

Company registration number: CE031139

Charity registration number: 1201585

# The Never Alone Project

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2024

KRW Accountants Ltd  
Henge Barn  
Pury Hill Business Park  
Alderton Road  
Towcester  
NN12 7LS

# **The Never Alone Project**

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## **The Never Alone Project**

### **Reference and Administrative Details**

**Charity Registration Number** 1201585

**Company Registration Number** CE031139

**Registered Office** The charity is incorporated in England & Wales.  
6 Amen Place,  
Little Addington,  
Northamptonshire  
NN14 4AU

**Independent Examiner** KRW Accountants Ltd  
Henge Barn  
Pury Hill Business Park  
Alderton Road  
Towcester  
NN12 7LS

# **The Never Alone Project**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 December 2024.

### **Objectives and activities**

#### ***Public benefit***

For the public benefit, to relieve the needs of people affected by grief/bereavement with a focus on children/young people and their families/carers, primarily through: A) Providing grief recovery programs, peer support, support groups and one to one support; B) Providing education and training to the general public on grief recovery to provide insight in order to be able to support people through their grief/loss; C) Signposting to other appropriate organisations when required.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Mrs Ilze-Lee Sinfield
	Sally Joanne Edwards
	Carol Ann Fletcher
	Daniel Paul Brewster

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

#### **Financial instruments**

#### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

### **Statement of trustees' responsibilities**

The trustees (who are also the directors of The Never Alone Project for the purposes of company law) 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 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 charitable company will continue in business.

# **The Never Alone Project**

## **Trustees' Report**

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

### **Disclosure of information to auditor**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

### **Objectives and Activities**

#### **Vision:**

The Never Alone Project positively impacts the todays and tomorrows of grieving children. We extend our support to their families and carers.

#### **Mission:**

We stand together as a community to reduce isolation and create a safe space to deal with grief. We provide tools to help build resilience and life skills, thus improving mental wellbeing. We give families the comfort of knowing they are never alone.

The purposes of the charity :

For the public benefit, to relieve the needs of people affected by grief/bereavement with a focus on children/young people and their families/carers, primarily through:

a) providing grief recovery programs, peer support, support groups and one to one support; b) providing education and training to the general public on grief recovery to provide insight in order to be able to support people through their grief/loss; c) signposting to other appropriate organisations when required.

The main activities are provided to help target and support the following groups ; Children, Teen, Adult Grief Groups, in person and online. Grief Recovery Method Groups, Helping Children with Loss training, Edu-Therapy.

### **Achievements and Performance**

This has been a year of significant growth for The Never Alone Project (TNAP). Demand for our services has increased rapidly, and we have worked hard to ensure that children, young people, and families facing bereavement receive timely, compassionate support.

Key achievements include:

- Doubling our reach: We supported more families this year than ever before, reflecting both rising need and increased awareness of our services.
- Service expansion: We extended our support to include more services.
- Community impact: We have significantly increased our positive impact in the community.
- Team growth: We welcomed new volunteers, ambassadors, and a youth ambassador team, ensuring lived experience is central to how we shape our work.
- Recognition: TNAP continued to be recognised for our contribution to the community, building our reputation as a trusted source of bereavement support in Northamptonshire.

Despite the challenges of increasing demand and the financial pressures, we are proud of the resilience and creativity shown by our team and volunteers. TNAP remains committed to ensuring that no one has to grieve alone.

# The Never Alone Project

## Trustees' Report

### Financial Review

Review of the charity's financial position at the end of the period :

The Never Alone Project (TNAP) continues to grow at pace, with demand for our services once again exceeding expectations. This year we have doubled the number of families supported, extended our range of services, and strengthened our community presence. While growth has brought increased financial pressure, we have plans in place for further income generation.

The charity's principal sources of funds (including any fundraising) :

Our main income has come from the National Lottery Community Fund, North Northants and West Northants Councils as well as Trusts and Grants, including support from our Northamptonshire Community Foundation. This year we have also made progress towards diversifying our income, including corporate partnerships, training and community fundraising. These steps form part of our long-term sustainability plan, reducing reliance on grant funding alone.

The charity's organisational structure and any wider network with which the charity works :

TNAP is registered as a Charitable Incorporated Organisation (CIO). The charity is governed by a board of trustees who bring experience across business, community, education, and lived experience of bereavement.

Day-to-day operations are managed by two paid members of staff, supported by trustees, ambassadors, and a growing team of volunteers. We are grateful for the dedication of all those who give their time and skills to further the mission of the charity.

TNAP is proud to be part of wider local and professional networks, including NNBN, the Chamber of Commerce, Rotary Club, Women's Institute, and partnerships with schools and community organisations. These networks strengthen our ability to reach those who need us most and to ensure bereavement support remains visible and accessible.

Total income for the year was £79,786 (2023: £47,833) and total expenditure was £84,692 (2023: £48,232), resulting in a deficit of £4,906 for the year. This reflects the decision to invest in staffing and service delivery to meet the growing needs of the community.

At the end of the financial year, TNAP held restricted funds of £nil and unrestricted reserves showing a deficit of £7,739, giving total funds of £(7,739). The trustees recognize this deficit position and confirm that the charity remains able to meet its obligations as they fall due. A number of restricted grants during the year (from the National Lottery, West Northamptonshire Council and North Northamptonshire Council) provided funding towards staff salaries and direct service delivery, helping to maintain stability through this growth period.

The trustees continue to monitor cashflow carefully and are confident that, with continued support from the funders and the expansion of community fundraising, training income and partnerships, TNAP remains a going concern and is well placed to build sustainably in 2025.

The annual report was approved by the trustees of the charity on 31 October 2025 and signed on its behalf by:

*Ilze-Lee Sinfield*

.....  
Ilze-Lee Sinfield  
Chair of Trustees

## **The Never Alone Project**

### **Independent Examiner's Report to the trustees of The Never Alone Project ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

#### **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 Never Alone Project 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.

KRW

.....  
KRW Accountants Ltd

Henge Barn  
Pury Hill Business Park  
Alderton Road  
Towcester  
NN12 7LS

Date: 31 October 2025

## The Never Alone Project

### Statement of Financial Activities for the Year Ended 31 December 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	33,872	42,875	76,747
Other income		<u>3,040</u>	<u>-</u>	<u>3,040</u>
Total income		<u>36,912</u>	<u>42,875</u>	<u>79,787</u>
<b>Expenditure on:</b>				
Providing services	4	(39,070)	(45,310)	(84,380)
Charitable activities	5	<u>(1,541)</u>	<u>-</u>	<u>(1,541)</u>
Total expenditure		<u>(40,611)</u>	<u>(45,310)</u>	<u>(85,921)</u>
Net (expenditure)/income		<u>(3,699)</u>	<u>(2,435)</u>	<u>(6,134)</u>
Net movement in funds		<u>(3,699)</u>	<u>(2,435)</u>	<u>(6,134)</u>
<b>Reconciliation of funds</b>				
Total funds carried forward	13	<u>(6,534)</u>	<u>-</u>	<u>(6,534)</u>

All of the charity's activities derive from continuing operations during the above period.

**The Never Alone Project**  
**(Registration number: CE031139)**  
**Balance Sheet as at 31 December 2024**

	Note	2024 £
<b>Fixed assets</b>		
Tangible assets	9	2,456
<b>Current assets</b>		
Cash at bank and in hand	10	1,133
<b>Creditors: Amounts falling due within one year</b>	11	<u>(5,922)</u>
<b>Net current assets</b>		<u>(4,789)</u>
<b>Total assets less current liabilities</b>		(2,333)
<b>Creditors: Amounts falling due after more than one year</b>	12	<u>(4,201)</u>
<b>Net liabilities</b>		<u><u>(6,534)</u></u>
<b>Funds of the charity:</b>		
<b>Restricted income funds</b>		
Restricted funds		-
<b>Unrestricted income funds</b>		
Unrestricted funds		<u>(6,534)</u>
<b>Total funds</b>		<u><u>(6,534)</u></u>
	13	

The financial statements on pages 6 to 13 were approved by the trustees,  
and authorised for issue on 31 October 2025 and signed on their behalf by:

*ISinfield*

.....  
Mrs Ilze-Lee Sinfield  
Trustee

# **The Never Alone Project**

## **Notes to the Financial Statements for the Year Ended 31 December 2024**

### **1 Charity status**

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £Nil towards the assets of the charity in the event of liquidation.

The address of its registered office is:

6 Amen Place, Little Addington,  
Northamptonshire, NN14 4AU

10 June 2024

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

The Never Alone Project meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Income and endowments**

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

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## **The Never Alone Project**

### **Notes to the Financial Statements for the Year Ended 31 December 2024**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £100 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

## The Never Alone Project

### Notes to the Financial Statements for the Year Ended 31 December 2024

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### 3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from individuals	22,356	-	22,356
Grants, including capital grants;			
Grants from other charities	14,555	42,875	57,430
<b>Total for 2024</b>	<u>36,911</u>	<u>42,875</u>	<u>79,786</u>

#### 4 Expenditure on raising funds

##### a) Costs of trading activities

	Unrestricted funds General £	Restricted funds £	Total funds £
Costs of goods sold	1,605	-	1,605
Other direct costs of activities for generating funds	3,108	-	3,108
<b>Total for 2024</b>	<u>4,713</u>	<u>-</u>	<u>4,713</u>

##### b) Delivery of service

	Note	Unrestricted funds General £	Total funds £
Allocated support costs	6	<u>58,725</u>	<u>58,725</u>
<b>Total for 2024</b>		<u>58,725</u>	<u>58,725</u>

## The Never Alone Project

### Notes to the Financial Statements for the Year Ended 31 December 2024

#### 5 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Governance costs	7	<u>1,541</u>	<u>1,541</u>

In addition to the expenditure analysed above, there are also governance costs of £1,541 which relate directly to charitable activities. See note 6 for further details.

#### 6 Analysis of governance and support costs

##### Governance costs

	Unrestricted Fund General £	Total funds £
Audit fees		
Independent examiner's fees	1,541	1,541
Legal fees	-	-
<b>Total for 2024</b>	<u>1,541</u>	<u>1,541</u>

#### 7 Staff costs

The aggregate payroll costs were as follows:

	2024 £
<b>Staff costs during the year were:</b>	
Wages and salaries	54,120
Employers National Insurance contributions	2,625
Employers pension contributions	1,980
<b>Total costs</b>	<b><u>58,725</u></b>

The charity employed two staff members during the year (one full-time and one part-time). No employee received emoluments of more than £60,000 during the year. Of the staff costs, approximately £45,310 were funding by restricted income. Grants from the year (from the National Lottery, West Northamptonshire Council and North Northamptonshire Council), with the balance met from unrestricted funds.

# The Never Alone Project

## Notes to the Financial Statements for the Year Ended 31 December 2024

### 8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 9 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
Additions	3,684	3,684
At 31 December 2024	3,684	3,684
<b>Depreciation</b>		
At 31 December 2024	1,228	1,228
<b>Net book value</b>		
At 31 December 2024	2,456	2,456

### 10 Cash and cash equivalents

	2024 £
Cash at bank	1,133

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

	2024 £
Other taxation and social security	1,736
Other creditors	3,546
Accruals	640
	5,922

### 12 Creditors: amounts falling due after one year

	2024 £
Trustees current accounts	791
Other related party current accounts	3,410
	4,201

## The Never Alone Project

### Notes to the Financial Statements for the Year Ended 31 December 2024

#### 13 Funds

	Incoming resources £	Resources expended £	Balance at 31 December 2024 £
<b>Unrestricted funds</b>			
General	36,912	(40,611)	(6,534)
<b>Restricted funds</b>	<u>42,875</u>	<u>(45,310)</u>	<u>-</u>
<b>Total funds</b>	<u><u>79,787</u></u>	<u><u>(85,921)</u></u>	<u><u>(6,534)</u></u>

#### 14 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 December 2024 £
Tangible fixed assets	2,456	2,456
Current assets	1,133	1,133
Current liabilities	(5,922)	(5,922)
Creditors over 1 year	<u>(4,201)</u>	<u>(4,201)</u>
	<u><u>(6,534)</u></u>	<u><u>(6,534)</u></u>

#### 15 Operating lease commitments

At 31 December 2024, the charity had total commitments under non-cancellable operating leases for a motor vehicle as follows:

	2024 (£)
Within one year	4,070
Greater than one year	—
Total future lease payments	<u><b>4,070</b></u>

The lease relates to a vehicle used in connection with the charity operations and runs for three years ending October 2025.

The Never Alone Project

Statement of Financial Activities by fund for the Year Ended 31 December 2024

Unrestricted Funds

	Total Unrestricted Funds 2024 £
<b>Income and Endowments from:</b>	
Donations and legacies	36,911
Other income	-
Total income	<u>36,911</u>
<b>Expenditure on:</b>	
Providing services	(39,070)
Charitable activities	<u>(1,541)</u>
Total expenditure	<u>(40,611)</u>
Net expenditure	<u>(3,700)</u>
<b>Reconciliation of funds</b>	
Total funds carried forward	<u><u>(6,534)</u></u>

## The Never Alone Project

### Statement of Financial Activities by fund for the Year Ended 31 December 2024

#### Restricted Funds

	Total Restricted Funds 2024 £
<b>Income and Endowments from:</b>	
Donations and legacies	<u>42,875</u>
Total income	<u>42,875</u>
<b>Expenditure on:</b>	
Providing Services	<u>(45,310)</u>
Total expenditure	<u>(45,310)</u>
Net income	<u>(2,435)</u>
<b>Reconciliation of funds</b>	
Total funds carried forward	<u><u>-</u></u>

## The Never Alone Project

### Detailed Statement of Financial Activities for the Year Ended 31 December 2024

	Total 2024 £
<b>Income and Endowments from:</b>	
Donations and legacies (analysed below)	76,747
Other income (analysed below)	<u>3,040</u>
Total income	<u>79,787</u>
<b>Expenditure on:</b>	
Providing services (analysed below)	(84,380)
Charitable activities (analysed below)	<u>(1,541)</u>
Total expenditure	<u>(85,921)</u>
Net expenditure	<u>(6,134)</u>
<b>Reconciliation of funds</b>	
Total funds carried forward	<u><u>(6,534)</u></u>

## The Never Alone Project

### Detailed Statement of Financial Activities for the Year Ended 31 December 2024

	<b>Total 2024 £</b>
<b>Donations and legacies</b>	
Appeals and donations	19,317
Trusts and foundations	14,555
Grants - other agencies	<u>42,875</u>
	<u><u>76,747</u></u>
<b>Other income</b>	
Fees and supplies	145
Other income	-
Sale of goods and services made or provided by the beneficiaries of the charity	<u>2,895</u>
	<u><u>3,040</u></u>
<b>Providing Services</b>	
Purchases	(4,714)
Fundraising costs	(1,572)
Direct costs	(211)
Sundry expenses	(1,391)
Rent	(2,255)
Maintenance costs	(-)
Depreciation	(1,228)
Wages and salaries	(58,725)
Other wages	(-)
Staff training	(5,388)
Motor expenses	(6,164)
Insurance	(1,072)
General maintenance	(-)
Telephone and fax	(308)
Trade subscriptions	<u>(1,353)</u>
	<u><u>(84,380)</u></u>
<b>Charitable activities</b>	
Accountancy fees	(1,541)
Legal and professional fees	<u>-</u>
	<u><u>(85,921)</u></u>



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Fri, 31st Oct 2025 9:50:05 GMT	Ms Ilze Lee - Signer (b8317912a8847a775d5df51324593553)
Fri, 31st Oct 2025 9:56:08 GMT	Alex Beattie - Signer (67a2a8b6b8109ee3d93039b7b7c918d9)
Fri, 31st Oct 2025 9:56:09 GMT	Alex Clarke - Copied In (ec90c789e13eb0cf54ba1c7cdcbbc105)

**Audit history log**

Date	Action
Fri, 31st Oct 2025 9:42:58 GMT	Envelope generated with fingerprint 8b53609369a37bb10478405dcbf955ab (35.176.231.177)
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Fri, 31st Oct 2025 9:42:58 GMT	Ms Ilze Lee has been assigned to this envelope. (35.176.231.177)
Fri, 31st Oct 2025 9:42:58 GMT	Alex Beattie has been assigned to this envelope. (35.176.231.177)
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Fri, 31st Oct 2025 9:42:58 GMT	Envelope has been set to automatically remind the active signer every 3 day(s). (35.176.231.177)
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Fri, 31st Oct 2025 9:47:43 GMT	Document emailed to party email
Fri, 31st Oct 2025 9:48:50 GMT	Ms Ilze Lee viewed the envelope (87.80.141.95)
Fri, 31st Oct 2025 9:50:05 GMT	Ms Ilze Lee signed the envelope (87.80.141.95)
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Fri, 31st Oct 2025 9:56:09 GMT	Alex Beattie signed the envelope (195.224.34.193)
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Fri, 31st Oct 2025 9:56:09 GMT	This envelope has been signed by all parties (195.224.34.193)
Fri, 31st Oct 2025 9:56:10 GMT	Document emailed to party email

