

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2023
for
Poole Harbour Canoe Club**

Avencia
13a Mill Lane
Wimborne Dorset
BH21 1LN

Poole Harbour Canoe Club

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Poole Harbour Canoe Club

Report of the Trustees for the Year Ended 31 December 2023

The trustees present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of 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 (IRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Charity as expressed in the Constitution are to promote community participation in healthy recreation by the provision of facilities for paddle sports.

In considering the projects and activities undertaken by the Club, the Trustees have regard to the guidance on public benefit issued by the Charity Commission, and work to ensure that the Club's aims are met, within the framework of safety constraints and available financial resources as discussed below.

Meeting the Club's aims falls in effect into 2 parts:

1. The running of the Club's activities; and
2. The provision of the facilities.

The running of the Club's activities

The following documents complete this report and can be found on the charity's website:

(www.pooleharbourcanoeclub.uk)

Appendix 1 - The Club's activity schedules. This shows the regular activities of the Club and summarises some of the annual events.

Appendix 2 – Sections report.

Adult members are invited to become friends to the Facebook page of the Club - This page shows some of the exciting activities for members and activities on offer. The Trustees stress however that not all activities shown thereon are organised by the Club. Club activities are notified to members through email.

The WebCollect system is used to collect memberships and advertise courses. This system enables members to be contacted through a central database. If for any reason members are not receiving emails through WebCollect, please contact the Membership Secretary.

The Club provides equipment for hire to members to enable those without equipment to participate in the sport. All equipment must be booked out using the book provided.

Public benefit

The Trustees have had regard to the Charity Commission guidance on public benefit.

The provision of facilities

1. The Club will seek grant funding towards new initiatives as required.
2. The Club has a lease from the landowners (BCP Council) dated 20th June 2016 for a term of 50 years from 20th June 2016 with a break clause in 2046 recurring thereafter every five years.
3. Members who have the necessary skills continue to assist in the maintenance of the Boathouse and Wimborne Paddlesports.

The Trustees are satisfied and very grateful that the members and committees have worked hard; all on a voluntary basis to achieve the objectives of the Charity.

Poole Harbour Canoe Club

Report of the Trustees for the Year Ended 31 December 2023

OBJECTIVES AND ACTIVITIES - continued

Genuine thanks are extended to the coaches, trip leaders and all other volunteers that assist in the running of the Club in every way that they do. Over 100 members make the magic happen, many of them un-seen by the paddling groups - none of this would be possible without all their assistance.

Objectives and Activities

The club operates from 3 main locations as follows:

1. Lake Pier, Lake Drive, Poole, Dorset - its harbour base.
2. Riverside, Wimborne, Dorset - its river and racing base (now called Wimborne Paddlesports).
3. Ferndown Leisure Centre, Ferndown, Dorset - its swimming pool base.

FINANCIAL REVIEW

Financial position

The Club is primarily financed by membership fees. To fulfil its objectives the Club is committed to keeping the membership fees as low as possible. Additional funds come from boat hire and course fees which again are kept as low as possible. However, the Trustees have an obligation to ensure that there are sufficient funds to keep the Club solvent. As such the Treasurer prepares a monthly financial update and all expenditure is carefully considered.

Reserves policy

Trustees have a duty to formulate a reserves policy to ensure that the Club has sufficient funds to meet its obligations. The Club receives its membership fees annually in April. Course fees are paid principally during the summer months. The net result is that sufficient reserves must be established to see the Club through the winter months.

The Trustees have reviewed that the Club's reserves considering the Boathouse, that is the figure below which the funds should not drop save in exceptional and unforeseen circumstances and increased them to the figure shown:

- March in any year £9,500
- December in any year £7,500

At 31st December 2023, the Club held cash funds of £57,945 including savings of £48,710 which are held in a 30-day notice account at Monmouthshire Building Society and earn interest at a variable rate.

The savings account is being steadily built, to facilitate future, permanent and substantial facilities at the Wimborne site, with toilets, showers and changing rooms. Conversations are on-going with Wimborne Town Council representatives and Dreamboats to progress this plan. It is a slow process, but essential for the Club to grow at this site.

The charitable entity has free reserves of £59,556 as at 31 December 2023 (2022: £58,700). The Trustees consider this level of reserves to be sufficient to deliver charitable objectives for the next twelve months. Free reserves are calculated by deducting fixed assets from the unrestricted (and undesignated) reserves held at the year-end.

Poole Harbour Canoe Club

Report of the Trustees for the Year Ended 31 December 2023

FINANCIAL REVIEW - continued

The stability and continued strength of the membership base provides confidence in the budget for the coming twelve months and as such the Trustees see no reason to increase prices for membership or training at this time.

The Club is a members' organisation which aims to keep its fees as low as realistically possible, whilst investing in the future of both the Club and its members. The Club's savings account acts as both emergency funds and capital for future large projects and funds are added annually, subject to budgetary constraints. The Club also has a rolling Cap-Ex program to replace ageing equipment and since 2018, has operated a training bursary to support Club coaches too.

In any organisation, there is risk of financial misconduct by persons having control of funds. To this end the Club carries proper checks on all committee members. All payments out of the bank must be verified by the Treasurer and a Trustee or, two trustees. Any payments over £200 must be agreed by a majority of Trustees. To be open and clear about the way in which Trustees buy goods and services a Procurement Guidance document has been agreed and implemented. Additionally, the Treasurer is spot-checked on their work by another Trustee.

To provide transparency, the committee have resolved that unless the same is prejudicial to the Club or one or more of its members, at the relevant time, all committee minutes will be published on the members' section of the Club's web page. Such minutes are confidential to the Club and members are asked to respect that confidentiality and not therefore to breach that confidentiality. Such does not prevent an appropriate report under the Public Interest Disclosure Act. No welfare reports will be published anywhere.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

PHCC is a Charitable Incorporated Organisation, date of registration 21st June 2013. The constitution is set out in the registered Constitution originally adopted 4th February 2013, amended 8th April 2013 and amended 25th March 2019. (A copy can be found on the Club's website).

Recruitment and appointment of new trustees

Under the Constitution, the minimum number of Trustees is 5 and the maximum is 12. New Trustees may be appointed at any time by the Trustees or the members so long as the number of Trustees does not exceed the maximum. Trustees will normally be elected for a term of 3 years. Retiring Trustees may stand for re-election, but the maximum overall term that a trustee may stand shall be 9 years. They may be reappointed after an interval of at least 3 years. This is to avoid the committee being dominated by the few.

Risk management

The trustees are required to assess the risks that could cause significant problems to the Club:

Poole Harbour Canoe Club

Report of the Trustees for the Year Ended 31 December 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT - continued

Safety

The biggest single threat to the Club is the risk that a person may be injured because of any Club activities. If someone were injured a claim for financial compensation may lie against the Club. The Club through its membership of BC maintains third party insurance. This gives cover to the Club and its members. It is important to note that persons who have failed to renew their membership of the Club within 2 months of the due date (1st April) automatically cease to be members of the Club and thus are not covered by the Club's insurance. Members should ensure that they only participate in courses and trips run through the Club if they wish to rely on Club insurance. A Club official will organise courses and trips through the WebCollect system so it is clear which events and courses are being organised by PHCC.

However, as well as the financial risk that this poses, there is the risk of adverse publicity. This could have huge knock-on effects to the Club and to the lives of the coaches. The Club therefore uses every endeavour to ensure the safety of all participants in paddle sports and without prejudice to the generality of that statement:

1. All members are asked to take their personal safety very seriously by:
 - 1.1. Attending proper training sessions to attain BC awards. To this end the Club's coaches run a comprehensive training schedule. Attached is the report from the training officer for this last year.
 - 1.2. Wearing and taking adequately maintained safety gear in particular; buoyancy aids, whistle, lights and helmets where appropriate.
 - 1.3. Paddling in a group.
 - 1.4. Not going out without checking the weather and tides are suitable for their own skill level.
2. The Club runs paddles of all standards and at all three venues where members are encouraged to support other members.
3. The Club encourages and supports those who are prepared to advance to become coaches.
4. The Club runs paddles for women only to provide accessibility to the sport, providing equality of access.
5. The Club will only run paddles in appropriate weather conditions suitable for the group and ensures that each paddle has sufficiently experienced paddlers within the group to ensure the safety of the group.
6. The Club ensures that proper risk assessments are maintained. These are available for inspection on the Club's web site and were last updated in December 2023 .
7. The Club liaises with Poole Harbour Master where possible to avoid conflicts with other harbour users.
8. The Club provides a telephone and radios to enable contact in case of emergency.

Welfare

Paddle sport involves the interaction between persons of different ages and genders. Preparation for paddle sport often involves those persons in changing their clothing, as such there is a potential risk to the welfare of individuals.

In order to minimise this risk, for 2023 the Club has an appointed Welfare Officer, Cheryl Williams (cheryl.william@phcc.org.uk) and Deputy Welfare Officer, Robin Mitchell. Any member who has any welfare concerns should contact the Welfare Officer or the Deputy Welfare Officer.

All persons with access to club funds (other than minimal sums) or involved in coaching or leading groups of young people are subject to appropriate checks into their background. Any incident involving any concern over the welfare of any members are reported to the Welfare Officer and to British Canoeing.

Poole Harbour Canoe Club

Report of the Trustees for the Year Ended 31 December 2023

REFERENCE AND ADMINISTRATION DETAILS

Registered Charity number 1152531

Trustees

Vince Boon	Chairman	March 2018 (re-elected 29.03.2021)
Graham Chandler	Trustee	March 2018 (re-elected 29.03.2021)
Neil Turner	Secretary	July 2020 (re-elected 20.03.2023)
Lyn Jackson	Trustee	March 2021
Deborah D'Arcy	Trustee	March 2021
Ian Chivers	LP Joint Junior lead	May 2021
Martin Jones	LP Joint Junior lead	May 2021
John Shepherd	WP Junior lead	June 2021
Graham Wood	Trustee	December 2021
Ian Mercer	Trustee	9 October 2023
Max Wray	Trustee	22 January 2024
Selwyn Richards	Trustee	20 November 2023

Resigned during 2023

Adrian Oates	Trustee	March 2023
Jonny Boakes	Trustee	June 2023
Dave Goddard	Trustee	August 2023

Independent Examiner

Avencia
13a Mill Lane
Wimborne Dorset
BH21 1LN

25 Feb 2024

Approved by order of the board of trustees on and signed on its behalf by:

V Boon

Vince Boon (Feb 25, 2024, 5:05pm)
V Boon – Trustee

Poole Harbour Canoe Club

Independent Examiner's Report to the Trustees of Poole Harbour Canoe Club

Independent examiner's report to the trustees of **Poole Harbour Canoe Club**.

I report to the charity trustees on my examination of the accounts of Poole Harbour Canoe Club ('the Trust') for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 the Trust 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 applicable 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.

Yuval Saloni

Mr Yuval Saloni FCCA
Avencia
13a Mill Lane
Wimborne
Dorset
BH21 1LN

Date: 23 Feb 2024

Poole Harbour Canoe Club

Statement of Financial Activities for the Year Ended 31 December 2023

				2023	2022
	Notes	Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	46,237		46,237	43,408
Other trading activities	4	627	-	627	1,239
Investment income	5	400		400	144
Total		47,264		47,264	44,791
EXPENDITURE ON					
Raising funds		652	-	652	472
Charitable activities					
Provision of facilities for the sport of paddlesport		34,343		34,343	28,294
Other		14,663	-	14,663	19,319
Total		49,006		49,006	48,085
NET INCOME/(EXPENDITURE)		(2,394)		(2,394)	(3,294)
RECONCILIATION OF FUNDS					
Total funds brought forward		346,609		346,609	349,903
TOTAL FUNDS CARRIED FORWARD		344,215	-	344,215	346,609

Poole Harbour Canoe Club

Balance Sheet 31 December 2023

				2023	2022
	Notes	Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
FIXED ASSETS					
Tangible assets	9	284,659	-	284,659	287,909
CURRENT ASSETS					
Debtors	10	2,583		2,583	2,337
Cash at bank		57,945	-	57,945	57,219
Total		60,528	-	60,528	59,556
CREDITORS					
Amounts falling due within one year	11	(972)		(972)	(856)
NET CURRENT ASSETS		59,556	-	59,556	58,700
TOTAL ASSETS LESS CURRENT LIABILITIES		344,215	-	344,215	349,609
NET ASSETS		344,215		344,215	349,609
FUNDS					
Unrestricted funds	13			344,215	349,609
TOTAL FUNDS				344,215	349,609

The financial statements were approved by the Board of Trustees and authorized for issue on
25 Feb 2024..... and were signed on its behalf by:

Vince Boon

V. BOON - Trustee
 Vince Boon (Feb 25, 2024, 5:05pm)

Poole Harbour Canoe Club

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

1. LEGAL FORM

Poole Harbour Canoe Club is a registered Charitable Incorporated Organisation (CIO) in England and Wales, registered charity number 1152531. The principal office address is on page 5.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grants (including those received from government bodies) are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Grant income is deferred when the donor specifies use of the grant to be in the future, or where there are conditions for full entitlement and those conditions have not yet been satisfied.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Land and buildings	2% on cost
Plant and machinery	- 10% on cost
Fixtures and fittings	- 10% on cost
Computer equipment	Straight line over 3 years

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Financial instruments

Basic financial assets and liabilities are initially measured at transaction price.

Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

Poole Harbour Canoe Club

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

2. ACCOUNTING POLICIES - continued

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount.

3. DONATIONS AND LEGACIES

	2023	2022
Donations	3,419	3,311
Gift aid	3,288	7,433
Grants	-	-
Fees and courses	39,530	32,664
	<u>46,237</u>	<u>43,408</u>

4. OTHER TRADING ACTIVITIES

	2023	2022
Merchandise income	<u>627</u>	<u>1,239</u>

5. INVESTMENT INCOME

	2023	2022
Interest receivable	<u>400</u>	<u>144</u>

Poole Harbour Canoe Club

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

6. SUPPORT COSTS

	Finance	Governance	Totals
Provision of facilities for the sport of paddlesport	774	900	1,674

Independent Examination fees for the year were £900 (2022 - £816).

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

During the year, there were trustee expenses of £3,414.05 claimed in line with the charitable activities (2022 - £nil).

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
INCOME AND ENDOWMENTS FROM			
Donations and legacies	43,408	-	43,408
Other trading activities	1,239	-	1,239
Investment income	144	-	144
Total	44,791	-	44,791
EXPENDITURE ON			
Raising funds	472	-	472
Charitable activities			
Provision of facilities for the sport of paddlesport	28,294	-	28,294
Other	19,319	-	19,319
Total	48,085	-	48,085
NET INCOME/(EXPENDITURE)	(3,294)	-	(3,294)
RECONCILIATION OF FUNDS			
Total funds brought forward	349,903	-	349,903
TOTAL FUNDS CARRIED FORWARD	346,609	-	346,609

Poole Harbour Canoe Club

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

9. TANGIBLE FIXED ASSETS

	Land and buildings	Plant and machinery	Fixtured and fittings	Computer equipment	Totals
COST					
At 1 January 2023	270,691	125,888	13,495	209	410,283
Additions	-	11,412	-	-	11,412
Disposals	-	-	-	-	-
At 31 December 2023	<u>270,691</u>	<u>137,300</u>	<u>13,495</u>	<u>209</u>	<u>421,695</u>
DEPRECIATION					
At 1 January 2023	32,483	82,206	7,545	140	122,374
Charge for year	5,414	7,830	1,349	69	14,662
Eliminated on disposal	-	-	-	-	-
At 31 December 2023	<u>37,897</u>	<u>90,036</u>	<u>8,894</u>	<u>209</u>	<u>122,374</u>
NET BOOK VALUE					
At 31 December 2023	<u>232,794</u>	<u>47,264</u>	<u>4,601</u>	<u>-</u>	<u>284,659</u>
At 31 December 2022	238,208	43,682	5,950	69	287,909

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
Prepayments and accrued income	<u>2,583</u>	<u>2,337</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
Accruals and deferred income	<u>974</u>	<u>856</u>

12. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2023	2022
within one year	2,500	2,500
Between one and five years	10,000	10,000
In more than five years	43,750	46,250
	<u>56,250</u>	<u>58,750</u>

Poole Harbour Canoe Club

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

13. MOVEMENT IN FUNDS

	At 1.123	Net movement in funds	Transfer between funds	At 31.12.23
Unrestricted funds				
General fund	346,609	(2,394)	-	344,215
Landing stage/CAPEX	-	-	-	-
	346,609	(2,394)	-	344,215
TOTAL FUNDS	346,609	(2,394)	-	344,215

Net movement in funds, included in the above are as follows:

	Incoming resources	Resource expended	Movement in funds
Unrestricted funds			
General fund	47,264	(49,006)	(2,394)
Landing stage/CAPEX	-	-	-
	47,264	(49,006)	(2,394)
TOTAL FUNDS	47,264	(49,006)	(2,394)

Comparatives for movement in funds

	At 1.1.22	Net movement in funds	At 31.12.22
Unrestricted funds			
General fund	349,403	(2,794)	346,609
Landing stage/CAPEX	500	(500)	-
	349,903	(3,294)	346,609
TOTAL FUNDS	349,903	(3,294)	346,609

Comparative net movement in funds, included in the above are as follows:

	Incoming resources	Resource expended	Movement in funds
Unrestricted funds			
General fund	44,791	(48,085)	(3,294)
Landing stage/CAPEX	-	-	-
	44,791	(48,085)	(3,294)
TOTAL FUNDS	44,791	(48,085)	(3,294)

Poole Harbour Canoe Club

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

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22	Net movement in funds	Transfer between funds	At 31.12.23
Unrestricted funds				
General fund	349,903	(5,688)	-	344,215
Landing stage/CAPEX	-	-	-	-
	349,903	(5,688)	-	344,215
TOTAL FUNDS	349,903	(5,688)	-	344,215

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources	Resource expended	Movement in funds
Unrestricted funds			
General fund	92,055	(97,743)	(5,688)
Landing stage/CAPEX	-	-	-
	92,055	(97,743)	(5,688)
TOTAL FUNDS	92,055	(97,743)	(5,688)

14. RELATED PARTY DISCLOSURES

The trustees made no donations (2022 : nil) to the charity during the year ended 31 December 2023.

Poole Harbour Canoe Club

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2023**

	2023	2022
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,419	3,311
Gift aid	3,288	7,433
Fees and courses	39,530	32,664
	<hr/> 46,237	<hr/> 43,408
Other trading activities		
Merchandise income	627	1,239
Investment income	-	-
Interest receivables	400	144
Total incoming resources	<hr/> 47,264	<hr/> 44,791
EXPENDITURE		
Other trading activities		
Purchases	652	472
Charitable activities		
Rates and water	714	420
Insurance	5,011	4,332
Light and heat	695	493
Telephone	322	284
Licenses and subscriptions	1,149	1,094
General expenses	10,800	2,533
Training courses	4,456	5,063
Rent	3,134	3,062
Pool hire	2,940	4,247
Repairs and renewals	3,448	4,768
Loss on sale of tangible fixed assets	-	500
	<hr/> 32,361	<hr/> 26,796
Other		
Long leasehold	5,414	5,414
Plant and machinery	7,830	12,485
Fixtures and fittings	1,350	1,350
Computer equipment	69	70
	<hr/> 14,663	<hr/> 19,319
Support Costs		
Finance		
Bank charges	774	682

Poole Harbour Canoe Club

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2023**

	2023	2022
	£	£
Finance		
Governance costs		
Accountancy and legal fees	900	816
Total resources expended	49,658	48,085
Net (expenditure)/income	(2,394)	(3,294)



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Sun, 25th Feb 2024 17:05:29 UTC	This envelope has been signed by all parties (104.28.40.145)
Sun, 25th Feb 2024 17:05:29 UTC	Vince Boon signed the envelope (104.28.40.145)
Sun, 25th Feb 2024 17:01:59 UTC	Vince Boon viewed the envelope (104.28.40.145)
Sun, 25th Feb 2024 16:35:09 UTC	Vince Boon opened the document email. (104.28.86.108)
Fri, 23rd Feb 2024 21:39:33 UTC	Vince Boon opened the document email. (104.28.40.147)
Fri, 23rd Feb 2024 14:12:39 UTC	Document emailed to vince.boon@phcc.org.uk (18.133.181.228)
Fri, 23rd Feb 2024 14:12:39 UTC	Sent the envelope to Vince Boon (vince.boon@phcc.org.uk) for signing (37.25.45.161)
Fri, 23rd Feb 2024 14:11:59 UTC	Vince Boon has been assigned to this envelope (37.25.45.161)
Fri, 23rd Feb 2024 14:08:34 UTC	Document generated with fingerprint 71d1514a07f19090cf83612684ddb477 (37.25.45.161)
Fri, 23rd Feb 2024 14:08:18 UTC	Envelope generated by Ian Pope (37.25.45.161)