

**Charity registration number 1151870**

**Company registration number 08446956 (England and Wales)**

**DOC SOCIETY CHARITABLE TRUST**

**(A COMPANY LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

**DOC SOCIETY CHARITABLE TRUST  
(A COMPANY LIMITED BY GUARANTEE)  
LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Robert Dean Joseph Berkeley, Dr Sandra Claire Whipham Matthew Adedayo Abimbola Ajanaku Stephen Philip Dunbar Johnson Peter Noorlander Anuradha Rosamund Vir Henriques Fatima Ahmed Mohamed Ibrahim Dilhani Pranila Wijeyesekera Shanida Annika Scotland (Appointed 2 August 2022)
<b>Charity number</b>	1151870
<b>Company number</b>	08446956
<b>Principal address</b>	Studio 9 2 Arundel Street London WC2R 3DA
<b>Registered office</b>	37 Warren Street London W1T 6AD
<b>Independent examiner</b>	Marc Ian Franks Silver Levene (UK) Limited Chartered Certified Accountants 37 Warren Street London W1T 6AD

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**DOC SOCIETY CHARITABLE TRUST  
(A COMPANY LIMITED BY GUARANTEE)  
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**DOC SOCIETY CHARITABLE TRUST  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note to the financial statements and comply with the Charity's Act 2011, 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)"

**Objectives and activities**

The charity's objects are:

-To advance the education of the public in the subject of documentary film, in particular by promoting public understanding and appreciation of documentary film and its capacity to raise awareness of social, historical and other issues;

-To advance the education of children and young people by developing and promoting the use of documentary film as a learning resource in schools and further and higher education institutions;

-To advance the arts and culture by promoting high standards of creativity in the making of documentary film;

-The advancement of any other charitable purposes for the public benefit by identifying, harnessing and developing the capacity of documentary film to improve the lives of people and communities affected by conflict or other social or economic disadvantage and to contribute to the protection and improvement of the physical and natural environment.

There was no change in the charity's objects during the period.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

**Other Doc Society entities**

Doc Society Charitable Trust cooperates closely with its sister entities: Doc Society in the UK, Doc Society Inc in the USA, and Stichting Doc Society in the Netherlands, and Doc Society Australia Pty Ltd. These entities are legally independent, but have identical aims and objectives and often collaborate with one another.

**DOC SOCIETY CHARITABLE TRUST  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**Achievements and performance**

Climate change continues to be an extremely important focus for all Doc Society entities. We want to support documentary filmmakers and other media makers to communicate stories about climate change in ways that have a transformative impact at scale.

**Film funds**

Since launching the Climate Story Fund in 2020, we have been mapping hundreds of creative non-fiction climate stories. To date, we have regranted \$3.3 million to 34 climate storytelling projects of which 26 are now screening to audiences and rolling out impact campaigns.

We look for both creative excellence and high impact potential. Stories that elevate the lived experiences of communities who have historically been ignored, misrepresented, and marginalised by the media. Stories for romantics, comedians, and thrill seekers alike that demonstrate the richness and diversity possible in climate programming which will be necessary to engage publics over time.

**Climate Labs**

Meanwhile the Climate Story Lab model has been adopted and iterated 18 times across the globe, from the Brazilian Amazon, East Africa, West Africa, South Asia, to MENA and Europe.

We have observed that the Labs are not only engaging and inspiring new communities of storytellers to lean into the climate but are also having a structural impact on our regional partners who have found in them a tool to centre climate justice as a priority for their own institutions.

**Jess Search**

Shortly after this financial year end, one of our founders and Trustees died. Jess Search was a key driving force behind all Doc Society entities. With the sudden loss of the co-founder, it has taken time as a team to absorb the personal shock, however her passing has had minimal impact on the operations and activity of the organisation. This is a source of pride - a testament to the organisation's resilience and adaptability.

True to the adaptive, agile culture that Jess played a key part in forging, Doc Society will continue to devise and secure funding for bold initiatives and evolve with the needs of the field.

**Financial review**

In 2022/23, the Charity's main activities were focussed on climate project funding. We also did an increased proportion of pass through funding – money we secure from third party donors for films or projects we are already supporting.

Other film funds and impact work was a low proportion of our funding and spending this year.

The Charity had income of £331,973 in the year (2021/22: £15,050). Of income, £317,958 was restricted and £14,015 was unrestricted (2021/22: all income was restricted). Total expenditure was £288,421 (2021/22: £569,691), of which £286,415 was restricted and £2,006 was unrestricted (2021/22: £593,119 and £3,572 respectively). At 31 March 2023, the Charity had Restricted Funds of £116,067 (2022: £84,524) and Unrestricted Funds of £11,875 (2022: £(134)).

The Charity outsources project management to Doc Society and therefore has low core operating costs. These consist of accountancy fees, bank charges, and statutory filing fees. Trustees estimate these are unlikely to significantly exceed £4,000 annually. Additionally, the charity would be supported by its sister companies if required. Therefore, Trustees are comfortable with a low level of Unrestricted Funds and have no issues around going concern.

Funders have continued to support the Trust generously, and enabled it to offer further support to new documentary films and filmmakers.

**DOC SOCIETY CHARITABLE TRUST  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**Structure, governance and management**

The charity is a company limited by guarantee and is governed by its memorandum and articles of association. The trustees who served during the year, and who are also the Directors for the purpose of company law, were:

Robert Dean Joseph Berkeley, Dr (Chair)  
Jess Search (resigned 30/06/2023)  
Sandra Whipham  
Shanida Annika Scotland (appointed 02/08/2022)  
Matthew Adedaio Abimbola Ajanaku  
Stephen Philip Dunbar Johnson  
Peter Noolander  
Anuradha Rosamund Vir Henriques  
Fatima Ahmed Mohamed Ibrahim  
Dilhani Pranila Wijeyesekera  
Edward Henry Butler Vaizey (resigned on 20/07/2022)

None of the trustees has any beneficial interest in the company. None of the trustees are members of the company. The sole member of the company is Doc Society, which has guaranteed to contribute £1 in the event of a winding up.

Doc Society Charitable Trust is a grant-making entity which itself has no employees: project management together with financial and administrative services are provided by Doc Society, a separate company limited by guarantee (company registration number 05278207).

During the year, three of the Charity's Trustees, Jess Search, Sandra Whipham and Shanida Scotland, were employed by Doc Society, hence Doc Society is a related party. Jess Search was also a Director of Doc Society.

Potential conflicts of interest are managed through the structure of the Charity's Board, as specified in its Articles. The Articles state that "No person may be appointed as a Trustee if as a result of their appointment the number of Doc Society Trustees would equal or exceed the number of Independent Trustees." A Doc Society Trustee is a Trustee who is either an officer or director of Doc Society, or a person connected to such employee or director, or who has been appointed by Doc Society. An Independent Trustee is a Trustee other than a Doc Society Trustee. In addition, at the start of each Board meeting each Trustee must declare any interests in the items to be discussed at the meeting; such interests, if any, are minuted.

The Charity's current Independent Trustees have wide experience in the for-profit and not-for-profit sectors. The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to those risks.

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

The Trustees Report was approved by the Board of Trustees.

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

The trustees report was approved by the Board of Trustees.

.....  
Robert Dean Joseph Berkeley, Dr  
**trustee**

Date: .....

**DOC SOCIETY CHARITABLE TRUST  
(A COMPANY LIMITED BY GUARANTEE)  
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF DOC SOCIETY CHARITABLE TRUST**

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I report to the trustees on my examination of the financial statements of Doc Society Charitable Trust (the Charity) for the year ended 31 March 2023.

**Responsibilities and basis of report**

As the trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

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

**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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 financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

**Marc Ian Franks**  
**Silver Levene (UK) Limited**  
Chartered Certified Accountants  
37 Warren Street  
London  
W1T 6AD

Dated: .....

**DOC SOCIETY CHARITABLE TRUST**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2023**

		<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total 2023 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total 2022 £</b>
	<b>Notes</b>						
<b><u>Income from:</u></b>							
Charitable activities	<b>2</b>	14,015	317,958	331,973	-	15,050	15,050
<b><u>Expenditure on:</u></b>							
Charitable activities	<b>3</b>	2,006	286,415	288,421	3,572	593,119	596,691
<b>Net income/(expenditure) for the year/ Net movement in funds</b>							
		12,009	31,543	43,552	(3,572)	(578,069)	(581,641)
Fund balances at 1 April 2022							
		(134)	84,524	84,390	3,438	662,593	666,031
<b>Fund balances at 31 March 2023</b>							
		11,875	116,067	127,942	(134)	84,524	84,390

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

All income and expenditure derive from continuing activities.

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



**DOC SOCIETY CHARITABLE TRUST**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2023**

	Notes	2023 £	£	2022 £	£
<b>Current assets</b>					
Cash at bank and in hand		454,299		133,112	
<b>Creditors: amounts falling due within one year</b>	<b>8</b>	<u>(326,357)</u>		<u>(48,722)</u>	
Net current assets			<u>127,942</u>		<u>84,390</u>
<b>Income funds</b>					
Restricted funds - general			116,067		84,524
Unrestricted funds			<u>11,875</u>		<u>(134)</u>
			<u>127,942</u>		<u>84,390</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on .....

.....  
Robert Dean Joseph Berkeley, Dr  
**Trustee**

**Company registration number 08446956**

**DOC SOCIETY CHARITABLE TRUST  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

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**1 Accounting policies**

**Charity information**

Doc Society Charitable Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is 37 Warren Street, London, W1T 6AD.

**1.1 Accounting convention**

The financial statements have been prepared in accordance with the Charity's memorandum and articles of association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 1 January 2019). 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 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

**1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are funds which are used in accordance with specific restrictions imposed by donors or which have been raised by the charity for a particular purpose. The cost of raising and administering such funds are charged to the specific fund. The purposes and uses of each restricted fund is set out in the notes to the financial statements.

**1.4 Income**

All incoming resources are included in the Statement of Financial Activities on a receivable basis. No amounts are included in the financial statements for services donated by volunteers.

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

**DOC SOCIETY CHARITABLE TRUST  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**1 Accounting policies**

**(Continued)**

All expenditure is accounted for on an accruals basis and has been classified under the heading that aggregates all costs related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated on a basis consistent with the use of the resource.

Corporate governance costs are recognised as they fall due.

**1.6 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.

**1.7 Financial instruments**

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.

**Impairment of financial assets**

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

**Derecognition of financial assets**

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the Charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

**DOC SOCIETY CHARITABLE TRUST  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

**1 Accounting policies**

**(Continued)**

**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.

**1.8 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.9 Foreign exchange**

Transactions in currencies other than pounds sterling are recorded at the rates of exchange prevailing at the dates of the transactions. At each reporting end date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the reporting end date. Gains and losses arising on translation are included in net income/(expenditure) for the period.

**1.10 Company status**

The charity is a company limited by guarantee. Doc Society Inc is the sole member of the company. In the event of the charity being wound up, the liabilities in respect of the guarantee is limited to £1 per member of the charity.

**2 Charitable activities**

	Grants receivable - Adessium 2023 £	Grants receivable - Climate 2023 £	Total 2023 £	Grants receivable - Climate 2022 £
Total Income	14,015	317,958	331,973	15,050
<b>Analysis by fund</b>				
Unrestricted funds	14,015	-	14,015	-
Restricted funds - general	-	317,958	317,958	15,050
	14,015	317,958	331,973	15,050

**DOC SOCIETY CHARITABLE TRUST**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**3 Charitable activities**

	Grant funding 2023 £	Other costs 2023 £	Total 2023 £	Grant funding 2022 £	Other costs 2022 £	Total 2022 £
Other grants	286,415	-	286,415	593,119	-	593,119
Share of governance costs (see note 4)	-	2,006	2,006	-	3,572	3,572
	<u>286,415</u>	<u>2,006</u>	<u>288,421</u>	<u>593,119</u>	<u>3,572</u>	<u>596,691</u>
<b>Analysis by fund</b>						
Unrestricted funds	-	2,006	2,006	-	3,572	3,572
Restricted funds - general	<u>286,415</u>	<u>-</u>	<u>286,415</u>	<u>593,119</u>	<u>-</u>	<u>593,119</u>
	<u>286,415</u>	<u>2,006</u>	<u>288,421</u>	<u>593,119</u>	<u>3,572</u>	<u>596,691</u>

**4 Support costs**

	Support costs £	Governance costs £	2023 £	2022 £
Accountancy fees	-	3,710	3,710	2,994
Bank charges	-	141	141	45
Dues and subscriptions	-	466	466	439
Profit on foreign exchange	-	(2,311)	(2,311)	94
	<u>-</u>	<u>2,006</u>	<u>2,006</u>	<u>3,572</u>
Analysed between Charitable activities	<u>-</u>	<u>2,006</u>	<u>2,006</u>	<u>3,572</u>

**5 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or reimbursed expenses during the year.

**6 Employees**

	2023 Number	2022 Number
Total	<u>-</u>	<u>-</u>

**DOC SOCIETY CHARITABLE TRUST**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**6 Employees**

**(Continued)**

There were no employees other than the trustees.

There were no employees whose annual remuneration was more than £60,000.

**7 Taxation**

Doc Society Charitable Trust is a charity for tax purposes. All income receivable is exempt from corporation tax.

**8 Creditors: amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Other creditors	322,961	45,722
Accruals and deferred income	3,396	3,000
	<u>326,357</u>	<u>48,722</u>

**9 Analysis of net assets between funds**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances at 31 March 2023 are represented by:					
Current assets/(liabilities)	127,942	-	127,942	84,390	84,390
	<u>127,942</u>	<u>-</u>	<u>127,942</u>	<u>84,390</u>	<u>84,390</u>

**10 Related party transactions**

**Transactions with related parties**

As at the year end, the balance due to Doc Society, an associated company, is £96,826 (2022: £3,044).

# Virtual Cabinet Portal Digital Signatures

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You can find out more about UTC at the following web page:

<http://www.virtualcabinetportal.com/WhatIsUTC>

## Signature 1

Signed by Robert Berkeley using authentication code UzE8bW05V2xBLGUy at IP address 2.221.132.200, on 2023/12/14 10:00:37 Z.

Robert Berkeley's e-mail address is: [robberkeley101@gmail.com](mailto:robberkeley101@gmail.com).

## Signature 2

Signed by Marc Franks using authentication code Vj48b1xObHVSZVRp at IP address 217.138.14.210, on 2023/12/15 10:15:27 Z.

Marc Franks's e-mail address is: [marc.franks@silverlevne.co.uk](mailto:marc.franks@silverlevne.co.uk).