



The Screen Film Community

Registered charity no. 1161792
Company no. 08109946

Annual Report and Accounts for the year ended 30 June 2024

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Reference and Administrative Information

Registered company no.: 08109946 (England and Wales)

Registered charity no.: 1161792

Registered office: The Stowe Centre
258 Harrow Road
London W2 5ES

Trustees/Directors: Paul Brewster
Suzanne Michaelides
Mary Patricia Herron
Victor Jones
Loy Phillips

General Manager: Kate Herron

Bank: Lloyds Bank plc
East Ham (309293) Branch
P.O. Box 1000
BX1 1LT

Trustees' Annual Report

The Trustees, who are also directors for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 30 June 2023.

The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2015).

Structure, Governance and Management

The Screen Film Community is a company limited by guarantee, as defined by the Companies Act 2006. It was incorporated on 18 June 2012 and registered as a charity on 21 May 2015. It is governed by a Memorandum and Articles of Association dated 18 June 2012 as amended by certificate of incorporation on change of name dated 25 March 2014 as amended by special resolution registered at Companies House on 12 March 2015. It was registered as a charity 21 May 2015. As a charity, in the opinion of the Trustees, it complies with the provisions of Section 60 of the Companies Act 2006, which exempts it from the requirement to end its name with "limited". Throughout this report it will be referred to as "the charity".

Responsibility for the governance of the charity resides with the trustees. Day to day operations are managed by the General Manager. Trustees who served during the year under review and to date are listed on page 1. We registered 2 new trustees this year to take the total to 5.

The board believe that the best interests of the charity will be served by having an appropriate number of trustees who collectively have a range of skills and experience suitable to the running of the charity. In addition to general advertising the current trustees will use their personal knowledge and contacts to seek appropriate candidates for appointment as trustee. Newly appointed trustees will be provided with the necessary information and documents to enable them to understand the charity and their role as a trustee.

Aims and Objectives

The purpose of the charity is to advance in life and help young people, particularly in socially and economically deprived neighbourhoods in London through:

- the provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their condition in life
- providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals, in particular by the provision of film and television training and career advice.

The objectives of The Screen Community are:

- to increase its contact with those young people who are hard to reach, such as those who are at risk of homelessness, crime, and those who are in care or those with mental health issues
- to increase the charity's networks with employers and further education bodies.
- It has developed a wide network of inward and outward referral partners in the most disadvantaged areas in Westminster, Kensington & Chelsea, and their surrounding boroughs, which has increased the demand on their services and also increased the progression routes for their beneficiaries.

The charity pursues its objects by providing workshops in Film & TV Production and in Video Games Design & Coding and other related activities and provide beneficiaries with pathways into further education and work.

Achievements and Performance

This has been a pivotal year for our charity in that we have grown our earned income streams with us being commissioned to produce a film for another charity, which created a strong viral interest and also a live screening event. Our young beneficiaries worked on this and thereby reinforced their real-world experience.

https://www.youtube.com/watch?v=kEW_rX29_1c

We also achieved status as a Duke of Edinburgh accredited centre which now enables us to provide our beneficiaries with the Duke of Edinburgh Bronze award. We very bravely took a group of 10 young people on a 2 day walking trip to prove their physical and map reading abilities. This was a great success and all completed the award.

For their volunteering segment of the award they were given permission to create a film about mental health and the young beneficiaries completely took control of the story, script and production to create a film titled "Be Not Afraid".

In addition, this year we have run our landmark Film and TV Production workshops plus Games Design and Coding Workshops in Rebel Business School, Harrow Road and also Baseline Studios part of the Grenfell Lancaster West estate.

To increase our income we were also accepted as part of a Trading for Good programme where we are taken through a series of workshops to increase our social enterprise earned income. This is the very beginning of our journey and there is a long way to go on this but as grant funding becomes harder to obtain it is important we have some additional income streams.

Crossing over into the next financial year we are scheduled to obtain a commission to also create a film for a local disabled organisation which will involve the local school as well as our beneficiaries. This will all add into our 'Trading for Good' plans.

We are also due to receive corporate donations in return for their volunteers working with us, which is a new development whereby we are helping local companies obtain volunteer credits. We hope to expand our relationships with local corporate companies to further our earned income plans.

Despite all the above successes, this has been a very challenging year where many funding applications were not successful despite our proven success in engaging with hard to reach young people and guiding them into further education and employment. The cost of living crisis has reduced the amount of funding available and many more charities are feeling the pinch. This has resulted in us having to lose staff and also give up our desk space to manage the lack of core funding.

In order to rescue our hard earned track record we have employed a fundraising person to help bring in much needed core funding.

September to December 2023 – Harrow Road – Rebel Film Production

As part of our Harrow Road initiatives we wanted to work with the Rebel Business School so that we could run a project aimed at Harrow Road residents. The age range for this was more open and not aimed at just 'youth' so we engaged with an interesting array of people who come from a range of backgrounds such as Ukrainian and Belarus refugees, people who had dropped out of work in lockdown, people who wanted to retrain, people who wanted to try film for the first time. Again, the group created a strong bond and created a great film called "Transcendence". They have gone on to work with each other on further projects. We have referred several of them through to a production company and we are in the process of getting them placed in other production companies.

https://www.youtube.com/watch?v=kEW_rX29_1c



January 2024 – Jun 2024 – Commissioned Project – Khady's Dream

We were recommended by one of our previous colleagues to a Camden charity, which specialises in retraining young people who have served in prison. They wanted to have a film to showcase their work. This started off as a very limited concept but expanded to include a penthouse with views over London, drone shots over Camden high streets, several young actors and several shoot days. It was very rewarding to work on and we were able to employ our young beneficiaries on the project which increased their real world of work experience. https://www.youtube.com/watch?v=kEW_rX29_1c

**March to June 2024 – Film & TV Production Workshop - Children in Need Yr 3**

This was our final year of Children in Need funding – 3 years of funding has enabled us to expand our delivery out of the Grenfell location at Baseline Studios at Lancaster West which has reinforced our relationship with this location. The young people in the vicinity have come to feel at home here and see it as a safe location. For this project we engaged with 20 young people. They voted for a story called Meteor Man, which later came to be called Odd Ends and tells the story of a man who is told the world is going to end and he has only a few minutes to complete all his tasks, including contacting a woman he has always loved. But is it too late.

Through this project the young people created strong bonds and have gone on to work together on future projects. <https://www.youtube.com/watch?v=Ov20mh7TM-g>

**June – September 2024 - Cultural & Heritage Film Project – Young K&C**

Young Kensington & Chelsea provided a grant to continue our work at Baseline Studios. This was a slight change from our usual Film & TV Production Workshops, instead it was a 'cultural' film project whereby we asked beneficiaries to showcase their country and culture through film and food and industry Q&As. This resulted in films and content from Jamaica, Italy, the Traveller community, Egypt and much more. We had industry zoom talks from the organiser of the

Italian Film Festival, Portobello Film Festival, Mama Youth, and many more. The young people took control of the interviews and these were filmed and edited into a podcast.

<https://www.youtube.com/watch?v=ttHhKH-Em94&t=84s>



July 2024 – October 2024 Games Design – Rebel School - Culture Grant – Westminster Council

We were funded by Westminster Council to run a cultural project engaging with local young people and teaching games design & coding. Through this project we engaged with 20 local young people teaching them how to create a computer game using industry software Unity. We also invited industry professionals from the gaming industry to give talks and so we had a wide array of expertise giving our beneficiaries advice.



November 2024 – Duke of Edinburgh Expedition

Our cohort of 10 young people who had already taken part in our skills workshops were now keen to finalise their Duke of Edinburgh Bronze Award with their expedition. This was challenging as we were already in the winter months but luckily we found a qualified centre willing to take our group. We met at Paddington Station and excitedly made our way out to the countryside. There were some challenges as some had new walking boots that created blisters, and the walk was long for our city dwellers, but at night they built a camp fire and stayed up chatting. A great time was had by all.



December 2024 – Duke of Edinburgh volunteering – Making of film “BE NOT AFRAID”

In order to complete their Duke of Edinburgh Bronze Awards, the young beneficiaries also had to complete a volunteering section. They really wanted to make a film about mental health and the Duke of Edinburgh organisation allowed this. So as soon as they were back from their expedition they began to write the story and plan the production of the film called “Be Not Afraid”. The group all worked together to plan the story, rehearse the action. They all had job roles such as cinematographer, director, actors, editor. They completed the film and now have a film conveying mental health called “Be Not Afraid”.



Employment and Further Education Initiatives

As a part of our film workshops we also run CV workshops and career and further education pathways. Numerous of our young people have gained positions in the renowned London Screen Academy. This was set up by Barbara Broccoli,

producer of James Bond films and Tim Bevan, famous for Notting Hill and Bridget Jones to provide young people aged 16-18 with craft film skills. We have also guided many young people into Ravensbourne University and Bournemouth University. We have also guided many of our young beneficiaries into jobs such as t BBC Panorama, One Show, The Queen's funeral, Studio Lambert – Squid Game, ITV – 24 Hours in A&E, Millionaires Abroad, Parliament TV, KSI Sidemen and more. Our database of employers is growing and each production season we are guiding more of our young people into jobs.

Future Plans

The pressure is on this next year to raise the finance to keep functioning at the level that we have. We have made strong inroads into serving the communities of North Westminster and North Kensington. We have also made strong inroads into providing a service to local schools and local youth services, in terms of guiding young people through to viable careers in Film & Television. So we will continue to serve this purpose.

We are also going to train up to be Duke of Edinburgh providers and in doing this our young beneficiaries can obtain the prestigious Duke of Edinburgh award and in doing so will improve their CVs.

One of our trustees also suggested that we run a Westminster based film festival. So we have started applying for funding to make this happen.

The Hub – we are still aiming to get our physical production hub established and we are presently contacting TFL to take on some of their arches.

We have also hired a dedicated grant writer to seek core funding. We are also part of a scheme called Trading for Good, which is training us to increase our earned income and have some match funding.

Financial Review

The fall in total income, £36,547 in 23/24 compared to £84,843 in 22/23, reflects the increased development funding received in 22/23, which covered expenditure in both years. Total expenditure in the year was £59,255 (prior year £101,467), which gives an overall deficit of £22,708 (prior year deficit £16,624). This reduces the overall reserves from £47,490 at prior year end to £24,782.

A total of £5,943 was transferred from restricted to unrestricted funds. This arises from belated grant income (£3,117) which related to project expenditure in the prior year which had been taken from unrestricted funds. Also, an amount of £2,826 has been transferred to correct a misallocation of expenditure in the prior year (see Note 7).

Reserves Policy

The trustees are mindful of the need to ensure the sustainability of the charity and the continuance of its work.

At present, the current level of funds and projected future funding are sufficient to continue activities in the short term. However, the trustees recognise the need for general reserves and are seeking ways to secure core funding.

Public Benefit

The charity meets the definition of a public benefit entity under FRS 102 and the trustees have complied with the duty in section 4 of the 2006 Act to have due regard to guidance on public benefit published by the Charity Commission.

Approved by the trustees on
and signed on their behalf by

Vic Jones
Vic Jones (Jul 9, 2025 11:05 GMT+1)

09/07/2025

Trustee

Independent Examiners' Report to the Trustees of The Screen Film Community

I report on the accounts for the year ended 30 June 2021 set out on pages two to four.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

Basis of Independent Examiners' Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiners' statement in connection with my examination

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Mary E Ryan

Mary Ryan, FCCA, DChA
Ark Accountancy
31 Cheam Road
Ewell
Epsom
Surrey KT17 1QX

Date: 07/09/2025

Statement of Financial Activity

For the year ended 30 June

		2024			2023		
	Notes	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Income from:							
Donations and legacies	2	-	-	-	-	-	-
Raising Funds		-	-	-	-	-	-
Charitable activities:	3	-	27,607	27,607	34,393	19,970	54,363
Other	4	3,940	5,000	8,940	20,480	10,000	30,480
Total Income		3,940	32,607	36,547	54,873	29,970	84,843
Expenditure on:							
Raising funds		182	-	182	3,045	-	3,045
Charitable Activities:							
Games workshops		224	-	224	511	-	511
Film making		11,406	28,865	40,271	32,327	43,380	75,707
Documentary		-	-	-	-	-	-
Mentoring		-	385	385	-	-	-
Other		3,580	3,065	6,645	12,485	9,719	22,204
Other Expenditure		-	11,548	11,548			
Total Expenditure	5	15,392	43,863	59,255	48,368	53,099	101,467
Net operating income/(expenditure)		(11,452)	(11,256)	(22,708)	6,505	(23,129)	(16,624)
Net gains/(losses) on investments		-	-	-	-	-	-
Net income/(expenditure)		(11,452)	(11,256)	(22,708)	6,505	(23,129)	(16,624)
Transfer between funds		5,943	(5,943)	-	13,277	(13,277)	-
Net movement in funds		(5,509)	(17,199)	(22,708)	19,782	(36,406)	(16,624)
Total funds brought forward		21,406	26,084	47,490	1,624	62,492	64,114
Total funds carried forward	7	15,897	8,885	24,782	21,406	26,084	47,490

The notes on the following pages form part of these accounts.

The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

Balance Sheet

As at 30 June

		2024		2023	
		£	£	£	£
	<i>Notes</i>				
Current Assets					
Debtors	10	-		278	
Cash		43,793		87,045	
			43,793		87,323
Current Liabilities					
Creditors	12		19,011		39,833
Net Current Assets			24,782		47,490
Total Assets			24,782		47,490
Funds					
Unrestricted Funds	8	15,897		21,406	
Restricted funds	8	8,885		26,084	
Total Funds	7		24,782		47,490

The notes on the following pages form part of these accounts.

For the year ending 30 June 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Directors have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the companies Act 2006.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the Trustees on

and signed on their behalf by

Vic Jones
Vic Jones (Jul 9, 2025 11:05 GMT+1)

09/07/2025

Trustee

Notes to the accounts

1. ACCOUNTING POLICIES

a) The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) under Accounting and Reporting by Charities; Statement of Recommended Practice (Charities SORP 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy or note.

b) Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably. Income is deferred as necessary when the donor specifies that the income must only be used in future accounting periods or when any performance conditions have not been fully met.

c) The charity operates fund accounting:

- Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund
- Unrestricted funds are donations and other income received or generated for the charitable purposes
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes

d) Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following headings:

- Costs of raising funds relate to the costs incurred by the charity in inducing third parties to make voluntary contributions to it as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the cost of delivering services and conducting research undertaken to further the purposes of the charity, together with their associated support costs
- Other expenditure represents those items not falling into any other heading

The charity is not registered for VAT, which is charged as a cost against the activity for which the expenditure was incurred.

Expenditure is allocated to the particular activity for which it was incurred. The cost of overall direction and administration, comprising the salary and overhead costs of the central function, together with governance costs, is apportioned to each charitable activity on the basis of direct costs attributable to that activity.

e) Items of equipment and other tangible assets will be capitalised where the purchase price exceeds £1000. Those items will be depreciated on a straight line basis over three years.

f) The Trustees are of the opinion that the charity is exempt from Corporation Tax on its charitable activities.

g) The charity has no employee and therefore does not currently run a pension scheme.

2. INCOMING RESOURCES FROM DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations		-
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
Grants:		
BBC Children in Need	9,900	10,400
The London Community Foundation	-	9,570
Adanna Women's Support	-	400
Screenskills	-	4,390
Paddington Development	-	16,100
JGA Ltd	-	13,503
Young Kensington & Chelsea	4,990	-
Westminster City Council	9,600	-
GLA Young Londoners	3,117	-
	<u>27,607</u>	<u>54,363</u>

4. OTHER INCOME

	2024	2023
	£	£
Fees:		
Westminster City Council	-	17,000
UK Youth Digital Grant	5,000	5,000
Young Westminster HAF Programme	-	5,000
William Ellis School	-	3,480
Khady's Dream	3,300	
Adanna Women's Support	450	
Dot to Dot	150	
Other	40	
	<u>8,940</u>	<u>30,480</u>

5. ANALYSIS OF EXPENDITURE

Current year:

	Games	Film	Docu mentary	Mentori ng	Other	Fundra ising	Support and Gov'nance	Total 2024
	£	£	£	£	£	£	£	£
People costs	150	19,818		258	9,219		7,806	37,251
Premises and location costs		1,945			3,778		782	6,505
Equipment and materials		619			2,037		548	3,204
Other direct costs		2,220			155	120	163	2,657
Meetings and travel costs		1,566			493	2	1,448	3,509
Professional and other fees		732			320		1,714	2,766
Office expenses		86					3,277	3,363
	<u>150</u>	<u>26,986</u>	<u>-</u>	<u>258</u>	<u>16,000</u>	<u>122</u>	<u>15,738</u>	<u>59,255</u>
Support and governance	74	13,285	-	127	2,192	60	(15,738)	-
Total expenditure 2024	224	40,271	-	385	18,193	182	-	59,255

<u>Prior year:</u>	Games	Film	Docum entary	Mentori ng	Other	Fundrai sing	Support and Governan ce	Total 2023
	£	£	£	£	£	£	£	£
Premises		1,032			892		8,489	10,413
Project management	33	29,496			4,600	2073	11,191	47,393
Teachers and assistants	315	12,727			1,424		3,678	18,144
Equipment and materials		671			3,788			4,459
Film crew and extras		3,256			1,938		6	5,200
Other direct costs		2,569			944		1,464	4,977
Professional fees		24			500		1,793	2,317
Bank charges							7	7
Insurance							620	620
IT and telephone costs							2,264	2,264
Meetings and travel		1,374			1,029		2,182	4,585
Stationery and postage		385					703	1,088
	348	51,534	-	-	15,115	2,073	32,397	101,467
Support and governance	163	24,173	-	-	7,089	972	(32,397)	-
Total expenditure 2023	511	75,707	-	-	22,204	3,045	-	101,467

6. GOVERNANCE COSTS

	2024	2023
	£	£
Personnel costs	-	2520
Professional fees	-	10,894
Independent Examination Fee	700	500
Total	700	3,102

7. MOVEMENT IN FUNDS

	Funds b/f	Incoming Resources	Outgoing Resources	Transfers between funds	Funds c/f
	£	£	£	£	£
Unrestricted funds					
General funds	21,406	3,940	(15,392)	5,943	15,897
Restricted Funds:					
BBC Children in Need year 2	4,374	-	(4,374)		-
BBC Children in Need year 3		9,900	(9,900)		-
Young Kensington & Chelsea Culture Workshop		4,990	(4,990)		-
Rebel NEETs year 1		9,600	(9,600)		-
GLA Young Londoners		3,117		(3,117)	-
London Youth	3,169	-	-		3,169
Queen's Park CC	3,500	-	-		3,500
Screenskills	641	-	(385)		256
UK Youth Digital Grant		5,000	(3,040)		1,960
Young Westminster HAF Programme	26	-	(26)		-
Enterprise Development Fund	14,374	-	(11,548)	(2,826)	-
Total Restricted funds	26,084	32,607	(43,863)		8,885

Total Funds	47,490	36,547	(59,255)	24,782
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8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Current year:

		2024		
		Unrestricted	Restricted	Total
		£	£	£
Current Assets	Debtors	-	-	-
	Cash	34,908	8,885	29,572
Current Liabilities	Creditors	(19,011)	-	(19,924)
Net Current Assets		15,897	8,885	24,782
Total Assets		15,897	8,885	24,782

Prior year:

		2023		
		Unrestricted	Restricted	Total
		£	£	£
Current Assets	Debtors	278	-	278
	Cash	60,961	26,084	87,045
Current Liabilities	Creditors	(39,833)	-	(39,833)
Net Current Assets		21,406	26,084	47,490
Total Assets		(2,151)	20,275	18,124

9. STAFF COSTS

The charity had no employees during the period under review. The General Manager, teachers and assistants all acted on a freelance basis.

10. DEBTORS

		2024	2023
		£	£
Trade debtors		-	278
Accrued income		-	-
Sundry debtors		-	-
Total		-	278

11. ACCRUED INCOME

		2024	2023
		£	£
Accrued income brought forward		-	-
Released in year		-	-
Arising in year		-	-
Deferred income carried forward		-	-

12. CREDITORS: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	16,701	33,958
Due to HMRC	367	1,025
Deferred income	-	-
Other creditors	584	3,038
Accrued expenses	1,359	1,812
Total	<u>19,011</u>	<u>39,833</u>

13. DEFERRED INCOME

	2024	2023
	£	£
Deferred income brought forward	-	-
Released in year	-	-
Arising in year BBC Children in Need	-	-
Deferred income carried forward	<u>-</u>	<u>-</u>

14. RELATED PARTIES

The General Manager, Kate Herron, is the daughter of Mary Patricia Herron, a trustee. Expenses incurred by Kate Herron in 2015/16 amounting to £1,476 have not yet been paid. Fees amounting to £9,200 for Kate Herron were booked during the year (prior year £19,950) and an amount of £15,225 remained unpaid at the end of the year (prior year £32,725).

15. TRUSTEES

The Trustees who served throughout the year are listed on page 1. There was no Trustee remuneration, other benefits or expenses paid during the year.


The Screen Film Community TAR ye 30 Jun 2024 FINAL

Final Audit Report


2025-07-09

Created:	2025-07-09
By:	Kate Herron (kate.herron@thescreencommunity.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbj-vrDAuJv0_6tLQDFNywbZ8BMQcHr1z

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Jul 09, 2025 19:21:45 UTC

Activity

 Kate Herron IP: 62.197.42.5	created the document (kate.herron@thescreencommunity.com)	Jul 09, 2025 19:22:57 UTC
 Kate Herron IP: 62.197.42.5	created the document (kate.herron@thescreencommunity.com)	Jul 09, 2025 19:22:57 UTC
 Kate Herron IP: 62.197.42.5	sent the document to mary.ryan@ark-accountancy.co.uk	Jul 09, 2025 19:24:39 UTC
 Mary Ryan IP: 2a01:111:f403:7080::100	first viewed document (mary.ryan@ark-accountancy.co.uk)	Jul 10, 2025 09:07:57 UTC
 Mary Ryan IP: 62.31.30.199	signed the document (mary.ryan@ark-accountancy.co.uk)	Jul 10, 2025 09:09:03 UTC