

TYNE AND WEAR CENTRE AGAINST UNEMPLOYMENT

REPORT AND FINANCIAL STATEMENTS
For the year ended 05 April 2024

Charity Number 1171669

TYNE AND WEAR CENTRE AGAINST UNEMPLOYMENT
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 05 April 2024

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Tyne and Wear Centre Against Unemployment

Trustees Annual Report

For the year ended 5 April 2024

The Trustees are pleased to present their annual Trustees' Report together with the financial statements of the charity for the year ended 5 April 2024

The financial statements comply with the Charities Act 2022, the Memorandum and Articles of Association, 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.

We were established as a charity in January 2017, our aim is to assist unemployed people to live a life of dignity and at the same time assist them to secure the welfare benefits to which they are entitled in order that they can live a decent life.

Some of our clients are unemployed as a consequence of economic conditions and the jobs market, through no fault of their own, and we support them in seeking to explore alternative types of work so they can find sustainable well paid work. Other clients are either ill or disabled and face barriers over and above those faced by the fit and able bodied, we assist them to get welfare benefit payments and support them in seeking a better life.

1. Objectives Strategies and Activities for the Year

Overview of the main activities carried out during the year in relation to the charity's purposes:

After moving to new premises in Central Gateshead in May 2022 the Centre has become established and has started to raise its profile in Gateshead and around Tyne and Wear. We have continued to make links with other organisations and to work with unemployed sick and disabled people across Tyne and Wear.

We have continued to develop our work with people claiming Personal Independence Payments and Employment Support Allowance with an emphasis on supporting people to make their own claims – with support. Our Client Representation project has continued to promote this. In addition, we are dealing with a lot of issues around Universal Credit, Pension Credit and Attendance Allowance.

During 2023 we became aware of planned changes to the assessment process for ESA. Also, the impact of the Migration of Claimants onto Universal Credit from "Legacy Benefits". Consequently, we have altered the focus of our work to also include support with employability, Job search, Career Choice and basic skills.

We continue to represent people requiring support with Mandatory Reconsiderations and also with Appeals to the Benefits Tribunal. Our success rate remains very high.

We have continued to develop our volunteer base and to make contact with new supporters and partner organisations.

We continue to publish our own website, which has generated a number of referrals, and we have continued to develop our presence on social media, while also distributing a range of leaflets and materials to potential clients, informing them about the type of support and assistance that they can access through our Charity.

2. Report of what the charity has achieved during the year and the difference this has made to its beneficiaries

Our Claimant Representation project has continued to develop with the support of the Alex Ferry Foundation and with support from the National Lottery Awards for All fund. This funding has allowed us to develop the project across Tyne and Wear, whereas initially it was focused on Newcastle, because of funding via the City Council.

We have continued to offer training to other organisations and to Volunteers to build capacity in the area to support clients with PIP and ESA Appeals. Our group of volunteers who are able to offer support with Benefit Claims has increased over the year.

In addition, we have taken on an additional part time worker specifically to focus on supporting women and also to expand our work with BAME Communities. She is a qualified Teacher and can deliver Basic Skills courses for adults.

We have had some significant successes in supporting individuals with a high success rate at tribunal level and in supporting people to make successful claims.

Our work around Careers Guidance and Employability has increased as well as our advocacy work with local and central government, the NHS and other organisations. The skill set of our volunteers has expanded and we are now also able to offer some employment rights advice. We continue also to signpost people to specialist and other organisations where necessary and appropriate.

Shortly before the end of the financial year we were able to secure an additional £10,000 in funding via Gateshead Council Shared Prosperity Fund. This does not appear on our balance sheet for this year as it was paid a few days afterwards.

We are confident that the project made a difference to people in 2023/24 and that we will continue to do so in the future. We have now largely recovered from the impact of our forced move and the legacy of Covid, which did mean a significant dislocation of services, as well as making it far harder for people to contact us for help. We have emphasised the importance of connecting with people through publicity and building links with other organisations. We believe we have made some significant strides with this and most importantly people are referring their friends to us. We are making some steps in improving our online presence and we are slowly getting to grips with the Internet. Given the changes in the way that people access information and services particularly after the pandemic we believe this is an important aspect of our work which we are keen to develop. To further facilitate access, we are continuing where necessary to use Zoom and hybrid approaches to meetings. This has proven very valuable in connecting with those clients and partners who remain concerned about the ongoing threat of Covid.

3. Public Benefit Statement

It would be impossible for us to recruit and fund enough paid or voluntary staff to deliver the level of service to meet the needs of all of the unemployed, sick and disabled people in Tyne and Wear. Therefore, we focus our work on passing on our knowledge to claimants, their family's friends and to the people in their communities with whom we are able to connect. Our aim is to empower them to sustain and protect their own welfare benefits. We believe that this work also helps to promote self esteem and to empower the Community.

4. Policy on Social Investment

Our policy is to apply for grants on a regular basis, based on what we can realistically deliver, and what will be of benefit to our clients and to the development of our organisation and those who are active within it. We seek always to diversify the sources of funding we access to ensure that we do not become reliant on a single large grant. We link our aims of our organisation, to the needs of our clients, and onto a better society, because we know at present too many welfare benefit claimants are not living a fulfilled life, that is bad for them, their family and local community, and that effects the wider moral of society.

5. Policy on Grant Making

We do not make grants to individuals or to other charities. Our policy is to apply for grants on a regular basis, based on what we can realistically deliver, and what will be of benefit to our clients and to the development of our organisation and those who are active within it.

6. Contribution by Volunteers

Our volunteers are essential to the successful work of the Charity. They are central to our delivery plan at every stage, from attending medical assessments with claimants, to helping clients with form filling to apply for benefits, to making Mandatory Reconsideration Applications, up to and including preparing and attending Social Security Tribunals. We devote a significant amount of time to training new volunteers.

7. Achievements and Performance

The impact of Covid and our forced move to Gateshead meant that we did suffer some dislocation of service and had to relaunch our work in a different area. We are confident that we have overcome the majority of these issues over the last year and that we have begun to develop a significant profile in the area we serve.

We now have more capacity to deliver than previously and the Centre is in the best shape that it has been since we established the Charity in 2017. We saw a steady growth in business over the year. The support we have received from the National Lottery and the Alex Ferry Foundation has allowed us to operate the Client Representation Project across the whole of Tyne and Wear rather than just in Newcastle. Support from the Community Foundation has enabled us to deliver targeted work to women and to BAME Communities.

We have been able to continue training volunteers and supporting people to help themselves through the Client Representation Project.

Our new premises are larger and more accessible than our previous office and are Shop Front Premises on a main road, which means they are very visible. We are also situated very near to the Bus and Metro stations.

8. Evaluation and outputs

We have been able to successfully deliver against the objectives that we set for the Claimant Representation Project over this financial year. We were supported in this work through grants made by the National Lottery Awards for All Programme and the Alex Ferry Foundation and through the Community Foundation.

9. Fundraising

The Charity was able to secure funding from a variety of sources, The National Lottery Awards for All programme, The Alex Ferry Foundation, The Community Foundation and the Handley Trust as well as other smaller donations from individuals and organisations. Our aim is to diversify our funding as much as possible to avoid reliance on any individual funding stream.

10. Investments

We have not bought any new capital equipment in the last year but have fundraised specifically to buy a number of laptops that we will use to support Basic Skills provision. We will purchase these in the New Year.

11. Financial Review

Review of the year

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements.

During the year the Charity had income of £32,163 (2023: £24,349) of which £26,483 was restricted (2023: £21,350) and expenditure of £38,860 (2023: £29,653) of which £27,645 was restricted (2023: £20,595). There was an operating deficit of £6,697 (2023: deficit of £5,304) of which a deficit of £1,162 was restricted (2023: deficit of £1,745).

At 31 March 2024 the Charity had net assets of £9,853 (2023: £16,550) of which £5,258 was restricted (2023: £6,420).

Reserves policy/Going concern

The Trustees consider the level of reserves, £9,853 (2023: £16,550), prudent for the Charity at this time taking into account potential liabilities in the event that the charity ceased. Our Reserves Policy is reviewed annually.

12. Risk Management

We place the highest priority on safety and wellbeing of our clients and staff and volunteers, we have a management team on hand to respond to all possible and real conflicts that may arise in the day to day running of our organisation and also to guarantee our policy and financial security as an organisation. Plans for future periods to expand our training program across Tyne and Wear.

13. Plans for the future

Our aim is expanding and develop our work with clients, drawing in new volunteers, developing new services and also to further develop our presence in Gateshead, now that we are firmly established in our new premises.

We are always keen to balance our growth and development against the development of our volunteer network. As such, we always seek to emphasise training and consolidation of new volunteers to ensure that we are able to keep pace with the demand from clients.

We are keen to develop our staffing levels and have expanded our work with women and minority ethnic communities.

We are also hoping to develop our Basic Skills Programmes in Maths and English and also our Professional Careers Advice and Guidance and Employability work. This reflects the skills within our staff and volunteer team.

14. Reference and administrative details of the charity, its trustees and advisors

Registered charity name Tyne and Wear Centre Against Unemployment

Charity number 1171669

Registered office:

11 Interchange Centre

West Street

Gateshead

Tyne and Wear

NE8 1BH

Trustees and Members of the Board:

Roger Nettleship – Chair of Trustees

Kevin Flynn – Company Secretary and Trustee

Catriona Hackney-Huck – Vice Chair of Trustees resigned August 2023

David Stead – Trustee

Peter Holland – Trustee Treasurer

Gail Ward – Trustee

John Harrison – Trustee

Dave Allan - Trustee

Chief Executive Officer: Kevin Flynn Company Secretary

Independent Examiner: Doug Maltman FMAAT

Connected Voice Business Services

One Strawberry Lane

Newcastle upon Tyne.

NE1 4BX

15. Structure, governance and management

Board Induction and Training

New Board Members are introduced to the work of the organisation and informed of their legal roles and responsibilities at an induction meeting. The induction and training programme for new Board Members includes:

- A briefing by the Chair or Company Secretary
- An explanation of roles and responsibilities as a Board Member
- Copies of the main charity documents including the Memorandum and Articles of Association and the Financial Statements
- Copy of the business plan and most recent evaluation report
- Copies of recent board papers including budgets and management accounts
- A copy of the Charity Commission publication "How to be an Effective Trustee".
- A copy of the governance structure.

16. Statement of Trustee Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity SORP requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of incoming resources and application of resources, including the receipts and payments of the charity for that year. In preparing those financial statements, the trustees are required to:

- ☐ select suitable accounting policies and apply them consistently.
- ☐ observe the methods and principles in the Charities SORP.
- ☐ make judgements and estimates that are reasonable and prudent.
- ☐ state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation. The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

To be approved by the Trustees on 20/01/2021 and signed on their behalf by:

R Nettleship Roger Nettleship
Roger Nettleship (Jan 20, 2025 12:39 GMT)

TYNE AND WEAR CENTRE AGAINST UNEMPLOYMENT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 05 April 2024

I report on the financial statements of Tyne And Wear Centre Against Unemployment for the year ended 05 April 2024, which are set out on pages 7 to 15.

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 of the Charities Act 2022 ("the Charities Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 if the requirements that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I 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.

Doug Maltman FMAAT
Fellow Member of the Association of Accountancy Technicians
Connected Voice Business Services
One Strawberry Lane
Newcastle upon Tyne
NE1 4BX
Date: 20/01/2025


Douglas Maltman (Jan 20, 2025 13:53 GMT)

STATEMENT OF RECEIPTS AND PAYMENTS

For the year ended 05 April 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<u>Receipts:</u>					
Voluntary Receipts					
Donations, gift aid and legacy	5	2,846	-	2,846	2,109
Charitable activities					
Grants and contracts	6	2,500	26,483	28,983	21,350
Other trading activities	7	334	-	334	890
Total receipts		5,680	26,483	32,163	24,349
<u>Payments:</u>					
Charitable activities					
Operation of the charity	8	11,215	27,645	38,860	29,653
Total payments		11,215	27,645	38,860	29,653
<u>Reconciliation:</u>					
Net of receipts/payments		(5,535)	(1,162)	(6,697)	(5,304)
Cash funds last year end		10,130	6,420	16,550	21,854
Cash funds this year end		4,595	5,258	9,853	16,550

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 9 to 15 form an integral part of these accounts.

STATEMENT OF ASSETS AND LIABILITIES

As at 05 April 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Cash funds:					
Cash at bank and in hand	14	4,595	5,258	9,853	16,550
Assets retained for charity's own use					
IT equipment				328	552
Liabilities	15			4,743	832

These financial statements were approved by the Board on:

20/01/2025

and are signed on its behalf by:

R Nettleship
Chair

 Roger Nettleship (Jan 20, 2025 12:35 GMT)

and are signed on its behalf by:

G Ward
Vice Chair

 Gail Ward (Jan 20, 2025 12:37 GMT)

The notes on pages 9 to 15 form an integral part of these accounts.

TYNE AND WEAR CENTRE AGAINST UNEMPLOYMENT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 05 April 2024

1 Accounting Policies

The accounts have been prepared on the receipts and payments basis. An audit is not required by the charity's constitution and has not been requested by the trustees.

2 Basis of accounting

2.1 Basis of preparation

The accounts have been prepared in accordance with 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 – Charities SORP, the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Charities Act 2022.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year end of £4,595 . The trustees are of the view that the immediate future of the charity is secure and that on this basis the charity is a going concern.

3 Receipts

3.1 Recognition of receipts

Receipts are recognised when the charity has received the resources.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or receipts and payments, unless required or permitted by SORP.

3.3 Grants and donations

Receipts from government and other grants is recognised when the charity has received the funds.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Payments and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

TYNE AND WEAR CENTRE AGAINST UNEMPLOYMENT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 05 April 2024

4.2 Charitable activities

Expenditure on charitable activities includes the costs of work and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the payment was incurred.

4.5 Liabilities

The charity has liabilities which are measured at settlement amounts less any trade discounts.

Tyne And Wear Centre Against Unemployment

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 05 April 2024

Analysis of receipts

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
5 Donations and legacies				
Donations and gifts	2,660	-	2,660	1,804
Unite South of Tyneside	-	-	-	260
Other	186	-	186	45
	<u>2,846</u>	<u>-</u>	<u>2,846</u>	<u>2,109</u>
6 Charitable activities				
<u>Income from grants</u>				
The Handley Trust	-	5,000	5,000	3,750
Alex Ferry Foundation	-	7,400	7,400	4,500
Newcastle City Council	-	-	-	-
HMRC Job Retention Scheme	-	-	-	-
Community Foundation	-	4,000	4,000	1,000
National Lottery	-	9,500	9,500	9,600
Roy & Pixie	2,500	-	2,500	2,500
Aviva	-	583	583	-
	<u>2,500</u>	<u>26,483</u>	<u>28,983</u>	<u>21,350</u>
7 Other trading activities				
Fundraising	334	-	334	890
	<u>334</u>	<u>-</u>	<u>334</u>	<u>890</u>

Income was £32,163 (2023: £24,349) of which £5,680 was unrestricted or designated (2023: £5,499) and £26,483 was restricted (2023: £18,850)

Tyne And Wear Centre Against Unemployment

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 05 April 2024

Analysis of payments on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
8 Charitable activities				
<u>Direct costs</u>				
Salaries	2,225	25,145	27,370	19,413
Staff pension	874	-	874	-
Volunteer expenses	1,655	-	1,655	50
<u>Support costs</u>				
Travel	-	-	-	493
Fundraising costs	-	-	-	194
Telephone	1,321	-	1,321	358
Printing, postage and stationary	700	-	700	1,840
Rent	3,095	2,500	5,595	6,061
IT equipment	-	-	-	173
Subscriptions	-	-	-	35
Payroll fees	518	-	518	178
Bank charges	-	-	-	78
Other expenses	359	-	359	-
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	468	-	468	780
	<u>11,215</u>	<u>27,645</u>	<u>38,860</u>	<u>29,653</u>

Expenditure on charitable activities was £38,860 (2023: £29,653) of which £11,215 was unrestricted or designated (2023: £9,058) and £27,645 was restricted (2023: £20,595)

9 Fees for examination of the accounts

	2024 £	2023 £
Independent examiner's fees for reporting on the accounts	468	780
Other accountancy services paid to the examiner	518	178
	<u>986</u>	<u>958</u>

There were no other fees paid to the examiner (2023: £nil)

10 Analysis of staff costs and the cost of key management personnel

	2024 £	2023 £
Salaries and wages	28,244	19,413
	<u>28,244</u>	<u>19,413</u>

No employee received remuneration above £60,000 (2023: nil)

Tyne And Wear Centre Against Unemployment

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 05 April 2024

The key management personnel of the charity, comprise the trustees.. The total employee benefits of the key management personnel of the charity were £nil (2023: £nil).

11 Staff numbers

The average monthly head count was 2 staff (2023: 1 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2024 Number	2023 Number
The parts of the charity in which the employee's work		
Charitable activities	1.3	1.0
	<u>1.3</u>	<u>1.0</u>

12 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

Other trustees' transactions

During the year, trustees made donations to the charity.

	2024 Amount £	2023 Amount £
Donations of unrestricted nature	394	250
	<u>394</u>	<u>250</u>

13 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

14 Cash at bank and in hand

	2024 £	2023 £
Holding account	-	1,387
Cash at bank and in hand	9,854	15,163
	<u>9,854</u>	<u>16,550</u>

Tyne And Wear Centre Against Unemployment

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 05 April 2024

15 Liabilities (payable within 1 year)

	2024 £	2023 £
Accruals		
Independent examination of accounts	504	468
Other accruals	104	270
Other liabilities	4,135	94
	4,743	832

16 Events after the end of the reporting period

No other significant events affecting the Company since the year end.

17 Analysis of charitable funds

Analysis of movements in unrestricted funds As at 5 April 2024

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	10,130	5,680	(11,215)	-	4,595
Totals	10,130	5,680	(11,215)	-	4,595

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity

Tyne And Wear Centre Against Unemployment

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 05 April 2024

Analysis of movement in restricted funds As at 5 April 2024

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
The Handley Trust	-	5,000	(5,000)	-	-
Newcastle City Council	3,820	-	(1,745)	-	2,075
Alex Ferry Foundation	2,600	7,400	(7,400)	-	2,600
Community Foundation	-	4,000	(4,000)	-	-
National Lottery	-	9,500	(9,500)	-	-
Aviva	-	583	-	-	583
Totals	6,420	26,483	(27,645)	-	5,258

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

The Handley Trust	Funds to cover salary and rent costs.
Newcastle City Council	Funds to cover salary costs.
Alex Ferry Foundation	Claimant Representation Project salary costs
Community Foundation	Funds to cover salary costs.
National Lottery	Funds to cover salary costs.
Aviva	Funds to purchase laptops.

18 Capital commitments

As at 05 April 2024, the charity had no capital commitments (2023 £nil)












TWCAU accounts 23-24 Signed

Final Audit Report

2025-01-20

Created:	2025-01-20
By:	Douglas Maltman (douglas.maltman@connectedvoice.org.uk)
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