

**STEPHEN'S PLACE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 4 APRIL 2023**

# STEPHEN'S PLACE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Ms H E Rhodes Bsc. Hons Mr C Bain Mrs A Waite
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<b>Charity number</b>	1189497
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<b>Principal address</b>	17 Beresford Road Southend on Sea Essex SS1 2TW
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<b>Independent examiner</b>	TBL Accountants 457 Southchurch Road Southend on Sea Essex SS1 2PH
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# STEPHEN'S PLACE

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# STEPHEN'S PLACE

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 4 APRIL 2023

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The trustees present their annual report and financial statements for the year ended 4 April 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, 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 charity's objects are the relief of poverty, social exclusion, hardship and distress of those who are in conditions of need while promoting and facilitating integration into society.

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

#### **Achievements and performance**

The charity's work continues in partnership with Green Pastures CBS Ltd, a Christian social enterprise and has further progressed as Green pastures have provided a third house to enable Stephen's Place to increase the number of homeless they are able to house. The new house purchased by Green Pastures completed on 23<sup>rd</sup> December 2022 and increases our provision of places from 10 to 16. AS well as the partnership with Green Pastures, Stephen's Place has been given the lease to a house which provides a further 4 bed spaces. This comes from a private owner of a house which we will use for the most complex needs and the Lease commenced on 18<sup>th</sup> December 2022. This gives us 20 bed spaces all together. We still benefit from the expertise of Green Pastures and their partners nationwide who also house the homeless. Stephen's Place is also a partner of Green Pastures. The Licensed property had to be thoroughly refurbished as it was in need of a huge amount of repair. We were helped by the Community Investment Board, (CIB) who are appointed by Southend Council to distribute the money that is allocated to them for properties to house the homeless and help the community.

Since the beginning of the of the financial year commencing, April 5<sup>th</sup> 2022, the occupancy rate has been 95% and the charity has provided 5,412 available night spaces for 20 people from 10 people at the beginning of the year, totalling 5142 places taken.

At the beginning of the year, the charity employed 1 paid member of staff working 16 hours a week. In October 2022 we employed an additional full-time member of staff, working 40 hours a week and who is self-employed. We also employed another member of staff who worked 20 hours a week and was paid through PAYE and who concentrates fully on Admin. This was required due to the increase of paperwork as well as the new property that Green Pastures were in the process of purchasing. We also took on 4 volunteers who work a total of 40 hours per week. Further to this another charity, "Get the Kids Out" were paid by us as they provided mentoring and help with those of our residents who suffered from poor mental health including social anxiety.

We received £10,000 from SAVS, (Southend Voluntary Services) in May 2022 for core costs which was used mainly for staff wages. We received a grant in November 2022 which was to buy bikes for our 10 residents to help keep them active. The amount we received was £4,150 and was from the CIB, (Community Investment Board). We were also given a Grant of £13,104, which is for wages for a full-time member of staff to deal with support and care for out of hours care and emergency care for our most vulnerable residents. This payment will be received every 6 months for 2 years making a total grant of £52,416.

Our breakfast club for the community continues to flourish and is sustained with donations from those receiving the breakfasts and by others in the Community and from grants. At present we are giving a free /by donation full cooked English Breakfast every Tuesday morning and are serving the most vulnerable people in Southend.

We ran a fund-raising Curry and Quiz night on 2<sup>nd</sup> July 2022 from which we received £353.00. Another fund-raising event was on 22<sup>nd</sup> February 2022 from which we raised £263.88 and was to celebrate the Jubilee. Christmas 2022 we invited the community to a free Christmas lunch with all the trimmings. This was funded by donations of food and cash to cover the expenses. Over 100 enjoyed a traditional Christmas lunch.

# STEPHEN'S PLACE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 4 APRIL 2023**

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### **Financial review**

Incoming resources in the year have increased from £110,023 (2022) to £161,896 (2023) whilst expenditure has increased from 107,359 (2022) to £171,302 (2023). The increase in funding has been achieved mostly through the successful application of grant funding, external to the core funding for the housing of residents. The increase in expenditure relates to the acquisition and refurbishment of a third premises and the extension of support offered to residents. The charity made a deficit of £9,404 in the year compared to the surplus of £2,664 in 2022.

The charity has an established funding relationship with local authorities and an external support relationship with an established housing charity, Green Pastures. These relationships have allowed the charity to grow over the 2023 year and establish reasonable reserves, as discussed below. There is no indication that either relationship is likely to end within the next 12 months and so the Trustee consider the charity to represent a going concern.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider 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. Having experienced a period of rapid growth, the charity has made steps towards this level and will continue to do so.

The costs incurred in bringing the new properties to a suitable standard has lead to us taking two loans to support the unrestricted funds of the Charity thus ensuring that the Charity is not using restricted funds to support the Charity.

### **Structure, governance and management**

The charity is a charitable incorporation organisation.

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

Ms H E Rhodes Bsc. Hons

Mr C Bain

Mrs A Waite

Trustees are recruited from suitable volunteers, with due regard given to the skills knowledge and experience needed for effective administrations of the charity. All trustees, apart from the first trustees, must be appointed by a resolution passed at a properly convened meeting of the charity trustees.

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

.....  
Ms H E Rhodes Bsc. Hons

**Trustee**

Date: .....

# STEPHEN'S PLACE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STEPHEN'S PLACE

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I report to the trustees on my examination of the financial statements of Stephen's Place (the charity) for the year ended 4 April 2023.

### **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**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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.

### **TBL Accountants**

457 Southchurch Road  
Southend on Sea  
Essex  
SS1 2PH

Dated: .....

# STEPHEN'S PLACE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 4 APRIL 2023**

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £
<b>Income from:</b>					
Donations and legacies	3	118,361	34,671	153,032	110,023
Charitable activities	4	8,866	-	8,866	-
<b>Total income</b>		<u>127,227</u>	<u>34,671</u>	<u>161,898</u>	<u>110,023</u>
<b>Expenditure on:</b>					
Charitable activities	5	145,585	25,635	171,220	107,359
Other expenditure	10	82	-	82	-
<b>Total expenditure</b>		<u>145,667</u>	<u>25,635</u>	<u>171,302</u>	<u>107,359</u>
<b>Net income/(expenditure)</b>		(18,440)	9,036	(9,404)	2,664
Transfers between funds		(681)	681	-	-
<b>Net movement in funds</b>	7	(19,121)	9,717	(9,404)	2,664
<b>Reconciliation of funds:</b>					
Fund balances at 5 April 2022		9,679	-	9,679	7,015
<b>Fund balances at 4 April 2023</b>		<u>(9,442)</u>	<u>9,717</u>	<u>275</u>	<u>9,679</u>

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

# STEPHEN'S PLACE

## BALANCE SHEET

AS AT 4 APRIL 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	12		10,789		3,000
<b>Current assets</b>					
Debtors	13	68		1,206	
Cash at bank and in hand		4,940		8,753	
		5,008		9,959	
<b>Creditors: amounts falling due within one year</b>	15	(13,317)		(3,280)	
<b>Net current (liabilities)/assets</b>			(8,309)		6,679
<b>Total assets less current liabilities</b>			2,480		9,679
<b>Creditors: amounts falling due after more than one year</b>	16		(2,205)		-
<b>Net assets excluding pension liability</b>			275		9,679
<b>Net assets</b>			275		9,679
<b>The funds of the charity</b>					
Restricted income funds	17		9,717		-
Unrestricted funds			(9,442)		9,679
			275		9,679

The financial statements were approved by the trustees on .....

.....  
Ms H E Rhodes Bsc. Hons  
**Trustee**



# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 4 APRIL 2023

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#### 1 Accounting policies

##### Charity information

Stephen's Place is an unincorporated charitable organisation.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). 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 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. 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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

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.

#### 1.6 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:

Leasehold improvements	Enter depreciation rate via StatDB - cd99988
Plant and equipment	33% reducing balance
Motor vehicles	25% reducing balance

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 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible 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).

#### 1.8 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.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs. Financial assets classified as receivable within one year are not amortised.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised at transaction price.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 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 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	6,299	-	6,299	7,723	-	7,723
Grants receivable	112,062	34,671	146,733	102,300	-	102,300
	<u>118,361</u>	<u>34,671</u>	<u>153,032</u>	<u>110,023</u>	<u>-</u>	<u>110,023</u>

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

### 4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<b>Charitable income</b>		
Other income	8,866	-

### 5 Charitable activities

	Charitable expenditure 2023 £	Charitable expenditure 2022 £
Staff costs	17,832	8,484
Depreciation and impairment	1,550	1,000
Charitable expenditure	101,448	76,490
Freelance labour	20,252	-
Premises repairs and renewals	3,300	-
Rates	185	-
	144,567	85,974
Share of support costs (see note 6)	26,653	21,385
	171,220	107,359
<b>Analysis by fund</b>		
Unrestricted funds	145,585	107,359
Restricted funds	25,635	-
	171,220	107,359

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

### 6 Support costs

	Support costs £	Governance costs £	2023 £	2022 £
Repairs	535	-	535	5,839
Rates	5,012	-	5,012	4,797
Light & heat	7,710	-	7,710	3,336
Sundry	4,080	-	4,080	1,632
Insurance	1,615	-	1,615	1,048
Telephone	975	-	975	652
Subscriptions	1,407	-	1,407	1,607
Accountancy	2,639	-	2,639	1,298
Computer expenses	865	-	865	347
Motor running costs	1,815	-	1,815	829
	<u>26,653</u>	<u>-</u>	<u>26,653</u>	<u>21,385</u>
Analysed between Charitable activities	<u>26,653</u>	<u>-</u>	<u>26,653</u>	<u>21,385</u>

### 7 Net movement in funds

	2023 £	2022 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>1,550</u>	<u>1,000</u>

### 8 Trustees

A Trustee, H. Rhodes was paid a sum of £7,440 (2022 - £5,310) to provide administrative services to the charity. H. Rhodes also provided a short term cashflow loan to the charity of £5,250, which does not accrue any interest and is repayable on demand. At the year end date, this loan holds a balance of £5,000.

H Rhodes was also paid £1,110 (2022 - £490) in reimbursement of reasonable travel expenses incurred in her role as a trustee of the charity.

### 9 Employees

Employment costs	2023 £	2022 £
Wages and salaries	<u>17,832</u>	<u>8,484</u>

No employees received emoluments over £60,000 furthermore, no employee of the charity received total employee benefit of over £10,000.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

### 9 Employees

(Continued)

All employees of the charity worked in a part time capacity. These part time employees represent the equivalent of a single full time employee.

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

### 10 Other expenditure

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Financing costs	82	-

### 11 Taxation

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

### 12 Tangible fixed assets

	Leasehold improvements £	Plant and equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 5 April 2022	-	-	4,000	4,000
Additions	7,370	1,969	-	9,339
At 4 April 2023	7,370	1,969	4,000	13,339
<b>Depreciation and impairment</b>				
At 5 April 2022	-	-	1,000	1,000
Depreciation charged in the year	150	650	750	1,550
At 4 April 2023	150	650	1,750	2,550
<b>Carrying amount</b>				
At 4 April 2023	7,220	1,319	2,250	10,789
At 4 April 2022	-	-	3,000	3,000

### 13 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Other debtors	68	1,206

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

### 14 Loans and overdrafts

	2023 £	2022 £
Bank loans	5,082	-
Payable within one year	2,877	-
Payable after one year	2,205	-

### 15 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Bank loans	14	2,877	-
Other taxation and social security		974	-
Other creditors		6,180	2,280
Accruals and deferred income		3,286	1,000
		13,317	3,280

### 16 Creditors: amounts falling due after more than one year

	Notes	2023 £	2022 £
Bank loans	14	2,205	-

### 17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

At 5 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 4 April 2023 £
-	34,671	(25,635)	681	9,717

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 4 APRIL 2023

#### 18 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 5 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 4 April 2023 £
General funds	9,679	127,227	(145,667)	(681)	(9,442)
<b>Previous year:</b>	<b>At 5 April 2021 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers £</b>	<b>At 4 April 2022 £</b>
General funds	7,015	110,023	(107,359)	-	9,679

#### 19 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>At 4 April 2023:</b>			
Tangible assets	9,470	1,319	10,789
Current assets/(liabilities)	(16,707)	8,398	(8,309)
Long term liabilities	(2,205)	-	(2,205)
	(9,442)	9,717	275
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>At 4 April 2022:</b>			
Tangible assets	3,000	-	3,000
Current assets/(liabilities)	6,679	-	6,679
	9,679	-	9,679

#### 20 Related party transactions

During the period to 4th April 2023 the charity undertook transactions totaling £6,930 with a related party. Of this, £6,540 (£0 - 2022) related to gross payroll remuneration for a period of employment with the charity and £390 (£0 - 2022) related to ad hoc services offered outside of the period of employment.

Transactions undertaken with trustees have been noted separately on note 8.



# Document Activity Report

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Helen Rhodes Bsc. Hons	Approved	Thu, 20 Jun 2024 15:42:29 GMT
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