



## **SPHT 2023 AGM Minutes 31<sup>st</sup> July 2023 @ 4pm**

### **Present and in Attendance**

Laura-Wigg Bailey, Sarah Greenaway, Kate Murphy, Eric

### **Apologies**

Katie Nielson

### **1. Chairman's Welcome and Thanks (SG)**

### **2. Chairman's Report (SG)**

SPHT started to get serious in 2022; we got focussed and more thoughtful about goals and target market. We gained in confidence ahead of the National Lottery Heritage Fund application.

Efficiency and receipt of donations and financial inputs is improved and we are functioning better as a fundraising Trust for Sinai; Our application to National Lottery Heritage Fund was successful (occurred in Financial Year 22-23).

Strategic approach, vision and focus is much further forward.

Although covid still around (second year), festival, forest school and first retreat were run successfully on the back of the new website (2021).

The Forest school did not make a profit in the financial year 2021-22. Little Trees, Sarah Ryan, who developed the business

plan does not charge enough as she wants to be inclusive. It has been suggested that she increases her rate with concessions available.

It has been suggested that we rent out the site for Forest School out and leave the marketing and recruitment to Sarah Ryan. It has also been suggested that we offer preferential rates for regular bookings.

We need to address issues on parking if hiring out the site. When the lease is signed there will not be as much parking available. It has been suggested that we shelve hiring out the site for Forest School until we have a budget from Heritage Fund but keep momentum going with festival, retreat and open days. We don't have the facilities currently as a business.

**ACTION: Compile report for Co House and Charity Commission for annual returns.**

### **3. Treasurer's Report (ED) For Accounting Year Nov 2021 - Nov 2022**

Eric reported that SPHT were given the draft accounts and not the actual figures from BOSS initially but the correct figures are now sorted and filed. Turnover has doubled because of Forest School £1500, grants - TTTV £1.7k, National Forest £1.4k, Guild members, JT Matt £3.5k, Eventbrite.

Forest School material costs of £3k (plunge pool) and Little Trees have put us into negative figures. Forest school cost to run in hours and expenses = a loss thus the Forest School needs so charge a lot more to break even hence being temporarily shut down. Aesops cost us 7000 hours.

LWB pointed out that Forest School has been funded by grants and just like investing in a business, it is early days.

Eric: Overall it looks good to have doubled turnover if sales are very high, mostly labour and consultancy fees, sub-contractor fees. Deficit of £1000 – not too bad. KM owed £18,000 but used to directors loans being slowly paid back. Prepared to be patient as long as things are improving.

LWB – The Guild event, aimed at high net-worth individuals and launched in March 2022, was quite lucrative by attracting three new Guild members: Simon Clark (£5k), Ray Garlick (£1k), and Ben Robison. Charles Hanson, as the current Patron of Sinai Park House Trust is also in the Guild as are Laura Wigg-Bailey (LW Bailey Heritage Management) and Edward Crane (EWD Crane Timber Framing and Conservation) by virtue of their donations of time. Receipts to all Guild members have been issued for their accounts.

Eric – Wiggletons owe £925; Eric has chased today and will follow up.

KM reported that her cleaner has recently updated that Wiveltons are still trading.

#### **4. Election of Officers** **Review terms of office**

Katie Neilson's term expired October 2022. As AGM was delayed from Nov 2022 to August 2023, re-election was proposed. Katie indicated (by email ahead of the meeting) her willingness to continue for a further term.

Kate Murphy proposed Katie Neilson to be elected for a further term.

Eric Dowding seconded the proposal.

Vote passed with no abstentions.

Name and office	Date joined	End of term	New term Ratified	In post August 2023
Sarah Greenaway Chairman	20 November 2019	20 Nov 2023	31 <sup>st</sup> October 2023	Yes
Katie Neilson	20 March 2018	20 March 2022	31 <sup>st</sup> October 2022	Yes – reappointed at AGM for a further 4 year
Eric Dowding Treasurer	19 October 2016	31 <sup>st</sup> October 2020	1 <sup>st</sup> Nov 2020	Yes
Paula Devlin	19 October 2016	31 <sup>st</sup> October 2020	1 <sup>st</sup> Nov 2020	No – resigned Nov 2020
Imogen D'Arcy	12 May 2020	12 May 2024	31 <sup>st</sup> October 2024	No – removed by virtue of

				non-attendance or apologies given Jan 2021
Caroline Hassall	19 October 2016	31 <sup>st</sup> October 2020	1 <sup>st</sup> Nov 2020	No – resigned Nov 2020
Gill Collins	12 May 2020	12 May 2024	31 <sup>st</sup> October 2024	No – resigned Nov 2020
Kate Murphy Secretary	19 October 2016	31 <sup>st</sup> October 2020	1 <sup>st</sup> Nov 2020	Yes

## Trustee roles

LWB - Currently compiling a recruitment pack and press release; uploading job spec to civic society, SPHT mailing list, the Guild, VAST and Support Staffs, Museum Jobs (Leicester Uni), personal contacts, SPHT website and socials.

Sarah Greenaway, Kate Murphy and Eric Dowding have indicated that they wish to step down when new Trustees are recruited and fully inducted..

## Commitment of Trustees

Treasurer: 8 hours per month (not including networking events)

Secretary: 6 hours per month (not including networking events)

Trustee = 5 hours per month (not including networking events)

**ACTION: Add “Representing the Trust at networking and public events” to job specs.**

KM is happy to represent the Trust at the odd event and has access to certain things at Charity Commission and Gov.uk; she is also the addressee and wants to hand over and delist ASAP.

LWB - We are recruiting now for Trustees, Secretary and Treasurer and choosing a “Roaming Chair” model with current Chair having the casting vote. Everyone then has equal responsibility and anyone can attend networking event to represent SPHT.

LWB will arrange chats with applicants and current Treasurer and Secretary; informal chats/interviews. Set up an induction in October.

Eric – There is considerably less work for the new Treasurer in 2023. Eric is happy to pay bills for while but stretched on time. New Trustees will be unable to sign on with Natwest if they have a criminal record although this will be covered when filling in the form for co. house.

Accounts for Nov 21 – Nov 22 complete. Nov 22 – Nov 23 not complete.

**ACTION: Eric or new Treasurer to correct to traditional financial year (April-March)**

### **Ratifying the Trustees**

LWB – Trustees can be co-opted and added to Company House and Charity Commission at a Trustees meeting, but need to be ratified at an AGM.

### **Next Meeting**

Next AGM (2023) hopefully at the beginning of November to ratify new Trustees.

**5. Meeting Closed at 5.30pm**

**SINAI PARK HOUSE TRUST  
DIRECTORS' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

**Sinai Park House Trust**  
**Directors' Report and Unaudited Financial Statements**  
**For The Year Ended 31 October 2022**

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**Sinai Park House Trust  
Company Information  
For The Year Ended 31 October 2022**

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<b>Directors</b>	C A Murphy E L Dowding
<b>Company Number</b>	10434926
<b>Registered Office</b>	Sinai Park House Shobnall Road Burton-On-Trent DE13 0QJ
<b>Business</b>	Sinai Park House Shobnall Road Burton-On-Trent DE13 0QJ
<b>Accountants</b>	The Boss Partnership Chartered Certified Accountants No1 Parkside Court Greenhough Road Lichfield Staffordshire WS13 7FE



**Sinai Park House Trust**  
**Company No. 10434926**  
**Directors' Report For The Year Ended 31 October 2022**

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The directors present their report and the financial statements for the year ended 31 October 2022 .

**Directors**

The directors who held office during the year were as follows:

C L Hassall    Resigned    13/12/2021

C A Murphy

E L Dowding

P R Dowding    Resigned    13/12/2021

**Statement of Directors' Responsibilities**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing the financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Sinai Park House Trust  
Directors' Report (continued)  
For The Year Ended 31 October 2022**

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The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Small Company Rules**

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

On behalf of the board

*Eric Dowding*

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E L Dowding

Director

31/07/2023

**Sinai Park House Trust  
Accountant's Report  
For The Year Ended 31 October 2022**

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**Report to the directors on the preparation of the unaudited statutory accounts of Sinai Park House Trust for the year ended 31 October 2022**

To assist you to fulfil your duties under the Companies Act 2006, I have prepared for your approval the accounts of Sinai Park House Trust which comprise the Income and Expenditure Account, the Balance Sheet and the related notes, from the company's accounting records and from information and explanations you have given us.

As a practising member of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/en/member/professional-standards/rules-standards/acca-rulebook.html>.

This report is made to the directors of Sinai Park House Trust, as a body, in accordance with the terms of our engagement letter dated . Our work has been undertaken solely to prepare for your approval the accounts of Sinai Park House Trust and state those matters that we have agreed to state to the directors of Sinai Park House Trust, as a body, in this report in accordance with the Association of Chartered Certified Accountants as detailed at [http://www.accaglobal.com/content/dam/ACCA\\_Global/Technical/fact/technical-factsheet-163.pdf](http://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.pdf). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Sinai Park House Trust and its directors as a body for our work or for this report.

It is your duty to ensure that Sinai Park House Trust has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit or loss of Sinai Park House Trust. You consider that Sinai Park House Trust is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Sinai Park House Trust. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed

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31/07/2023

The Boss Partnership  
Chartered Certified Accountants  
No1 Parkside Court  
Greenhough Road  
Lichfield  
Staffordshire  
WS13 7FE

**Sinai Park House Trust**  
**Income and Expenditure Account**  
**For The Year Ended 31 October 2022**

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	<b>Notes</b>	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
<b>TURNOVER</b>		25,589	13,642
Cost of sales		(10,752 )	-
		<hr/>	<hr/>
<b>GROSS SURPLUS</b>		14,837	13,642
Administrative expenses		(16,032 )	(30,461 )
		<hr/>	<hr/>
<b>OPERATING DEFICIT AND DEFICIT FOR THE FINANCIAL YEAR</b>		<hr/> <hr/> (1,195 )	<hr/> <hr/> (16,819 )

The notes on pages 8 to 9 form part of these financial statements.

**Sinai Park House Trust  
Balance Sheet  
As At 31 October 2022**

		<b>2022</b>		<b>2021</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CURRENT ASSETS</b>					
Debtors	<b>4</b>	850		-	
Cash at bank and in hand		3,570		4,453	
		<u>4,420</u>		<u>4,453</u>	
<b>Creditors: Amounts Falling Due Within One Year</b>	<b>5</b>	(20,149 )		(18,987 )	
		<u></u>		<u></u>	
<b>NET CURRENT ASSETS (LIABILITIES)</b>			(15,729 )		(14,534 )
			<u></u>		<u></u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			(15,729 )		(14,534 )
			<u></u>		<u></u>
<b>NET LIABILITIES</b>			(15,729 )		(14,534 )
			<u></u>		<u></u>
Income and Expenditure Account			(15,729 )		(14,534 )
			<u></u>		<u></u>
<b>MEMBERS' FUNDS</b>			(15,729 )		(14,534 )
			<u></u>		<u></u>

**Sinai Park House Trust  
Balance Sheet (continued)  
As At 31 October 2022**

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For the year ending 31 October 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit 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.

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

On behalf of the board

*C A Murphy*

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C A Murphy

Director

31/07/2023

The notes on pages 8 to 9 form part of these financial statements.

**Sinai Park House Trust**  
**Notes to the Financial Statements**  
**For The Year Ended 31 October 2022**

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**1. General Information**

Sinai Park House Trust is a private company, limited by guarantee, incorporated in England & Wales, registered number 10434926. The registered office is Sinai Park House, Shobnall Road, Burton-On-Trent, DE13 0QJ.

**2. Accounting Policies**

**2.1. Basis of Preparation of Financial Statements**

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102 section 1A Small Entities "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

**2.2. Turnover**

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

**Sale of goods**

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

**Rendering of services**

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

**3. Average Number of Employees**

Average number of employees, including directors, during the year was as follows: NIL (2021: NIL)

**4. Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	850	-
	<u>850</u>	<u>-</u>

**5. Creditors: Amounts Falling Due Within One Year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade creditors	1,161	-
Accruals and deferred income	600	600
Directors' loan accounts	18,388	18,387
	<u>20,149</u>	<u>18,987</u>

**Sinai Park House Trust**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 October 2022**

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**6. Company limited by guarantee**

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.



**Sinai Park House Trust**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 October 2022**

	<b>2022</b>		<b>2021</b>	
	£	£	£	£
<b>TURNOVER</b>				
Sales		8,037		-
Donations recieved		12,902		4,938
Crowd funding income		-		2,907
Gift aid recieved		-		1,096
Forest School		1,550		-
Grants and subsidies received		3,100		4,701
		<u>25,589</u>		<u>13,642</u>
<b>COST OF SALES</b>				
Burton Albion Community Trust sessions	240		-	
Subcontractor Costs - FS practitioner	3,253		-	
Subcontractor costs - Litte trees	6,391		-	
Temporary labour	830		-	
Hire and leasing of plant and machinery	38		-	
		<u>(10,752 )</u>		<u>-</u>
<b>GROSS SURPLUS</b>		<u>14,837</u>		<u>13,642</u>
<b>Administrative Expenses</b>				
Subsistence expenses	622		-	
Building works to property	2,992		6,160	
Insurance	1,149		1,221	
Printing, postage and stationery	29		-	
Advertising and marketing costs	981		1,560	
Forrest School costs	-		480	
Video production costs	-		1,615	
Website costs	-		6,888	
Accountancy fees	971		600	
Legal fees	1,738		-	
Professional fees	-		11,375	
Consultancy fees	6,978		360	
Bank charges	284		202	
Sundry expenses	288		-	
		<u>(16,032 )</u>		<u>(30,461 )</u>
<b>OPERATING DEFICIT AND DEFICIT FOR THE FINANCIAL YEAR</b>		<u>(1,195 )</u>		<u>(16,819 )</u>



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#### Parties involved with this document

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Mon, 31st Jul 2023 12:59:23 BST	Mrs Catherine Anne Murphy - Signer (0d2c52794401c571caac02584ae627b4)

#### Audit history log

Date	Action
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Mon, 31st Jul 2023 12:58:21 BST	Mrs Catherine Anne Murphy viewed the envelope. (109.153.239.197)
Mon, 31st Jul 2023 12:29:47 BST	Mr Eric Lee Dowding viewed the envelope. (109.154.67.65)
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Mon, 31st Jul 2023 12:29:47 BST	Sent the envelope to Mrs Catherine Anne Murphy for signing (109.154.67.65)
Mon, 31st Jul 2023 12:29:47 BST	Mr Eric Lee Dowding signed the envelope (109.154.67.65)
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(35.176.231.177)

**SINAI PARK HOUSE TRUST  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

**Sinai Park House Trust**  
**Unaudited Financial Statements**  
**For The Year Ended 31 October 2022**

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**Sinai Park House Trust  
Balance Sheet  
As At 31 October 2022**

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Registered number: 10434926

		<b>2022</b>		<b>2021</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CURRENT ASSETS</b>					
Debtors	<b>4</b>	850		-	
Cash at bank and in hand		3,570		4,453	
		<u>4,420</u>		<u>4,453</u>	
<b>Creditors: Amounts Falling Due Within One Year</b>	<b>5</b>	(20,149 )		(18,987 )	
		<u>(15,729 )</u>		<u>(14,534 )</u>	
<b>NET CURRENT ASSETS (LIABILITIES)</b>					
			(15,729 )		(14,534 )
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>(15,729 )</u>		<u>(14,534 )</u>
<b>NET LIABILITIES</b>					
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Income and Expenditure Account			(15,729 )		(14,534 )
<b>MEMBERS' FUNDS</b>					
			<u>(15,729 )</u>		<u>(14,534 )</u>

**Sinai Park House Trust  
Balance Sheet (continued)  
As At 31 October 2022**

---

For the year ending 31 October 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit 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.

These accounts have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The company has taken advantage of section 444(1) of the Companies Act 2006 and opted not to deliver to the registrar a copy of the company's Income and Expenditure Account.

On behalf of the board

*C A Murphy*

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C A Murphy

Director

31/07/2023

The notes on pages 3 to 4 form part of these financial statements.

**Sinai Park House Trust**  
**Notes to the Financial Statements**  
**For The Year Ended 31 October 2022**

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**1. General Information**

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**3. Average Number of Employees**

Average number of employees, including directors, during the year was as follows: NIL (2021: NIL)

**4. Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	850	-
	<u>850</u>	<u>-</u>

**5. Creditors: Amounts Falling Due Within One Year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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**Sinai Park House Trust**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 October 2022**

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Mon, 31st Jul 2023 12:29:47 BST	Document emailed to party email (13.40.164.227)
Mon, 31st Jul 2023 12:29:47 BST	Sent the envelope to Mrs Catherine Anne Murphy for signing (109.154.67.65)
Mon, 31st Jul 2023 12:29:47 BST	Mr Eric Lee Dowding signed the envelope (109.154.67.65)
Mon, 31st Jul 2023 11:58:52 BST	Mr Eric Lee Dowding viewed the envelope. (109.154.67.65)
Mon, 31st Jul 2023 11:48:13 BST	Document emailed to party email (13.40.164.227)
Mon, 31st Jul 2023 11:48:04 BST	Sent the envelope to Mr Eric Lee Dowding for signing. (18.133.244.199)
Mon, 31st Jul 2023 11:48:04 BST	Envelope has been set to automatically remind the active signer every 1 day(s). (18.133.244.199)
Mon, 31st Jul 2023 11:48:04 BST	Mrs Catherine Anne Murphy has been assigned to this envelope. (18.133.244.199)
Mon, 31st Jul 2023 11:48:04 BST	Mr Eric Lee Dowding has been assigned to this envelope. (18.133.244.199)
Mon, 31st Jul 2023 11:48:04 BST	Envelope generated. (18.133.244.199)
Mon, 31st Jul 2023 11:48:04 BST	Document generated with fingerprint 1c3d2fe5708c6e78ed984f885bc15ada. (18.133.244.199)

Mon, 31st Jul 2023 11:48:04 BST

Document generated with fingerprint

7232a269c3991dbbc639cb77adebb80c. (18.133.244.199)

Mon, 31st Jul 2023 11:48:02 BST

Envelope generated with fingerprint afc8f55b9b82f5dd9b525c8c748630dc  
(35.176.231.177)