

REGISTERED COMPANY NUMBER: CE011847 (England and Wales)
REGISTERED CHARITY NUMBER: 1175348

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Steps To Your Healthy Future

Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
Shropshire
TF11 9AZ

Steps To Your Healthy Future

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Steps To Your Healthy Future

Report of the Trustees for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives, aims and context

Steps to Your Healthy Future is a Birmingham-based charity established in 2017. It was set up to promote and preserve the good health of people suffering or at risk from long-term health conditions such as type-2 diabetes and pre-diabetes, by the provision of support and education.

We work hard to make measurable changes in the community. Our work addresses:

- Isolation
- Healthy eating
- Self-belief
- Movement
- Management of diabetes
- Self-empowerment

Our projects bring the community together in one place so they can share and support each other. We run peer to peer support groups that are face to face over a tea/coffee. We recognise some communities need support not only with a specific condition but the wider challenges such as isolation, self-belief and self-worth. We pride ourselves on listening to the feedback we receive, allowing us to innovate as we grow.

Achievements and performance

New Appointments Pay Dividends

The beginning of 2020 saw the investment in the day-to-day focus and running of the charity with the appointment of its first CEO, Michael McEntee. Even with the upheaval of Covid and subsequent temporary furlough. The investment has been worthwhile, as Michael has used this time of pandemic-induced uncertainty to positively build sound foundations in terms of operational management and relationship building. Even with the restriction of home working and national lockdown, Michael has been able to develop extended and robust relationships that have, and will, continue to deliver in terms of grant funding. This investment in time and energy has positively entrenched the charity in the hearts and minds of key stakeholders and decision makers within the local communities we passionately serve.

Effect of Covid-19

As we began the financial year of 2020/21, as for so many charities, we too began to experience the initial challenges that were to face us throughout that year. The early part of the year not only saw the hiring of a CEO but the need to hit the ground running in terms of contingency planning. On reflection, productive groundwork that had been achieved during 2019/20, in terms of grant applications, were suddenly and abruptly put on hold in 2020/21. Nevertheless, out of challenge comes opportunity. Due to the pandemic, we saw fit to take our sessions online and support people over Zoom or Teams. We believed strongly as a charity that we had to continue to deliver these sessions and - in fact - they were more important than ever due to growing levels of acute isolation, particularly for our more mature groups. To enhance our contingency planning, we used some of our unrestricted grants to purchase tablets that we would subsequently loan to those who did not have their own. This forward thinking allowed us the opportunity to deliver many great online groups through this time and would allow us to extend our reach to more people as geographical restrictions were removed. The reality was that our choice and range of group offerings grew rather than depleted, a testament to the initial operational planning and subsequent hard work and dedication of the Steps' team during this precarious time.

OBJECTIVES AND ACTIVITIES

Public benefit

Our Impact

Covid and national lockdown clearly impacted on our original budgeting and thwarted such aspirations coming to fruition. No more so than scuppering our application for original National Lottery funding, as one example. Undeterred, we transitioned to a new part-time bid writer, Donna Courage, who has helped us to become ever more laser focused on what realistic funding was accessible, such as Covid emergency funding.

Securing such funding has been a lifeline within a timeframe that can only be described as "the perfect storm" in terms of securing income, both restricted and particularly unrestricted. Such restricted funding allowed us to hunker down and focus on our key services within a new operational framework, eg transitioning from face-to-face to online. This quick turnaround contingency planning allowed our charity to maintain the groups and support those who need it the most. We have gone above and beyond where needed by providing tablets and making one-to-one befriending calls throughout this period for those who were unable to join us. We recognise that through these challenging times, many people were beginning to self-isolate. Not realising that such self-isolation would be their prisoner for the majority of 2020 and beyond. What wasn't foreseen was the practical help needed with the everyday basics of life: help with shopping and accessing medication. As we transitioned from physical face-to-face groups to online groups, many of our members offered each other practical and emotional support, in some cases even the offer of picking up shopping for those who were forced to self-isolate for an immense length of time. This transition would not have happened without the proactive planning and investment to offset the impact of Covid on our services.

Our range of services has also widened, one example being our Steps' e-bulletin, again, part of our contingency planning strategy to minimise the effects of a lack of face-to-face contact. Subsequently, during the height of national lockdown, circulation was increased from once a month to once a week. The aim of this was to provide more information and support for people living with diabetes while overshadowed by the Covid pandemic. This seemed to be of particular benefit to those who couldn't join our online groups but still felt connected to us through our e-bulletins. This clearly paid dividends as we doubled our number of subscribers. This hasn't included those who forwarded them on to their cohorts. Sadly, we can't measure this outreach but are just grateful we could support those who needed it.

The group numbers were maintained over the year, understandably we were not able to increase the numbers attending as we had lost our usual routes to recruitment and physical engagement. However, using this time to build new partnerships and relationships has allowed us to receive new referrals through different channels, eg Spirit Healthcare, Health Exchange, a range of Birmingham Neighbourhood Network Schemes and their community of assets (voluntary organisations, charities, community groups) and social prescribers. These channels may indeed not have been so readily explored without the influence of national lockdown and "out of the box" thinking. We had some referrals from members of the charity, which kept our numbers stable and compensated for those who were unable to join online. We look forward to welcoming everyone back to our face-to-face groups, when it is safe to do so.

Feedback From Our Groups

"Above all else, basically, in lockdown, we've gone absolutely nowhere. I think you can count on one hand the number of times we've left the property, and a couple of them has been just to drive the car around the estate to get the rust off the disc pads. So, it's nice to meet up with a few familiar faces and have a chat. And it basically does help with some of the boredom, it really does."

"And I like some of the other items you post out to us, the information around the foods and things like that, and the comfort eating and things to be wary of."

"I just want to say thank you. I mean, it's just like this morning, you know, talking about wheat and things that I wouldn't have picked that up anywhere else. Being able to talk about the arthritis, somebody who has been through the same situation, and it's just helpful and very, very encouraging, and makes you want to take that step forward in getting control of your life."

"I always looked forward to the [pre-Covid face-to-face] diabetic meetings that I went to, so I found this really nice, as everybody said, to hear other people's views and how other people are coping, particularly at this time [Covid lockdown]. We've had a really tough year and I think that we're all really very grateful for any other talking that we may have other than our partners."

"You know, at the moment, we're not really seeing much of the doctors and that, so it's nice to hear what other people have got to say and how they're coping with things. Because you do feel quite alone, really, because you don't really get any contact any day from the medical ... from the doctors. So, I find it really useful for me."

"It's actually really good to talk to people that are in the same boat, that you're all coming from the same place, and, you know, because you will understand better than somebody who isn't suffering from the symptoms that you've got. I find that quite helpful because it's like there's somebody standing next to me and helping me through it, so you know, I do appreciate, I think I appreciate that as much as anything."

Steps To Your Healthy Future

Report of the Trustees for the Year Ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Thank You to Our Funders

It goes without saying, all of this would simply not be possible without the financial support and support-in-kind that we have received this year:

- NNS Perry Barr
- NNS Selly Oak
- Waitrose 'Community Matters'
- Coronavirus Community Support Fund (CCSF)

Acknowledgements

As the Chair, I would like to acknowledge the hard work and dedication that everyone has put into the charity this year through these challenging times. The charity was born out of my passion, however, everyone's rallied support and robust 'Can-do' attitude has ensured we have been able to deliver support to those who need it. Thank you to the Board, Caroline Rees-Edwards and Mark Triggs, Michael McEntee, Sue Holder and Donna Courage for their continued commitment and dedication to our worthy cause.

FINANCIAL REVIEW

Financial position

Inevitably, the financial year was dominated by the Covid pandemic, affecting our financial position significantly, along with increased overhead throughout the financial year with the full-time full year costs of a CEO. Some of these costs, as with our part time administrator were offset by the furlough scheme, but we took the decision to bring both back off furlough at the end of the first lockdown. This has left our reserves depleted, but moving into the new financial year, we are confident of new and additional funding streams that will come on stream to leave us in a much healthier position and covering our annual overhead by the end of next financial year.

Principal funding sources

It goes without saying, all of this would simply not be possible without the financial support and support-in-kind that we have received this year:

- NNS Perry Barr
- NNS Selly Oak
- Waitrose 'Community Matters'
- Coronavirus Community Support Fund (CCSF)

We also received a very generous gift in kind from Blue Station Communications Limited completely free of charge for rebranding, which we acknowledge with extreme gratitude.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Management

A small board of trustees recruited from a varied range of appropriate backgrounds has run the charity, supported latterly by a part time administrator. They have formulated a series of key policies to guide the charity's operations, including a procurement policy and separate procurement board.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CE011847 (England and Wales)

Registered Charity number

1175348

Registered office

13 St Pauls Square
Birmingham
B3 1RB

Steps To Your Healthy Future

**Report of the Trustees
for the Year Ended 31 March 2021**

Trustees

Ms K Walker
M D S Triggs
Mrs C J R Edwards

Independent Examiner

Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
Shropshire
TF11 9AZ

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



10 Dec 2021

.....
M D S Triggs - Trustee

Independent examiner's report to the trustees of Steps To Your Healthy Future ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Spotlight Accounting Limited
Chartered Accountant
Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
Shropshire
TF11 9AZ

Date:

Steps To Your Healthy Future

Statement of Financial Activities for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		7,656	28,234	35,890	10,230
Other trading activities	2	<u>300</u>	<u>-</u>	<u>300</u>	<u>-</u>
Total		7,956	28,234	36,190	10,230
EXPENDITURE ON					
Charitable activities					
Health support activities		<u>17,557</u>	<u>26,790</u>	<u>44,347</u>	<u>26,805</u>
NET INCOME/(EXPENDITURE)		(9,601)	1,444	(8,157)	(16,575)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>20,126</u>	<u>7,994</u>	<u>28,120</u>	<u>44,695</u>
TOTAL FUNDS CARRIED FORWARD		<u>10,525</u>	<u>9,438</u>	<u>19,963</u>	<u>28,120</u>

The notes form part of these financial statements

Steps To Your Healthy Future

Balance Sheet 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
CURRENT ASSETS					
Stocks	5	-	-	-	379
Debtors	6	341	-	341	371
Cash at bank		<u>10,891</u>	<u>9,438</u>	<u>20,329</u>	<u>29,560</u>
		11,232	9,438	20,670	30,310
CREDITORS					
Amounts falling due within one year	7	(707)	-	(707)	(2,190)
		<u>10,525</u>	<u>9,438</u>	<u>19,963</u>	<u>28,120</u>
NET CURRENT ASSETS					
		10,525	9,438	19,963	28,120
TOTAL ASSETS LESS CURRENT LIABILITIES		10,525	9,438	19,963	28,120
NET ASSETS		<u>10,525</u>	<u>9,438</u>	<u>19,963</u>	<u>28,120</u>
FUNDS	8				
Unrestricted funds				10,525	20,126
Restricted funds				<u>9,438</u>	<u>7,994</u>
TOTAL FUNDS				<u>19,963</u>	<u>28,120</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:



10 Dec 2021

.....
K Walker - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Provision of services	<u>300</u>	<u>-</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	270	9,960	10,230
EXPENDITURE ON			
Charitable activities			
Health support activities	14,065	12,740	26,805
NET INCOME/(EXPENDITURE)	(13,795)	(2,780)	(16,575)
RECONCILIATION OF FUNDS			
Total funds brought forward	33,921	10,774	44,695
TOTAL FUNDS CARRIED FORWARD	<u>20,126</u>	<u>7,994</u>	<u>28,120</u>

5. STOCKS

	31.3.21 £	31.3.20 £
Stocks	-	379

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Prepayments and accrued income	341	371

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Social security and other taxes	483	1,195
Accruals and deferred income	224	995
	<u>707</u>	<u>2,190</u>

8. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	20,126	(9,601)	10,525
Restricted funds			
Charity restricted funds	<u>7,994</u>	<u>1,444</u>	<u>9,438</u>
TOTAL FUNDS	<u>28,120</u>	<u>(8,157)</u>	<u>19,963</u>

8. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	7,956	(17,557)	(9,601)
Restricted funds			
Charity restricted funds	28,234	(26,790)	1,444
TOTAL FUNDS	<u>36,190</u>	<u>(44,347)</u>	<u>(8,157)</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	33,921	(13,795)	20,126
Restricted funds			
Charity restricted funds	10,774	(2,780)	7,994
TOTAL FUNDS	<u>44,695</u>	<u>(16,575)</u>	<u>28,120</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	270	(14,065)	(13,795)
Restricted funds			
Charity restricted funds	9,960	(12,740)	(2,780)
TOTAL FUNDS	<u>10,230</u>	<u>(26,805)</u>	<u>(16,575)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

8. MOVEMENT IN FUNDS - continued

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

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	33,921	(23,396)	10,525
Restricted funds			
Charity restricted funds	10,774	(1,336)	9,438
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>44,695</u>	<u>(24,732)</u>	<u>19,963</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	8,226	(31,622)	(23,396)
Restricted funds			
Charity restricted funds	38,194	(39,530)	(1,336)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>46,420</u>	<u>(71,152)</u>	<u>(24,732)</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

Steps To Your Healthy Future

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	575	270
Grants	26,910	9,960
Furlough income	<u>8,405</u>	<u>-</u>
	35,890	10,230
Other trading activities		
Provision of services	<u>300</u>	<u>-</u>
Total incoming resources	36,190	10,230
EXPENDITURE		
Charitable activities		
Wages	34,500	11,819
Pensions	668	112
Insurance	175	168
IT software and consumables	472	-
Telephone and internet	206	141
Postage and stationery	88	854
Advertising	2,995	960
Meeting costs	188	875
Consulting	2,800	10,450
Staff training	-	80
Legal expenses	64	-
Stock written off	<u>380</u>	<u>-</u>
	42,536	25,459
Support costs		
Finance		
Accountancy fees	<u>1,811</u>	<u>1,346</u>
Total resources expended	<u>44,347</u>	<u>26,805</u>
Net expenditure	<u>(8,157)</u>	<u>(16,575)</u>



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Parties involved with this document

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Fri, 10th Dec 2021 10:45:29 UTC	Emma Oliver - Copied In (bb6eef4dcf9eaca5c938240897542cdc)

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Fri, 10th Dec 2021 10:45:29 UTC	The envelope has been signed by all parties. (185.130.156.200)
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Fri, 10th Dec 2021 10:31:09 UTC	Sent the envelope to Mr Mark Trigg for signing. (84.64.100.21)
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