

**Fernlea Community Pre-School  
Company Limited by Guarantee  
Unaudited Financial Statements  
31 August 2024**

**TTCA LTD**

Chartered accountants  
269 Farnborough Road  
Farnborough  
Hampshire  
GU14 7LY

# Fernlea Community Pre-School

Company Limited by Guarantee

Financial Statements

Year ended 31 August 2024

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# Fernlea Community Pre-School

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 August 2024

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 August 2024.

#### Reference and administrative details

<b>Registered charity name</b>	Fernlea Community Pre-School
<b>Charity registration number</b>	1152336
<b>Company registration number</b>	07637765
<b>Principal office and registered office</b>	Neville Duke Road Farnborough Hampshire GU14 9BY

#### The trustees

MJ Harris	
MH Saunders	
AL Nolan	(Resigned 17 November 2023)
C F Breen	(Resigned 17 November 2023)
N A Cadec	
J Vaughan	(Appointed 17 November 2023)

<b>Independent examiner</b>	Thomas McManners BSc ACA ACMI 269 Farnborough Road Farnborough Hampshire GU14 7LY
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#### Structure, governance and management

The charity is a company limited by guarantee and it is regulated by its governing document, the Memorandum and Articles of Association of Fernlea Community Pre-School.

#### The Committee

Fernlea Community Pre-School is run by a management committee who are company directors and charity trustees voted in by our members at the Annual General Meeting.

The management committee of Chair, Treasurer, Secretary and two others meet at least three times a year, being one each school term. Extra meetings are held as and when necessary, with communication by email on a regular basis.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up.

# **Fernlea Community Pre-School**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 August 2024**

## **Objectives and activities**

The objects of the Pre-School are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:-

- Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability,
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs,
- Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity. Members of the public benefit from the provision of education facilities available in the community and the support the charity provides.

The Trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

# Fernlea Community Pre-School

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 August 2024

## Achievements and performance

### Committee

We welcomed Jayde Vaughan as a new member of our Director/Trustee team as we said goodbye to our Chairperson Amy Nolan. Jayde was voted as our new Chairperson. We have been unable to recruit another Director/Trustee this year, and have gained permission from the Early Years Alliance to run with a team of only 4. However, we can only operate for one year on these terms and must comply with our Articles and Memorandum for the year 2024/2025

### Staff

This year, we welcomed Vicki Brooks to our team. She is level 3 qualified and has experience in Early Years and Primary education. Vicki also has experience in Forest school education. Shannon sadly left us to start a new life, living on a boat in Northamptonshire, but what an adventure for her. We all wished her well as she started this exciting next chapter in her life. Rhianna Fitch joined September 24 as an Apprentice. Rhianna came to us for her work experience from school, and made a really good impression on us. She has settled in and proving to be a valued member of our team. Training has been ongoing for staff both on face to face and virtually

### Children:

All the children happily returned to pre-school after the lovely summer break we all enjoyed, and our new children quickly settled into the routines of pre-school.

### Events:

#### Raffles

We had our most successful Christmas raffle ever this year, raising nearly £900.00! Our Easter raffle also raised a lovely amount of £312.00. We would like to thank everyone for all the prize donations and purchasing the tickets and the hard work of our committee members for making this possible.

### Photographs

This year we tried a new fundraising idea by providing a Christmas photo opportunity with a scene set out for parents to bring the family and take their own pictures. We are hoping to repeat this as it proved very popular.

### Parties

The children all enjoyed the Christmas party and of course Father Christmas managed to find time in his busy schedule to come and see the children and give them a gift. Thank you to the staff for transforming the room and making a lovely grotto. We held a 'Tiger who Came to Tea' end of year party, for the children returning to us in September. The children all had a lovely time.

The children leaving us to go to school were treated to our 'Leaver's Mini Prom.' The staff work really hard to transform the entrance hall and classroom into a magical party room using voiles, lights, chair covers and table decorations. The children are served food by the staff and join in with party games and dancing, with entertainment from Matt Medland of Matt's Entertainments. Everyone had such a lovely time, making special moments spent with the children before they start their new journey into 'big school.'

### New building

This end of this year finally saw us achieve our long-awaited for new building, after many months jumping through all the hurdles put in our way. We identified a need, several years ago, for a separate area for rising five year olds and our youngest 2/3 year old children. Each age group have very different needs and we now hope to be able to change how we meet the very different needs of each group, which in turn will improve their learning outcomes. We still need to furnish and equip the new room and will continue to fundraise to enable this to happen.

# Fernlea Community Pre-School

Company Limited by Guarantee

## Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 August 2024

### Other work:

We are pleased to say the wooded area has been used this year with some 'forest school' ideas using the forest school training Vicki has brought with her to Fernlea. This is something we are hoping to progress on during the coming year as we all learn how to enhance the children's out experiences.

The construction of our new building taking place this year has meant we have been very limited on the progress of our outside area. Having said that, we were able to continue developing our 'sensory area' with a lot of foliage and items being cleared. A new sandpit has been constructed and beds for growing fruit and vegetables. We are also the proud owners of a new apple tree which produced 4 apples this year. (We hope for a bigger crop next year).

### The future:

Further development of our outside area is planned for the coming year. As we begin to use the new building, our routines and how we use it will be trial and error until we find the best way we can provide for our children. We are developing a sensory area, which will include a sandpit, planting areas for fruits and vegetables and other sensory items. Our wooded area will be used more extensively this coming year with more input from Vicki with her forest school training and improvements will be made as the need is identified.

You may have noticed the new Noticeboard near the exit gate. We hope this will improve the communication between the pre-school and parents.

### Financial review

During the year there was an deficit of income over expenditure amounting to £3,884 compared with an deficit of income over expenditure of £5,233 in 2023. As at 31 August 2024, the reserves of the charity stood at £159,461, compared with £163,345 in 2023.

### Policies on reserves

The Trustees have examined the requirement for free reserves, being unrestricted funds which are not represented by tangible fixed assets and which are designed for specific purposes or otherwise committed. It is the charity's policy to hold reserves covering 3 months of ordinary expenditure with the remaining reserves held for future enhancement of nursery facilities.

### Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 21 January 2025 and signed on behalf of the board of trustees by:

MJ HARRIS

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M. J. Harris (Jan 23, 2025, 2:13pm)  
MJ Harris  
Trustee



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J. Vaughan  
Jayde Vaughan (Jan 23, 2025, 9:09pm)  
Trustee

# Fernlea Community Pre-School

Company Limited by Guarantee

## Independent Examiner's Report to the Trustees of Fernlea Community Pre-School

Year ended 31 August 2024

I report to the trustees on my examination of the financial statements of Fernlea Community Pre-School ('the charity') for the year ended 31 August 2024.

### Responsibilities and basis of report

As the trustees of the company (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 accounts of the company 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 accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

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 the Institute of Chartered Accountants in England and Wales (ICAEW), 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:

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 accounts to be reached.



Thomas McManners BSc ACA ACMI  
Independent Examiner

269 Farnborough Road  
Farnborough  
Hampshire  
GU14 7LY

# Fernlea Community Pre-School

Company Limited by Guarantee

## Statement of Financial Activities (including income and expenditure account)

Year ended 31 August 2024

		2024		2023
	Note	Unrestricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>				
Donations and legacies	<b>5</b>	–	–	2,906
Charitable activities	<b>6</b>	249,686	<b>249,686</b>	235,006
Other trading activities	<b>7</b>	4,554	<b>4,554</b>	1,497
<b>Total income</b>		<u>254,240</u>	<u><b>254,240</b></u>	<u>239,409</u>
<b>Expenditure</b>				
Expenditure on charitable activities	<b>8,9</b>	258,124	<b>258,124</b>	244,642
<b>Total expenditure</b>		<u>258,124</u>	<u><b>258,124</b></u>	<u>244,642</u>
<b>Net expenditure and net movement in funds</b>		<u>(3,884)</u>	<u><b>(3,884)</b></u>	<u>(5,233)</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		163,345	<b>163,345</b>	168,578
<b>Total funds carried forward</b>		<u>159,461</u>	<u><b>159,461</b></u>	<u>163,345</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 8 to 13 form part of these financial statements.



# Fernlea Community Pre-School

Company Limited by Guarantee

## Statement of Financial Position

31 August 2024

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible fixed assets	14	65,120	11,200
<b>Current assets</b>			
Stocks	15	467	258
Debtors	16	13,646	5,652
Cash at bank and in hand		93,554	158,792
		<u>107,667</u>	<u>164,702</u>
<b>Creditors: amounts falling due within one year</b>	17	<u>13,326</u>	<u>12,557</u>
<b>Net current assets</b>		<u>94,341</u>	<u>152,145</u>
<b>Total assets less current liabilities</b>		<u>159,461</u>	<u>163,345</u>
<b>Net assets</b>		<u>159,461</u>	<u>163,345</u>
<b>Funds of the charity</b>			
Unrestricted funds		<u>159,461</u>	<u>163,345</u>
<b>Total charity funds</b>	19	<u>159,461</u>	<u>163,345</u>

For the year ending 31 August 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 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;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 21 January 2025, and are signed on behalf of the board by:

MJ HARRIS

M J Harris (Jan 23, 2025, 2:13pm)  
MJ Harris  
Trustee

The notes on pages 8 to 13 form part of these financial statements.

# **Fernlea Community Pre-School**

**Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year ended 31 August 2024**

### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Neville Duke Road, Farnborough, Hampshire, GU14 9BY.

### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

### **3. Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### **Going concern**

There are no material uncertainties about the charity's ability to continue.

#### **Disclosure exemptions**

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102.(a) No cash flow statement has been presented for the company.(b) Disclosures in respect of financial instruments have not been presented.

#### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

# Fernlea Community Pre-School

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

#### 3. Accounting policies *(continued)*

##### Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	-	10% straight line
Plant and machinery/Equipment	-	25% reducing balance

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Limited by guarantee

The charity is a company limited by guarantee. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### 5. Donations and legacies

	Unrestricted Funds £	<b>Total Funds 2024 £</b>	Unrestricted Funds £	Total Funds 2023 £
<b>Grants</b>				
Grants receivable	—	—	2,906	2,906

# Fernlea Community Pre-School

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 August 2024

## 6. Charitable activities

	Unrestricted Funds £	<b>Total Funds 2024 £</b>	Unrestricted Funds £	Total Funds 2023 £
Sale of goods/services as part of direct charitable activities	49,938	<b>49,938</b>	57,247	57,247
Disability Access fund income	1,749	<b>1,749</b>	1,656	1,656
Income from uniform sale	1,108	<b>1,108</b>	1,143	1,143
Payments from governments or public authorities	196,891	<b>196,891</b>	174,960	174,960
	<u>249,686</u>	<u><b>249,686</b></u>	<u>235,006</u>	<u>235,006</u>

## 7. Other trading activities

	Unrestricted Funds £	<b>Total Funds 2024 £</b>	Unrestricted Funds £	Total Funds 2023 £
Fundraising events	4,554	<b>4,554</b>	1,497	1,497

## 8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	<b>Total Funds 2024 £</b>	Unrestricted Funds £	Total Funds 2023 £
Providing pre-school education	255,524	<b>255,524</b>	241,998	241,998
Support costs	2,600	<b>2,600</b>	2,644	2,644
	<u>258,124</u>	<u><b>258,124</b></u>	<u>244,642</u>	<u>244,642</u>

## 9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	<b>Total funds 2024 £</b>	Total fund 2023 £
Providing pre-school education	255,524	–	<b>255,524</b>	241,998
Governance costs	–	2,600	<b>2,600</b>	2,644
	<u>255,524</u>	<u>2,600</u>	<u><b>258,124</b></u>	<u>244,642</u>

## 10. Net expenditure

Net expenditure is stated after charging/(crediting):

	<b>2024 £</b>	2023 £
Depreciation of tangible fixed assets	<u><b>9,102</b></u>	<u>3,733</u>

# Fernlea Community Pre-School

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

#### 11. Independent examination fees

	2024	2023
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>1,896</u>	<u>1,896</u>

#### 12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	194,687	180,171
Social security costs	9,472	7,675
Employer contributions to pension plans	3,148	2,790
	<u>207,307</u>	<u>190,636</u>

The average head count of employees during the year was 12 (2023: 11). The average number of full-time equivalent employees during the year is analysed as follows:

	2024	2023
	No.	No.
Number of production staff	11	10
Number of administrative staff	<u>1</u>	<u>1</u>
	<u>12</u>	<u>11</u>

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

#### 13. Trustee remuneration and expenses

Two trustees have been paid remuneration from employment with the charity. MJ Harris and MH Saunders received employment income totalling £49,669 (2023: £46,729). Company pension contributions were made on behalf these trustees of £309 (2023: £308).

# Fernlea Community Pre-School

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

## 14. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>			
At 1 Sep 2023	–	92,457	<b>92,457</b>
Additions	63,022	–	<b>63,022</b>
<b>At 31 Aug 2024</b>	<b>63,022</b>	<b>92,457</b>	<b>155,479</b>
<b>Depreciation</b>			
At 1 Sep 2023	–	81,257	<b>81,257</b>
Charge for the year	6,302	2,800	<b>9,102</b>
<b>At 31 Aug 2024</b>	<b>6,302</b>	<b>84,057</b>	<b>90,359</b>
<b>Carrying amount</b>			
<b>At 31 Aug 2024</b>	<b>56,720</b>	<b>8,400</b>	<b>65,120</b>
At 31 Aug 2023	–	11,200	11,200

## 15. Stocks

	2024 £	2023 £
Raw materials and consumables	<b>467</b>	258

## 16. Debtors

	2024 £	2023 £
Trade debtors	–	2,626
Prepayments and accrued income	<b>3,265</b>	3,026
Other debtors	<b>10,381</b>	–
	<b>13,646</b>	<b>5,652</b>

## 17. Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	<b>9,517</b>	10,883
Social security and other taxes	<b>3,192</b>	1,305
Other creditors - Pension	<b>617</b>	369
	<b>13,326</b>	<b>12,557</b>

## 18. Pensions and other post retirement benefits

### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,148 (2023: £2,790).

# Fernlea Community Pre-School

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2024

## 19. Analysis of charitable funds

### Unrestricted funds

	At 1 Sep 2023	Income	Expenditure	At 31 Aug 2024
	£	£	£	£
General funds	<u>163,345</u>	<u>254,240</u>	<u>(258,124)</u>	<u>159,461</u>

	At 1 Sep 2022	Income	Expenditure	At 31 Aug 2023
	£	£	£	£
General funds	<u>168,578</u>	<u>239,409</u>	<u>(244,642)</u>	<u>163,345</u>

## 20. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2024
	£	£
Tangible fixed assets	65,120	<b>65,120</b>
Current assets	107,667	<b>107,667</b>
Creditors less than 1 year	<u>(13,326)</u>	<u><b>(13,326)</b></u>
<b>Net assets</b>	<u>159,461</u>	<u><b>159,461</b></u>

	Unrestricted Funds	Total Funds 2023
	£	£
Tangible fixed assets	11,200	11,200
Current assets	164,702	164,702
Creditors less than 1 year	<u>(12,557)</u>	<u>(12,557)</u>
<b>Net assets</b>	<u>163,345</u>	<u>163,345</u>

# **Fernlea Community Pre-School**

**Company Limited by Guarantee**

**Management Information**

**Year ended 31 August 2024**

**The following pages do not form part of the financial statements.**



# Fernlea Community Pre-School

Company Limited by Guarantee

## Detailed Statement of Financial Activities

Year ended 31 August 2024

	2024 £	2023 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Grants receivable	—	2,906
<b>Charitable activities</b>		
Sale of goods/services as part of direct charitable activities	49,938	57,247
Disability Access fund income	1,749	1,656
Income from uniform sale	1,108	1,143
Payments from governments or public authorities	196,891	174,960
	<u>249,686</u>	<u>235,006</u>
<b>Other trading activities</b>		
Fundraising events	4,554	1,497
	<u>254,240</u>	<u>239,409</u>
<b>Total income</b>		
	<u>254,240</u>	<u>239,409</u>
<b>Expenditure</b>		
<b>Expenditure on charitable activities</b>		
Purchases	6,601	8,441
Wages and salaries	194,687	180,171
Employer's NIC	9,472	7,675
Pension costs	3,148	2,790
Rent	15,174	13,317
Rates and water	483	616
Light and heat	1,974	2,162
Repairs and maintenance	3,006	13,733
Insurance	4,070	3,193
Legal and professional fees	1,896	1,962
Telephone	724	988
Depreciation	9,102	3,733
Software subscriptions	727	682
Staff welfare and training	480	150
Bank charges	377	1,025
Other nursery costs including equipment	4,217	1,490
Professional Subscriptions	878	1,371
Uniform	1,108	1,143
	<u>258,124</u>	<u>244,642</u>
<b>Total expenditure</b>		
	<u>258,124</u>	<u>244,642</u>
<b>Net expenditure</b>		
	<u>(3,884)</u>	<u>(5,233)</u>



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Thu, 23rd Jan 2025 21:09:29 GMT	Jayde Vaughan - Signer (90336186fc0b0db138643e7690272a3d)

#### Audit history log

Date	Action
Thu, 23rd Jan 2025 13:11:51 GMT	Envelope generated by Tracy Mair82.4.124.168
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Thu, 23rd Jan 2025 13:11:52 GMT	Document generated with fingerprint 1f9c6105dff4b4831ac6c234f11e1c8f82.4.124.168
Thu, 23rd Jan 2025 13:11:52 GMT	Document generated with fingerprint 170b18a38932c55cb734cdf2329e9b4482.4.124.168
Thu, 23rd Jan 2025 13:21:30 GMT	Sent the envelope to M J Harris (fernleapreschool@gmail.com) for signing82.4.124.168
Thu, 23rd Jan 2025 13:21:30 GMT	Document emailed to fernleapreschool@gmail.com13.42.44.170
Thu, 23rd Jan 2025 13:21:32 GMT	M J Harris opened the document email.66.249.89.106
Thu, 23rd Jan 2025 13:56:56 GMT	M J Harris opened the document email.66.249.93.33
Thu, 23rd Jan 2025 13:57:25 GMT	M J Harris viewed the envelope81.101.162.187
Thu, 23rd Jan 2025 14:13:06 GMT	M J Harris signed the envelope81.101.162.187
Thu, 23rd Jan 2025 14:13:06 GMT	Sent the envelope to Jayde Vaughan (fernleapreschool@gmail.com) for signing81.101.162.187
Thu, 23rd Jan 2025 14:13:06 GMT	Document emailed to fernleapreschool@gmail.com3.10.212.115
Thu, 23rd Jan 2025 14:13:06 GMT	M J Harris viewed the envelope81.101.162.187
Thu, 23rd Jan 2025 14:13:35 GMT	Jayde Vaughan opened the document email.66.249.93.36
Thu, 23rd Jan 2025 14:15:34 GMT	Jayde Vaughan opened the document email.66.249.93.36
Thu, 23rd Jan 2025 20:56:09 GMT	Jayde Vaughan opened the document email.66.249.93.33
Thu, 23rd Jan 2025 20:56:48 GMT	Jayde Vaughan viewed the envelope86.8.192.46

Thu, 23rd Jan 2025 21:09:29 GMT	Jayde Vaughan signed the envelope86.8.192.46
Thu, 23rd Jan 2025 21:09:29 GMT	This envelope has been signed by all parties86.8.192.46
Thu, 23rd Jan 2025 21:09:30 GMT	Jayde Vaughan viewed the envelope86.8.192.46