

**PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr G Campbell	
	Ms D Plowman	
	Ms S Bustard	
	Dr K Lough	
	Ms H Shepherd	
	Ms J Harvey Dixon	
	Ms D Alebon	
	Ms D Dillon	
	Ms G Donnelly	
	Ms A Stephenson	(Appointed 22 April 2023)
Charity number	1181424	
Principal address	POGP c/o Executive Business Support Ltd City Wharf Davidson Road Lichfield Staffordshire WS14 9DZ	
Independent examiner	Shaw Gibbs Limited 264 Banbury Road Oxford OX2 7DY	

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

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

POGP is a UK-based Professional Network of the Chartered Society of Physiotherapy. Our members are registered physiotherapists with a clinical interest and/or speciality in the areas of obstetrics, gynaecology, urology, bladder, bowel and sexual health for men and women. See appendix for the charity's 2024 organisational chart.

The financial statements have been prepared in accordance with the accounting policies set out in notes 1.1 to 1.10, and comply with the charity's deed of transfer, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The principle objective of POGP is to provide evidence-informed care and advocacy for the public and its members underpinned by the values of excellence, collaboration, advocacy and evidence from research in pelvic health.

The policies adopted to meet this objective are embedded within sound financial management of the charity in line with the strategic direction put in place in 2023.

In the previous year we posted a loss as we invested to improve our administration support across POGP enabling trustees to focus on the strategic development of POGP. This included resources to update and expand our education and training provision. Course delivery has now recovered to pre-covid levels and we continue to invest in materials and equipment to provide high-quality workforce development in pelvic health.

From a financial perspective the Trustees have four overall objectives:

1. To provide external administrative and development support that is fit-for-purpose to the increasing size of membership and enables the Trustees to focus on the delivery of education and support for our members and to collaborate with the wider pelvic health field.
2. To provide the best teachers and teaching material on a competitive basis with other providers over an expanding range of pelvic health related topics.
3. To provide, where resources are available, awards and research grants that further the work of POGP and increase the opportunity for members to be supported in their CPD.
4. To ensure that we have sufficient resources to weather any storms

There will be a need for further planned spending to support member development and POGP plan to raise subscriptions below the level of inflation but continue to encourage increased membership through promotion and member engagement.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

The charity's main achievements in the year have been:

- Membership level in excess of 1000.
- A capacity Board fully representing the membership demographic.
- An ability to offer the £15000 grants for relevant research and to increase the levels of support for the additional bursaries offered by POGP including the Early Career award.
- A return to a full offering of all training courses offered by POGP- reviewed and updated for current evidence.
- Delivery of the most successful Annual Conference to date with a full auditorium of 150 physiotherapists.
- Quarterly delivery of a member newsletter highlighting achievements and new developments.
- Two peer reviewed journals delivered to members doors.
- Gaining a CSP fellowship for Professor Doreen McClurg.
- Successful trademarking of our organisation and endorsement logo.
- A photographic collection available for members to use in publications.

POGP have continued to build the relationships it has with relevant stakeholders in pelvic health. We remain affiliated to the International Urogynaecological Association (IUGA), and have Committee representation across the main organisations in the UK including several areas of involvement in NHS policy projects.

We have also increased our social media engagement over the period with strategic presence at non physiotherapy events and conferences to increase public awareness of our role in public pelvic health. This has included offering webinars and podcasts involving international members.

POGP are in a healthy and robust position to continue growth and involvement in the UK and international pelvic health community

Financial review

POGP remain in a strong financial position to deliver the agreed programme of reinvestment for 2023/2024.

The charity performed well in the year to 31 March 2024, resulting in a net asset position of £74,567 at the year end.

It is the policy of the charity that unrestricted funds are maintained at a level that ensures POGP will remain a going concern and will seek to support expansion of member services maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

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

Structure, governance and management

The charity is a charitable incorporated organisation, registered under charity number is 1181424. The charity's governing documents is a deed of transfer.

The trustees who served during the year and up to the date of signature of the financial statements were:

Dr G Campbell
Ms D Plowman
Ms S Bustard
Dr K Lough
Ms M Rach
Ms H Shepherd

(Resigned 3 November 2023)

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Ms J Harvey Dixon

Ms D Alebon

Ms D Dillon

Ms G Donnelly

Ms A Stephenson

(Appointed 22 April 2023)

These 10 form the charity's board of trustees, on which a maximum of 12 members of POGP who hold full membership and perform their work in a volunteer capacity may sit. Trustees are voted into post by the charity's membership at the AGM.

Statement of trustees' responsibilities

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

The law applicable to charities in England and Wales 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 the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then 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; and
- 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 sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

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

Kate Lough

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Dr K Lough

Trustee 20 Jan 2025

Dated:

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

I report to the trustees on my examination of the financial statements of Pelvic Obstetric & Gynaecological Physiotherapy (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountant England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Samantha Daniels

Samantha Daniels FCA

For and on behalf of
Shaw Gibbs Limited
264 Banbury Road
Oxford
OX2 7DY

20 Jan 2025
Dated:

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Income from:			
Donations and legacies	3	802	825
Charitable activities	4	272,535	229,525
Total income		273,337	230,350
Expenditure on:			
Charitable activities	6	360,945	288,558
Total expenditure		360,945	288,558
Net expenditure and movement in funds		(87,608)	(58,208)
Reconciliation of funds:			
Fund balances at 1 April 2023		162,175	220,383
Fund balances at 31 March 2024		74,567	162,175

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

BALANCE SHEET

AS AT 31 MARCH 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Intangible assets	11		27,184		31,622
Tangible assets	12		282		332
Investments	13		1,100		1,100
			<u>28,566</u>		<u>33,054</u>
Current assets					
Debtors	14	66,337		27,351	
Cash at bank and in hand		157,432		168,273	
		<u>223,769</u>		<u>195,624</u>	
Creditors: amounts falling due within one year	15	(177,768)		(66,503)	
Net current assets			<u>46,001</u>		<u>129,121</u>
Total assets less current liabilities			<u>74,567</u>		<u>162,175</u>
Net assets excluding pension liability			<u>74,567</u>		<u>162,175</u>
			<u><u>74,567</u></u>		<u><u>162,175</u></u>
The funds of the charity					
Unrestricted funds			<u>74,567</u>		<u>162,175</u>
			<u><u>74,567</u></u>		<u><u>162,175</u></u>

07 Jan 2025

The financial statements were approved by the trustees on

Kate Lough

Dr K Lough
Trustee

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Pelvic, Obstetric & Gynaecological Physiotherapy (POGP) is a registered charity and a membership organisation and professional network of the Chartered Society of Physiotherapy. Physiotherapy is a science-based healthcare profession that promotes recovery in illness, injury, or disability. It aims to restore movement and functional ability to the person's full potential.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Upon registration of the charity, the assets and liabilities of the Pelvic Obstetric & Gynaecological Physiotherapy society were transferred to the charity. This has been treated as donation income.

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date where it is probable that the expected future economic benefits that are attributable to the asset will flow to the entity and the fair value of the asset can be measured reliably; the intangible asset arises from contractual or other legal rights; and the intangible asset is separable from the entity.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Website	10% Straight line
---------	-------------------

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% Reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at cost and subsequently measured at cost less any accumulated impairment losses. The investments are assessed for impairment at each reporting date and any impairment losses or reversals of impairment losses are recognised immediately in net income/ (expenditure) for the year.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	802	825

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Subscriptions		
Income	78,855	87,249
Books, tapes and leaflets		
Income	527	453
Study weekends courses and conferences		
Income	171,962	139,133
Advertising & sponsorship		
Income	21,191	2,690
	272,535	229,525

5 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	50	59
Amortisation of intangible assets	4,438	4,438

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

6 Expenditure on charitable activities	Study Advertising		Subscriptions		Total		Study Advertising		Books, Subscriptio		Total	
	weekends	£	£	£	£	£	weekends	£	tapes and Literature	ns	£	£
Direct costs												
Books, tapes and leaflets	-	-	-	-	-	-	-	-	4,055	-	4,055	4,055
Workshop expenses	177,404	-	-	-	177,404	107,114	107,114	-	-	-	107,114	107,114
Memberships direct costs	403	179	314	896	896	450	200	350	-	350	1,000	1,000
Journal editing and dispatch	-	29,235	-	29,235	29,235	1,204	27,611	1,214	-	1,214	30,029	30,029
Other charitable expenditure	1,885	838	1,466	4,189	4,189	1,218	541	948	-	948	2,707	2,707
	179,692	30,252	1,780	211,724	211,724	109,986	28,352	2,512	4,055	2,512	144,905	144,905
Share of support and governance costs (see note 8)												
Support	17,913	7,961	13,933	39,807	39,807	30,932	13,748	24,058	-	24,058	68,738	68,738
Governance	49,236	21,883	38,295	109,414	109,414	33,712	14,983	26,220	-	26,220	74,915	74,915
	246,841	60,096	54,008	360,945	360,945	174,630	57,083	52,790	4,055	52,790	288,558	288,558
Analysis by fund												
Unrestricted funds	246,841	60,096	54,008	360,945	360,945	174,630	57,083	52,790	4,055	52,790	288,558	288,558

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

8 Support costs allocated to activities

	2024	2023
	£	£
Depreciation	4,488	4,497
Website costs	6,812	8,542
Bank charges	4,724	3,371
Postage, stationery and telephone	291	585
Insurance	1,400	1,340
Entertainment	4,129	14,576
Subscriptions	2,936	984
Study weekends, courses and conferences	15,424	34,843
Governance costs	109,017	74,915
	<u>149,221</u>	<u>143,653</u>

Analysed between:

Study weekends	67,149	64,644
Advertising	29,844	28,731
Subscriptions	52,228	50,278
	<u>149,221</u>	<u>143,653</u>

	2024	2023
	£	£
Governance costs comprise:		
Accountancy	16,063	13,934
Legal and professional	2,601	800
Bookkeeping & administration	69,097	50,247
Venue hire & other costs	6,565	-
Entertainment	250	74
Consultancy fees	2,655	2,475
Travel	11,786	7,385
	<u>109,017</u>	<u>74,915</u>

9 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Total	<u>-</u>	<u>-</u>

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

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

9 Employees

(Continued)

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

10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

11 Intangible fixed assets

Website
£

Cost

At 1 April 2023 and 31 March 2024

44,382

Amortisation and impairment

At 1 April 2023

12,760

Amortisation charged for the year

4,438

At 31 March 2024

17,198

Carrying amount

At 31 March 2024

27,184

At 31 March 2023

31,622

12 Tangible fixed assets

Fixtures and
fittings
£

Cost

At 1 April 2023

637

At 31 March 2024

637

Depreciation and impairment

At 1 April 2023

305

Depreciation charged in the year

50

At 31 March 2024

355

Carrying amount

At 31 March 2024

282

At 31 March 2023

332

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

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

13 Fixed asset investments

	Unlisted investments £
Cost or valuation	
At 1 April 2023 & 31 March 2024	1,100
Carrying amount	
At 31 March 2024	1,100
At 31 March 2023	1,100

14 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	63,830	26,500
Prepayments and accrued income	2,507	851
	<u>66,337</u>	<u>27,351</u>

15 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Deferred income	16	151,275	36,155
Other creditors		24,093	27,828
Accruals		2,400	2,520
		<u>177,768</u>	<u>66,503</u>

16 Deferred income

	2024 £	2023 £
Arising from Membership fees	151,275	36,155

Deferred income is included in the financial statements as follows:

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	151,275	36,155

Movements in the year:

PELVIC OBSTETRIC & GYNAECOLOGICAL PHYSIOTHERAPY

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

16 Deferred income

(Continued)

Deferred income at 1 April 2023	36,155	32,167
Released from previous periods	(36,155)	(32,167)
Resources deferred in the year	151,275	36,155
	<u>151,275</u>	<u>36,155</u>
Deferred income at 31 March 2024	<u>151,275</u>	<u>36,155</u>

17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	162,175	273,337	(360,945)	74,567
	<u>162,175</u>	<u>273,337</u>	<u>(360,945)</u>	<u>74,567</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	220,383	230,350	(288,558)	162,175
	<u>220,383</u>	<u>230,350</u>	<u>(288,558)</u>	<u>162,175</u>



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Parties involved with this document

Document processed	Party + Fingerprint
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Mon, 20th Jan 2025 14:26:52 GMT	Samantha Daniels - Signer (09e884cf99e9e2df6fd326706994c917)

Audit history log

Date	Action
Mon, 20th Jan 2025 14:26:53 GMT	Samantha Daniels viewed the envelope (51.146.155.166)
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Mon, 20th Jan 2025 14:26:29 GMT	Samantha Daniels viewed the envelope (51.141.81.232)
Mon, 20th Jan 2025 14:26:21 GMT	Samantha Daniels viewed the envelope (172.166.104.241)
Mon, 20th Jan 2025 14:26:11 GMT	Samantha Daniels viewed the envelope (51.146.155.166)
Mon, 20th Jan 2025 14:26:10 GMT	Samantha Daniels viewed the envelope (51.146.155.166)
Mon, 20th Jan 2025 14:00:57 GMT	Dr Kate Lough opened the document email. (89.197.20.206)
Mon, 20th Jan 2025 13:46:01 GMT	Dr Kate Lough opened the document email. (5.64.200.150)
Mon, 20th Jan 2025 13:45:35 GMT	Dr Kate Lough opened the document email. (80.209.186.67)
Mon, 20th Jan 2025 13:45:07 GMT	Dr Kate Lough opened the document email. (5.64.200.150)
Mon, 20th Jan 2025 13:44:09 GMT	Dr Kate Lough opened the document email. (80.209.186.67)
Mon, 20th Jan 2025 13:44:03 GMT	Dr Kate Lough opened the document email. (80.209.186.67)
Mon, 20th Jan 2025 13:43:21 GMT	Dr Kate Lough opened the document email. (5.64.200.150)
Mon, 20th Jan 2025 13:43:10 GMT	Dr Kate Lough opened the document email. (5.64.200.150)
Mon, 20th Jan 2025 13:30:07 GMT	Dr Kate Lough opened the document email. (80.209.186.67)
Mon, 20th Jan 2025 13:28:50 GMT	Dr Kate Lough opened the document email. (80.209.186.67)
Mon, 20th Jan 2025 13:28:37 GMT	Dr Kate Lough opened the document email. (80.209.186.67)
Mon, 20th Jan 2025 12:50:33 GMT	Dr Kate Lough opened the document email. (90.202.149.137)
Mon, 20th Jan 2025 12:47:14 GMT	Dr Kate Lough opened the document email. (20.108.254.77)
Mon, 20th Jan 2025 12:46:38 GMT	Dr Kate Lough opened the document email. (86.175.192.13)

Mon, 20th Jan 2025 12:46:09 GMT	Samantha Daniels opened the document email. (172.167.202.115)
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