional fees		320	-	320	-
Sundry		1,242	-	1,242	2,112
PayPal fees		67	-	67	95
Advertising		-	-	-	95
Legal fees		300	-	300	-
Bank interest receivable		(159)	-	(159)	(8)
Independent Examiner's remuneration		660	-	660	595
		<u>46,478</u>	<u>1,328</u>	<u>47,806</u>	<u>46,138</u>

Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

6 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2023 £	2022 £
(Profit) / loss on disposal of tangible fixed asset	(1,261)	(1,641)
Depreciation of fixed assets	9,964	11,263

7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

8 Staff costs

There were no employees receiving remuneration during the year

9 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	660	595

10 Tangible fixed assets

	Motor vehicles £	Total £
Cost		
At 1 April 2022	102,588	102,588
Additions	16,995	16,995
Disposals	(4,470)	(4,470)
At 31 March 2023	115,113	115,113
Depreciation		
At 1 April 2022	65,948	65,948
Charge for the year	9,964	9,964
Eliminated on disposals	(4,136)	(4,136)
At 31 March 2023	71,776	71,776
Net book value		
At 31 March 2023	43,337	43,337
At 31 March 2022	36,640	36,640

Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

11 Debtors

	2023 £	2022 £
Trade debtors	-	2,000
Prepayments	6,154	5,692
VAT recoverable	3,240	9,357
	<u>9,394</u>	<u>17,049</u>

12 Cash and cash equivalents

	2023 £	2022 £
Cash at bank	<u>63,239</u>	<u>65,170</u>

13 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	1,340	142
Accruals	660	590
	<u>2,000</u>	<u>732</u>

14 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
<i>General</i>				
Unrestricted funds	110,834	43,648	(46,478)	108,004
Restricted funds				
Morrisons Grant	<u>7,294</u>	<u>-</u>	<u>(1,328)</u>	<u>5,966</u>
Total funds	<u>118,128</u>	<u>43,648</u>	<u>(47,806)</u>	<u>113,970</u>

Lincolnshire Emergency Blood Bikes Service

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
General				
Unrestricted funds	117,505	37,695	(44,366)	110,834
Restricted				
Morrison's Grant	9,066	-	(1,772)	7,294
Total funds	<u>126,571</u>	<u>37,695</u>	<u>(46,138)</u>	<u>118,128</u>

The specific purposes for which the funds are to be applied are as follows:

The Morrison's grant of £14,700 was received in 2020 for the purchase of two new motor bikes.

The expenditure in the restricted income fund relates to the depreciation of the motor bikes purchased using restricted funds.

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objectives at the discretion of the trustees.

15 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	39,351	3,986	43,337
Current assets	70,653	1,980	72,633
Current liabilities	(2,000)	-	(2,000)
Total net assets	<u>108,004</u>	<u>5,966</u>	<u>113,970</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	31,327	5,314	36,641
Current assets	80,239	1,980	82,219
Current liabilities	(732)	-	(732)
Total net assets	<u>110,834</u>	<u>7,294</u>	<u>118,128</u>

16 Related party transactions

There were no related party transactions in the year.

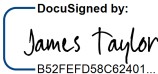
Certificate Of Completion

Envelope Id: 864707680A27458A8E9D3E915DF2B4CF		Status: Completed
Subject: Complete with DocuSign: 181023 Final accounts letter.pdf, Final accounts.pdf		
Source Envelope:		
Document Pages: 18	Signatures: 1	Envelope Originator:
Certificate Pages: 5	Initials: 0	William Bailey
AutoNav: Enabled		26 South St Mary's Gate
Envelopeld Stamping: Enabled		Grimsby, North East Lincolnshire DN31 1LW
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London		w.bailey@forrester-boyd.co.uk
		IP Address: 185.150.145.84

Record Tracking

Status: Original	Holder: William Bailey	Location: DocuSign
19-Oct-2023 08:51	w.bailey@forrester-boyd.co.uk	

Signer Events	Signature	Timestamp
---------------	-----------	-----------

James Taylor chair@lebbs.org Security Level: Email, Account Authentication (None)	<div>DocuSigned by:  B52FEFD58C62401...</div> Signature Adoption: Pre-selected Style Using IP Address: 92.9.199.71 Signed using mobile	Sent: 19-Oct-2023 08:55
		Viewed: 19-Oct-2023 09:08
		Signed: 27-Oct-2023 07:33

Electronic Record and Signature Disclosure:
Accepted: 19-Oct-2023 | 09:08
ID: d2a8bbbb-757c-4639-aacd-72c0c3f4af85

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	19-Oct-2023 08:55
Certified Delivered	Security Checked	19-Oct-2023 09:08
Signing Complete	Security Checked	27-Oct-2023 07:33
Completed	Security Checked	27-Oct-2023 07:33

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Forrester Boyd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Forrester Boyd:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by phone call: 01472350601

To contact us by email send messages to: a.spencer@forrester-boyd.co.uk

To contact us by paper mail, please send correspondence to:

Forrester Boyd

26 South St Marys Gate

Grimsby, DN31 1LW

To advise Forrester Boyd of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at info@forrester-boyd.co.uk and in the body of such request you must state: your previous email address, your new email address. Please confirm your Full Name, Address, Date of Birth and old email address so that we can confirm it is you as well as the new email address you would like to use.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Forrester Boyd

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to info@forrester-boyd.co.uk and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will not charge for paper copies

To withdraw your consent with Forrester Boyd

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to a.spencer@forrester-boyd.co.uk and in the body of such request you must state your email, full name, mailing address, and telephone number. Please confirm your Full Name, Address, Date of Birth and email address so that we can confirm it is you who wishes to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process as we will need to send you things through the postal system..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Forrester Boyd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made

available to you by Forrester Boyd during the course of your relationship with Forrester Boyd.

Certificate Of Completion

Envelope Id: 2898300826444453A307C8DE5FFA836C

Status: Completed

Subject: Complete with DocuSign: 271023 Final accounts signed.pdf

Source Envelope:

Document Pages: 23

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

William Bailey

AutoNav: Enabled

26 South St Mary's Gate

Envelopeld Stamping: Enabled

Grimsby, North East Lincolnshire DN31 1LW

Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

w.bailey@forrester-boyd.co.uk

IP Address: 185.150.145.83

Record Tracking

Status: Original

Holder: William Bailey

Location: DocuSign

27-Oct-2023 | 09:09

w.bailey@forrester-boyd.co.uk

Signer Events

Adam Millson

a.millson@forrester-boyd.co.uk

Partner

Forrester Boyd

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

Adam Millson
6F058BDA3524485...

Signature Adoption: Pre-selected Style

Using IP Address: 185.150.145.84

Timestamp

Sent: 27-Oct-2023 | 09:11

Viewed: 27-Oct-2023 | 09:11

Signed: 27-Oct-2023 | 09:12

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

27-Oct-2023 | 09:11

Certified Delivered

Security Checked

27-Oct-2023 | 09:11

Signing Complete

Security Checked

27-Oct-2023 | 09:12

Completed

Security Checked

27-Oct-2023 | 09:12

Payment Events

Status

Timestamps