

**Charity registration number
1156595**

**THE HUMMINGBIRD CENTRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2024**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr Paul Harris	
Mrs Mechelle Harris	
Mrs Lynn Pratt	
Mr Conrad Hoy	
Mr Alan Wastie	Resigned 11/7/23
Mr Robin Fox	Resigned 01/6/23
Mr Steve Neasham	Resigned 06/5/23
Mr Laurence Whiteley	Resigned 31/1/24
Mrs Jan Robins	Resigned 06/9/23
Mrs Joy Shakespeare	Resigned 29/4/24
Mrs Jennifer Williams	Resigned 29/4/24
Mrs Victoria Ireson	Resigned 29/4/24

Charity number

1156595

Principal address

Grange Courtyard
Station Road
Launton
Bicester
Oxon
OX26 5DX

Independent examiner

VT Accountancy Limited
Unit 5B
Willows Gate
Stratton Audley
Oxon
OX279AU

CONTENTS

	Page
Trustees' report	1 - 4
Independent examiner's report	5
Statement of financial activities	6
Statement of financial position	7
Notes to the financial statements	8 - 14

THE HUMMINGBIRD CENTRE

TRUSTEES'REPORT FOR THE YEAR ENDED 31 JANUARY 2024

The trustees present their annual report and financial statements for the year ended 31 January 2024.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 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) (effective 1 January 2015)"

Objectives and activities

As stated in our constitution, our objectives are "To relieve the mental and physical sickness of persons diagnosed with a form of cancer by the provision of support services for such persons and their families"

Finding out you have cancer is frightening, overwhelming and life changing. Nobody should feel alone. The increasing population in Bicester and the surrounding villages means a local centre supporting those affected by cancer is more important than ever.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding which activities the charity should undertake and in planning our activities for the year, we have kept in mind the Charity Commission's guidance on public benefit.

Now in its tenth year, The Hummingbird Centre has continued to offer support, complementary therapy, counselling services, and friendship to people affected by cancer in the Bicester and surrounding areas. The initial range of activities provided when we opened in 2014 continue to be well-received and welcomed by our guests. Providing these core activities has remained our focus, but we have also looked to add new ones in response to guest feedback and with the availability additional services.

Fundamentally, The Hummingbird Centre's focus is unchanged: to create a place to meet, get information, be pampered and have fun; a place in which to relax, escape daily life pressures, and have the opportunity to talk to others – providing practical and emotional support.

We have an inclusive equality and diversity policy – welcoming all people, regardless of background, race, faith, gender or personal circumstances.

Throughout the previous year, the Bicester community and wider areas, have continued providing valuable support, encouragement, and inspiration. We feel very much part of the local community. Support has come via many ways: financial donations and fundraising, encouraging those affected by cancer to visit us, providing equipment and services to enable an increasing range of activities and interests to be catered for. We would like to thank everyone who has supported us.

Our team of volunteers make a huge contribution. We are very grateful to them for the many hours spent listening and supporting our guests, for their enthusiasm and passion in promoting the centre, and their support with the various fund-raising activities. Without this valuable contribution of time, energy, and expertise – we would not have been able to achieve so much.

We believe The Hummingbird Centre is well established in the local community, Oxfordshire and in the adjacent counties of Buckinghamshire and Berkshire. We continue to raise awareness of the available help for those affected by cancer and, most importantly, have provided a valuable support service to an increasing number of guests during the year.

Achievements and performance

As in previous years' reports, it is very evident there is a strong demand from the local community and further afield for the support services we are providing. We have seen a continual increase in the number of guests attending and contacting The Hummingbird Centre.

We continue to offer our services to a wide range of guests. This can only be achieved through the support of our volunteers.

To meet guests demand, we have continued to expand our team of counsellors, all of whom bring an array of counselling skills to The Hummingbird Centre. We continue to take on trainee counsellor placements which enables the individuals to grow in confidence and gain the skills of the role.

THE HUMMINGBIRD CENTRE

TRUSTEES'REPORT

FOR THE YEAR ENDED 31 JANUARY 2024

The majority of our counselling meetings are face to face. Being able to offer these appointments at The Hummingbird Centre not only benefits our guests, as they can use more of the support we provide, it also enables the counsellor volunteers to integrate with the wider volunteer team.

The Holistic Building offers an array of Holistic Treatments, we have reviewed & refreshed the services offered. Additionally, we have introduced programmes for Health and Wellbeing which are supportive of the mind, body and soul, for example Sound Therapy, Yoga, Meditation, Relaxation.

Much time has been devoted to the establishment of the Lymphedema Clinic, this has included adapting the Holistic Building, attracting & training personnel and establishing robust policies and procedures. The Hummingbird Centre is the first "non-NHS" centre to offer these services in Oxfordshire & we have been able to invest in this vital service thanks to financial support from the Buckinghamshire, Oxfordshire & Berkshire West Integrated Care Board, and a team of dedicated volunteers. The clinic will be available for referrals from across the county, in early 2024.

We are very pleased with the continued development of our children's service, we now offer a dedicated day each week to support children from the age of 4 – 16.

We have a wide range of activities in all our buildings and seek feedback from our guests to ensure they remain appropriate.

The Board of Trustees are extremely grateful to all of our volunteers for their time, dedication, energy and commitment they provide for, and to, our guests.

By way of succession planning and ensuring the longevity and growth of The Hummingbird Centre we have needed to adapt our structure, at the start of the year under review we introduced a CEO role. This role will drive the strategic direction for the organisation, manage our team, continue to develop The Hummingbird Centre's profile in the community and ensure all of our income streams are maximised to enable us to support our future plans.

The trustee board meets regularly. There is a good balance of skills and experience, a feature that is considered important to ensure we drive The Hummingbird Centre forward and to enable the key stakeholders of the charity to be represented at trustee level.

We are always humbled by the many positive endorsements from those that have continued to be supported by The Hummingbird Centre during a very challenging time in their lives. It is clear that the support that is provided has been valued by our guests and it is always encouraging to receive the positive feedback.

Financial review

Our source of funds has come from private and corporate donations, fundraising activities, and grants. The majority of the income is applied to the running costs and promotion of the centre, maintaining the premises, overheads and equipment.

It is encouraging to report increased income compared to previous year. A large proportion of our higher income levels are in the form of restricted funds, these relate to grants received to enable a Lymphedema clinic to be established and the further development of our children's service.

We have seen a drop in unrestricted funds income, our reserve policy is to maintain unrestricted reserves at a level equivalent to nine months expenditure, In the main this was achieved during the period, although lower unrestricted funds income in the last few months of the year made this difficult to achieve at year end. Our focus is to rebuild our reserve levels as our historic approach to holding adequate reserves has enabled The Hummingbird Centre to grow and continue to offer our support and services to the communities we serve.

Our main expenditure remains our premises on items such as rent, insurances, utilities, and general maintenance. In the last financial year, we have committed expenditure to consultancy fees following the appointment of a CEO to The Hummingbird Centre. We continued to review our expenditure critically to ensure costs are appropriate and provide value, priority was given to expenditure that enabled our services to our guests to be developed.

We have provided a range of guest events, as previously reported, including counselling, holistic treatments, wellbeing events and equine therapy. These costs are covered by The Hummingbird Centre.

THE HUMMINGBIRD CENTRE

TRUSTEES'REPORT FOR THE YEAR ENDED 31 JANUARY 2024

Income is from a variety of sources, including, corporate, private and online donations, grants, gift aid and a range of fund-raising events. Private donations and fundraising income were higher than previous year with reductions evidenced in corporate and online donations. Grant income was significantly higher.

Our income was £209,114 which is £34,876 higher than our previous year. It exceeded our expenditure by £13,177. The expenditure in the period was £195,937, an increase of £63,996 compared with the previous year. This has resulted in an increase in our reserves to £166,228.

£122,874 of these reserves are restricted funds. £43,354 are unrestricted funds. These funds are held in order to meet future expenditure.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at an appropriate level, we remain cognisant of the need to hold reserves for unforeseen future events and have taken action to ensure focus is directed to develop all our income streams and build our reserves to a level in line with our reserve policy to which is to hold unrestricted funds equivalent to nine months expenditure.

The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

The trustees have assessed the risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

Plans for the future

The Hummingbird Centre going forward needs to adapt and change our services to meet the changing demands of those who attend.

We continue to see a much younger age demographic. Our duty of care to those who attend our premises will never change. What we have had to do is consider the way in which we offer our services to ensure they remain relevant & appropriate to our guests.

A great example of this has been the support we provide for children affected by cancer, with a dedicated children's day each week and a new volunteer team for this day, with the skills and experience to support these important guests. We wish to further develop this service.

The launch of the Lymphedema clinic is a key development for The Hummingbird Centre and reflects the strong reputation and trust we have established with the healthcare professionals. The clinic will broaden the services we can offer to our guests and widen our reach to those affected by cancer.

We will continue the Wellbeing Classes which support the Mental Health and Wellbeing of those on their cancer journey.

It is important to maintain the profile of The Hummingbird Centre within the local community and further afield. This is a continual process and we will actively seek to raise awareness, attend presentations and events when the opportunities arise, and seek to bring those who need supporting together not just within Bicester but Oxfordshire, Berkshire, and Buckinghamshire. It is really important for those who need our support regardless of where they live if they can get to us.

We receive much positive feedback on the quality & warmth of our premises. It remains an ambition of the trustees for The Hummingbird Centre to own its own premises and we will continue to seek any appropriate opportunities to support that goal. This will enable us to offer an even wider range of services which in turn will generate income for the continued prosperity of The Hummingbird Centre.

We wish to further develop the already good links with the medical professionals in Bicester, Oxfordshire, Buckinghamshire and Berkshire, we need to continue to give them confidence to recommend people affected by cancer to The Hummingbird Centre.

THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

Structure, governance and management

The charity was established as a Charitable Incorporated Organisation (CIO) on 22 January 2014.

The trustees who served during the year were:

Mr Paul Harris	
Mrs Mechelle Harris	
Mrs Lynn Pratt	
Mr Conrad Hoy	
Mr Alan Wastie	Resigned 11/7/23
Mr Robin Fox	Resigned 01/6/23
Mr Steve Neasham	Resigned 06/5/23
Mr Laurence Whiteley	Resigned 31/1/24
Mrs Jan Robins	Resigned 06/9/23
Mrs Joy Shakespeare	Resigned 29/4/24
Mrs Jennifer Williams	Resigned 29/4/24
Mrs Victoria Ireson	Resigned 29/4/24

The trustees' report was approved by the Board of Trustees.

L M Pratt

14 Aug 2024

.....
Mrs Lynn Pratt
Trustee

.....
Date

THE HUMMINGBIRD CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HUMMINGBIRD CENTRE

I report to the trustees on my examination of the financial statements of The Hummingbird Centre (the charity) for the year ended 31 January 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of 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

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Victoria Thomas

14 Aug 2024

.....
Mrs V J Thomas (F.C.C.A)
Independent Examiner

.....
Date

THE HUMMINGBIRD CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JANUARY 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and fundraising	2	57,086		57,086	66,089		66,089
Grants received	3	30,525	117,172	147,697	37,427	70,218	107,645
Other trading activities	4	2,411		2,411	475		475
Investments	5	1,920		1,920	29		29
Total income		91,942	117,172	209,114	104,020	70,218	174,238
Expenditure on:							
Charitable activities	6	150,364	45,394	195,758	85,790	42,720	128,510
Other	9	(219)	398	179	260	3,171	3,431
Total expenditure		150,145	45,792	195,937	86,050	45,891	131,941
Net incoming resources before transfers		(58,203)	71,380	13,177	17,970	24,327	42,297
Gross transfers between funds		(1,505)	1,505		(117)	117	
Net income for the year/ Net movement in funds		(59,708)	72,885	13,177	17,853	24,444	42,297
Fund balances at 1 February 2023		103,062	49,989	153,051	85,209	25,545	110,754
Fund balances at 31 January 2024		43,354	122,874	166,228	103,062	49,989	153,051

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

All income and expenditure derive from continuing activities.

THE HUMMINGBIRD CENTRE

STATEMENT OF FINANCIAL POSITION AS AT 31 JANUARY 2024

	2024			2023	
	Notes	£	£	£	£
Current assets					
Cash at bank and in hand		166,228		153,051	
Net current assets		<u>166,228</u>	<u>166,228</u>	<u>153,051</u>	<u>153,051</u>
Income funds					
Restricted funds	10		122,874		49,989
Unrestricted funds			43,354		103,062
			<u>166,228</u>		<u>153,051</u>

14 Aug 2024

The financial statements were approved by the Trustees on

Paul Harris

L M Pratt

.....
Mr Paul Harris
Trustee

.....
Mrs Lynn Pratt
Trustee

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2024

1 Accounting policies

Company information

The Hummingbird Centre is a Charitable Incorporated Organisation (CIO).

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Charities Act 2011 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)" (as amended for accounting periods commencing from 1 January 2016). 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 applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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 £.

1.2 Charitable funds

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

1.3 Incoming resources

Income is included in the financial statements as it is received.

1.4 Resources expended

Expenses are included in the financial statements as they are paid.

Expenses include VAT where applicable as the charity cannot reclaim it.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

2 Donations and fundraising

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Donations and gifts	28,757	53,570
Fundraising	<u>28,329</u>	<u>12,519</u>

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

2	Donations and fundraising	(Continued)	
	Donations and gifts		
	Private donations	10,748	6,463
	Gift aid	1,278	4,474
	Corporate donations	9,709	12,129
	Online donations	6,445	28,010
	Collection boxes	577	1,994
	Fundraising	28,329	12,519
	Legacies	-	500
		<u>57,086</u>	<u>66,089</u>
3	Grants received		
		2024	2023
		£	£
	Grants received	<u>147,697</u>	<u>107,645</u>
	Analysis by fund		
	Unrestricted funds	30,525	37,427
	Restricted funds	<u>117,172</u>	<u>70,218</u>
		<u>147,697</u>	<u>107,645</u>
4	Other trading activities		
		Unrestricted funds	Total
		2024	2023
		£	£
	Shop income	<u>2,411</u>	<u>475</u>
5	Investments		
		Unrestricted funds	Unrestricted funds
		2024	2023
		£	£
	Interest receivable	<u>1,920</u>	<u>29</u>

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

6 Charitable activities

	Unrestricted	Restricted	Total Unrestricted	Restricted Total		
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Rent	44,726		44,726	36,234		36,234
Utilities	9,486		9,486	6,899		68,99
Insurance	1,848		1,848	1,869		1,869
Advertising, marketing and printing	1,617		1,617	665		665
Repairs and maintenance	6,139	6,030	12,169	3759	420	4,179
Postage and office supplies	1,068		1,068	1,288		1,288
Telephone	1,629		1,629	1,533		1,533
Licences	1,366		1,366	703		703
Training and development	19,762	7,267	27,029	16,224		16,224
Consumables	2,414	267	2,681	2,765	597	3,362
Fundraising event costs	7,497		7,497	2,617		2617
Volunteer expenses	5,826		5,826	4,615	233	4,848
Guest events	2,868	355	3,223	3,601	8,760	12,361
Professional and consultancy fees	42,422	7,607	50,029	708	29470	30,178
Other charitable expenditure	1,696	23,868	25,564	2,220	3,240	5,460
	150,364	45,394	195,758	85,790	42,720	128,510
	150,364	45,394	195,758	85,790	42,720	128,510
Analysis by fund						
Unrestricted funds	150,364		150,364	85,790		85,790
Restricted funds		45,394	45,394		42,720	42,720
	150,364	45,394	195,758	85,790	42,720	128,510

Charitable activities includes £720 (2023: £720) of professional fees paid to the accountants for independent examination fees.

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2023: £nil). Traveling expenses of £1,077.40 were reimbursed to one trustee (2023: £2,119)

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Total	0	0

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

9 Other

£	Unrestricted funds	Restricted funds	Total	Unrestricted funds
Equipment purchases	2024	2024	2024	2023
	(219)	398	179	3431
	(219)	398	179	3431

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

10 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

Movement in funds

					Movement in funds				
	Balance at 1 February 2022	Incoming resources	Resources expended	Transfers	Balance at 1 February 2023	Incoming resources	Resources expended	Transfers	Balance at 31 January 2024
	£	£	£		£	£	£	£	£
Equine therapy	6,155	-	(6,135)	-	20	-	(260)	240	-
Administration 1	19,390	-	(19,390)	-	-	-	-	-	-
Garden plants	-	500	(597)	97	-	-	-	-	-
Administration 2	-	20,000	(13,553)	-	6,447	-	(7607)	1160	-
Sound therapy	-	2,000	(1,985)	-	15	-	(95)	80	-
Equipment 1	-	5,000	(3,093)	-	1,907	-	(67)	-	1,840
Equipment 2	-	1,118	(1138)	20	-	-	-	-	-
Lymphedema	-	41,600	-	-	41,600	76,800	(24,689)	-	93,711
Childrens	-	-	-	-	-	25,000	(9,388)	-	15,612
Counselling	-	-	-	-	-	15,000	(3288)	-	11,712
Equipment	-	-	-	-	-	373	(398)	25	(1)
	25,545	70,218	(45,891)	117	49,989	117,173	(45,792)	1,505	122,874

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

10 Restricted funds

(Continued)

Grant - Equine therapy

Money for the provision of Equine therapy for children and adults within Oxfordshire, Berkshire and Buckinghamshire.

Grant - Administration 1

Money to assist with the administration expenses of The Hummingbird Centre.

Grant - Garden Plants

Money to assist with the purchase of additional plants and trees for the memory garden.

Grant - Administration 2

Money to assist with the ongoing development of administration systems to ensure the efficiency of The Hummingbird Centre.

Grant - Sound therapy

Money to assist with the provision of sound therapy for guests.

Grant - Equipment 1

Money to assist with the purchase of furniture.

Grant - Equipment 2

Money to assist with the purchase of garden furniture.

Grant - Lymphedema

Money to assist with the development and efficiency of a lymphedema clinic.

Grant - Childrens

Money to assist the establishment of childrens services

Grant - Counselling

Money to assist providing counselling services

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

11 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Fund balances at 31 January 2023 are represented by:						
Current assets/(liabilities)	43,354	122,874	166,228	103,062	49,989	153,051
	43,354	122,874	166,228	103,062	49,989	153,051

12 Related party transactions

During the year there were no related party transactions (2023 - £nil).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2024	2023
	£	£
Aggregate compensation	49,273	29,470



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Parties involved with this document

Document processed	Party + Fingerprint
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Wed, 14th Aug 2024 12:47:12 BST	Mrs Lynn Pratt - Signer (d7840522fb558bf59bac31fe000baa04)
Wed, 21st Aug 2024 10:23:13 BST	VT Accountancy Limited - Signer (832264bdb91e0f95cc3859c6a4fcbcf8)

Audit history log

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Wed, 14th Aug 2024 10:55:33 BST	Document generated with fingerprint 4f73b0fc44fcf2cd6ea9dcec9c1d21e7.18.132.12.79
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Wed, 14th Aug 2024 12:47:13 BST	Sent the envelope to VT Accountancy Limited for signing86.128.124.109
Wed, 14th Aug 2024 12:47:13 BST	Document emailed to party email18.175.53.70
Wed, 14th Aug 2024 12:47:13 BST	Mrs Lynn Pratt viewed the envelope86.128.124.109
Sat, 17th Aug 2024 10:56:07 BST	Document emailed to party email13.43.86.28
Tue, 20th Aug 2024 10:57:11 BST	Document emailed to party email35.177.138.71
Wed, 21st Aug 2024 10:22:24 BST	VT Accountancy Limited viewed the envelope213.123.175.90
Wed, 21st Aug 2024 10:23:13 BST	VT Accountancy Limited signed the envelope213.123.175.90
Wed, 21st Aug 2024 10:23:14 BST	This envelope has been signed by all parties213.123.175.90
Wed, 21st Aug 2024 10:23:14 BST	VT Accountancy Limited viewed the envelope213.123.175.90