

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024
FOR
QUIET WATERS CHRISTIAN RETREAT HOUSE

van Dijk Accountants
11 Trinity Street
Bungay
Suffolk
NR35 1EH

QUIET WATERS CHRISTIAN RETREAT HOUSE

CONTENTS OF THE FINANCIAL STATEMENTS
for the Year Ended 30 September 2024

| | Page |
|---|----------------|
| Report of the Trustees | 1 to 4 |
| Independent Examiner's Report | 5 |
| Statement of Financial Activities | 6 |
| Balance Sheet | 7 |
| Notes to the Financial Statements | 8 to 12 |
| Detailed Statement of Financial Activities | 13 |

QUIET WATERS CHRISTIAN RETREAT HOUSE

REPORT OF THE TRUSTEES **for the Year Ended 30 September 2024**

The trustees present their report with the financial statements of the charity for the year ended 30 September 2024. 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 and aims

To use the premises known as Quiet Waters, Flixton Road, Bungay, Suffolk for the advancement of the Christian religion as a Christian retreat house, a place of spiritual retreat and refreshment.

Activities undertaken for the public benefit in relation to its objects

Many guests come to Quiet Waters for a private and self-managed time of retreat or as part of a group with its own retreat programme. Others will join a retreat event, either a day or a few days, led by an outside organisation or individual. We are also used by local churches and chaplaincies for their 'away-days' and leadership team meetings. In all cases Quiet Waters provides the hospitality, including accommodation and meals as required.

For individual guests, as opposed to groups or those joining a retreat event, we do not want cost to be a barrier and operate a bursary fund which enables those with limited means to come and seek God at Quiet Waters. We are immensely grateful to those generous guests who support our work financially by contributing more than our basic charge, give regularly via Standing Order, or make one off gifts.

We have developed a 'Creative Space' in our cabin in the woods. Our space is ideal for individuals or small groups to explore worship through creativity, providing an independent space within the grounds of QW yet sharing the same peace and tranquillity of the main house. A range of workshops take place such as creative writing, releasing creativity in prayer, pottery, creating a prayer Bible and Christmas wreath making. All workshops allow time for reflection, prayer and making friends.

The Quiet Waters team lead a daily 'Rhythm of Prayer' with set times of worship, prayer and reflection and will also provide a 'listening ear' and prayer ministry to guests if requested.

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

QUIET WATERS CHRISTIAN RETREAT HOUSE

REPORT OF THE TRUSTEES for the Year Ended 30 September 2024

ACHIEVEMENT AND PERFORMANCE

Activities and performance

This year has been challenging as the residential team was only at full capacity for four months of the year. Staff worked extremely hard to continue to enable guests to enjoy the facilities at Quiet Waters for which Trustees are extremely grateful.

Inevitably the number of days the house is open to guests is reduced. The number of 'bed-nights' decreased compared to the previous year but 'day guests' numbers increased as set out below.

Bed-nights

2018/19 1217
2019/20 583
2020/21 311
2021/22 637
2022/23 728
2023/24 504

Day Guests

2018/19 299
2019/20 191
2020/21 43
2021/22 157
2022/23 197
2023/24 221

As of 30 September 2024, the residential team is not at full strength. Recruitment is ongoing and new ways of operating are being explored by trustees. In addition to our residential team, we employ a part-time housekeeper and part-time gardener. This is supplemented by several volunteers who help around the house and garden - this voluntary team is much valued and appreciated.

Throughout the year our Team Chaplains have maintained contact with all the staff. The role of the Chaplains is an important one; living and working in community can be challenging. The Chaplains give the team somebody they can turn to in confidence for advice and support.

As well as assessing our activities through 'bed-nights' and 'day guests' as shown above we collate guest feedback in a variety of ways. It could be on a feedback form, in the visitors' book, by letter/email, on social media or simply a remark. We remain greatly encouraged by the many positive and encouraging comments made. Through this we know that many of our referrals come through word of mouth.

We maintain contact with our friends and supporters by making regular posts to social media, through our newsletter and by sending email updates when appropriate. We continue with an online prayer meeting four times a year.

Due to generous giving and legacies we continue to carry out work to secure the fabric of our Georgian grade II listed building. This includes further work as identified in our fire risk assessment, repairs to roofs, gutters and windows, and refurbishment in the staff accommodation (cottage). We have developed a constructive relationship with the planning department in East Suffolk Council.

We have a committed and knowledgeable board of trustees who are essential to the effectiveness of the charity. Our work would not be possible without prayer support and the generous giving of our friends and supporters. We are so grateful for their prayers and financial generosity.

QUIET WATERS CHRISTIAN RETREAT HOUSE

REPORT OF THE TRUSTEES **for the Year Ended 30 September 2024**

FINANCIAL REVIEW

Financial position

Unrestricted income is £83,209 (2023 £87,571) and includes a generous gift of £25,000. Overnight guest numbers are reduced at 504 (2023 728) and day guests increased at 221 (2023 197).

Donations to the Appeal launched in 2021 were £4,610 (2023 £8,402) with work on the building continuing and £32,445 spent during the year. Further promotion of the Appeal is in progress.

Unrestricted expenditure was controlled well at £67,385 (2023 £60,114). Expenses will remain under close monitoring.

FUTURE PLANS

Regarding the activities of the house, we will continue to provide the peace and space for guests to draw close to God. The residential team will continue to develop their gifts and skills to best serve our guests. This will include further developing the creative space in The Cabin. We will also continue our planned maintenance and repair programme as funds allow.

2023-24 has seen trustees and staff work together to maintain the core offer of Quiet Waters for guests whilst human resources have been stretched. Trustees are considering different ways of running the house to bring more stability to staffing and allow full opening hours.

There has been an increase in regular volunteers for which we are very grateful. Developing this wonderful team is also part of our future plans.

We maintain strong budgetary controls alongside dedicating our work to God asking for his ongoing blessing. We are so thankful to him and our faithful supporters, staff and volunteers.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a Declaration of Trust, dated 26th March 1975 and scheme of the 6th March 1987.

Recruitment and appointment of new trustees

New trustees are recruited and appointed by existing trustees.

Organisational structure

The day-to-day operation of the charity is vested in the residential team but subject in every case to the general supervision of the trustees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

269866

Principal address

Quiet Waters
Flixton Road
Bungay
Suffolk
NR35 1PD

QUIET WATERS CHRISTIAN RETREAT HOUSE

REPORT OF THE TRUSTEES
for the Year Ended 30 September 2024

Trustees

S J Harris
J M Harris
P N Dunning
J A Dean (resigned 30.9.24)
K J Males
S E Deall (resigned 31.3.24)
S P Ward (appointed 1.4.24)

Independent Examiner

van Dijk Accountants
11 Trinity Street
Bungay
Suffolk
NR35 1EH

Approved by order of the board of trustees on 27 January 2025 and signed on its behalf by:



P N Dunning - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
QUIET WATERS CHRISTIAN RETREAT HOUSE

Independent examiner's report to the trustees of Quiet Waters Christian Retreat House

I report to the charity trustees on my examination of the accounts of Quiet Waters Christian Retreat House (the Trust) for the year ended 30 September 2024.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

J P van Dijk

van Dijk Accountants
11 Trinity Street
Bungay
Suffolk
NR35 1EH

27 January 2025

QUIET WATERS CHRISTIAN RETREAT HOUSE

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 30 September 2024

| | | Unrestricted fund £ | Restricted funds £ | 30.9.24 Total funds £ | 30.9.23 Total funds £ |
|------------------------------------|-------|---------------------------|--------------------------|--------------------------------|--------------------------------|
| | Notes | | | | |
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | | 38,383 | 4,666 | 43,049 | 46,865 |
| Other trading activities | 2 | 43,987 | - | 43,987 | 48,953 |
| Investment income | 3 | 839 | 370 | 1,209 | 533 |
| Total | | <u>83,209</u> | <u>5,036</u> | <u>88,245</u> | <u>96,351</u> |
| EXPENDITURE ON | | | | | |
| Raising funds | 4 | 67,385 | 36,775 | 104,160 | 70,503 |
| NET INCOME/(EXPENDITURE) | | 15,824 | (31,739) | (15,915) | 25,848 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 36,614 | 860,336 | 896,950 | 871,102 |
| TOTAL FUNDS CARRIED FORWARD | | <u>52,438</u> | <u>828,597</u> | <u>881,035</u> | <u>896,950</u> |

The notes form part of these financial statements

QUIET WATERS CHRISTIAN RETREAT HOUSE

BALANCE SHEET
30 September 2024

| | Notes | Unrestricted fund £ | Restricted funds £ | 30.9.24 Total funds £ | 30.9.23 Total funds £ |
|--|-------|---------------------------|--------------------------|--------------------------------|--------------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 8 | - | 825,000 | 825,000 | 825,000 |
| CURRENT ASSETS | | | | | |
| Debtors | 9 | 2,225 | - | 2,225 | - |
| Cash at bank and in hand | | 50,933 | 3,597 | 54,530 | 72,670 |
| | | <hr/> 53,158 | <hr/> 3,597 | <hr/> 56,755 | <hr/> 72,670 |
| CREDITORS | | | | | |
| Amounts falling due within one year | 10 | (720) | - | (720) | (720) |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| NET CURRENT ASSETS | | <hr/> 52,438 | <hr/> 3,597 | <hr/> 56,035 | <hr/> 71,950 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <hr/> 52,438 | <hr/> 828,597 | <hr/> 881,035 | <hr/> 896,950 |
| NET ASSETS | | <hr/> 52,438 | <hr/> 828,597 | <hr/> 881,035 | <hr/> 896,950 |
| FUNDS | 11 | | | | |
| Unrestricted funds | | | | 52,438 | 36,614 |
| Restricted funds | | | | 828,597 | 860,336 |
| TOTAL FUNDS | | | | <hr/> 881,035 | <hr/> 896,950 |

The financial statements were approved by the Board of Trustees and authorised for issue on 27 January 2025 and were signed on its behalf by:



P N Dunning - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 30 September 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, 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 Charities Act 2011. 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 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.

2. OTHER TRADING ACTIVITIES

| | 30.9.24 | 30.9.23 |
|-------------|---------|---------|
| | £ | £ |
| Fees | 43,605 | 48,376 |
| Shop income | 382 | 577 |
| | <hr/> | <hr/> |
| | 43,987 | 48,953 |
| | <hr/> | <hr/> |

QUIET WATERS CHRISTIAN RETREAT HOUSE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 September 2024

3. INVESTMENT INCOME

| | 30.9.24 | 30.9.23 |
|--------------------------|-------------------|-------------------|
| | £ | £ |
| Deposit account interest | 1,209 | 533 |
| | <u> </u> | <u> </u> |

4. RAISING FUNDS

Raising donations and legacies

| | 30.9.24 | 30.9.23 |
|---------------|-------------------|-------------------|
| | £ | £ |
| Support costs | 104,160 | 70,503 |
| | <u> </u> | <u> </u> |

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2024 nor for the year ended 30 September 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 September 2024 nor for the year ended 30 September 2023.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

| | 30.9.24 | 30.9.23 |
|-------------------------|-------------------|-------------------|
| Residential team member | 3 | 4 |
| Housekeeper | 1 | 1 |
| Gardener | 1 | 1 |
| | <u> </u> | <u> </u> |
| | 5 | 6 |
| | <u> </u> | <u> </u> |

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ | Restricted funds £ | Total funds £ |
|-----------------------------------|---------------------------|--------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | 38,463 | 8,402 | 46,865 |
| Other trading activities | 48,953 | - | 48,953 |
| Investment income | 155 | 378 | 533 |
| | <u> </u> | <u> </u> | <u> </u> |
| Total | 87,571 | 8,780 | 96,351 |
| | <u> </u> | <u> </u> | <u> </u> |
| EXPENDITURE ON | | | |
| Raising funds | 60,114 | 10,389 | 70,503 |
| | <u> </u> | <u> </u> | <u> </u> |

QUIET WATERS CHRISTIAN RETREAT HOUSE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 September 2024

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

| | Unrestricted fund £ | Restricted funds £ | Total funds £ |
|--|---------------------------|--------------------------|---------------------|
| NET INCOME/(EXPENDITURE) | 27,457 | (1,609) | 25,848 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 9,157 | 861,945 | 871,102 |
| TOTAL FUNDS CARRIED FORWARD | <u>36,614</u> | <u>860,336</u> | <u>896,950</u> |

8. TANGIBLE FIXED ASSETS

| | Freehold property £ |
|---|---------------------------|
| COST | |
| At 1 October 2023 and 30 September 2024 | <u>825,000</u> |
| NET BOOK VALUE | |
| At 30 September 2024 | <u>825,000</u> |
| At 30 September 2023 | <u>825,000</u> |

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 30.9.24 £ | 30.9.23 £ |
|---------------|--------------|--------------|
| Trade debtors | <u>2,225</u> | <u>-</u> |

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 30.9.24 £ | 30.9.23 £ |
|-----------------|--------------|--------------|
| Other creditors | <u>720</u> | <u>720</u> |

11. MOVEMENT IN FUNDS

| | At 1.10.23 £ | Net movement in funds £ | At 30.9.24 £ |
|-----------------------------|--------------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 36,614 | 15,824 | 52,438 |
| Restricted funds | | | |
| Restricted fund | 860,336 | (31,739) | 828,597 |
| TOTAL FUNDS | <u>896,950</u> | <u>(15,915)</u> | <u>881,035</u> |

QUIET WATERS CHRISTIAN RETREAT HOUSE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 September 2024

11. 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 | 83,209 | (67,385) | 15,824 |
| Restricted funds | | | |
| Restricted fund | 5,036 | (36,775) | (31,739) |
| TOTAL FUNDS | <u>88,245</u> | <u>(104,160)</u> | <u>(15,915)</u> |

Comparatives for movement in funds

| | At 1.10.22 £ | Net movement in funds £ | At 30.9.23 £ |
|-----------------------------|--------------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 9,157 | 27,457 | 36,614 |
| Restricted funds | | | |
| Restricted fund | 36,945 | (1,609) | 35,336 |
| Freehold property valuation | 825,000 | - | 825,000 |
| | <u>861,945</u> | <u>(1,609)</u> | <u>860,336</u> |
| TOTAL FUNDS | <u>871,102</u> | <u>25,848</u> | <u>896,950</u> |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 87,571 | (60,114) | 27,457 |
| Restricted funds | | | |
| Restricted fund | 8,780 | (10,389) | (1,609) |
| TOTAL FUNDS | <u>96,351</u> | <u>(70,503)</u> | <u>25,848</u> |

QUIET WATERS CHRISTIAN RETREAT HOUSE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 September 2024

11. MOVEMENT IN FUNDS - continued

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

| | At 1.10.22 £ | Net movement in funds £ | At 30.9.24 £ |
|-----------------------------|----------------------------|----------------------------------|----------------------------|
| Unrestricted funds | | | |
| General fund | 9,157 | 43,281 | 52,438 |
| Restricted funds | | | |
| Restricted fund | 36,945 | (33,348) | 3,597 |
| Freehold property valuation | 825,000 | - | 825,000 |
| | <hr/> | <hr/> | <hr/> |
| | 861,945 | (33,348) | 828,597 |
| | <hr/> | <hr/> | <hr/> |
| TOTAL FUNDS | <hr/> 871,102 <hr/> | <hr/> 9,933 <hr/> | <hr/> 881,035 <hr/> |

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 | 170,780 | (127,499) | 43,281 |
| Restricted funds | | | |
| Restricted fund | 13,816 | (47,164) | (33,348) |
| | <hr/> | <hr/> | <hr/> |
| TOTAL FUNDS | <hr/> 184,596 <hr/> | <hr/> (174,663) <hr/> | <hr/> 9,933 <hr/> |

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2024.

QUIET WATERS CHRISTIAN RETREAT HOUSE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 30 September 2024

| | 30.9.24 £ | 30.9.23 £ |
|---------------------------------|--------------|--------------|
| INCOME AND ENDOWMENTS | | |
| Donations and legacies | | |
| Gifts | 40,674 | 39,110 |
| Donations | 150 | 861 |
| Gift aid | 2,225 | 6,894 |
| | <hr/> | <hr/> |
| | 43,049 | 46,865 |
| Other trading activities | | |
| Fees | 43,605 | 48,376 |
| Shop income | 382 | 577 |
| | <hr/> | <hr/> |
| | 43,987 | 48,953 |
| Investment income | | |
| Deposit account interest | 1,209 | 533 |
| | <hr/> | <hr/> |
| Total incoming resources | 88,245 | 96,351 |
| | | |
| EXPENDITURE | | |
| Support costs | | |
| Management | | |
| Employment costs | 21,376 | 26,349 |
| Household | 8,474 | 9,503 |
| Shop costs | 227 | 463 |
| Utility and insurance | 22,502 | 14,847 |
| Building maintenance | 39,312 | 15,272 |
| Office supplies | 2,598 | 2,501 |
| Finance costs | 686 | 661 |
| Sundries | 8,265 | 187 |
| | <hr/> | <hr/> |
| | 103,440 | 69,783 |
| Governance costs | | |
| Accountancy | 720 | 720 |
| | <hr/> | <hr/> |
| Total resources expended | 104,160 | 70,503 |
| | <hr/> | <hr/> |
| Net (expenditure)/income | (15,915) | 25,848 |
| | <hr/> | <hr/> |

This page does not form part of the statutory financial statements



Issuer van Dijk Accountants

Document generated Tue, 18th Feb 2025 9:37:38 GMT

Document fingerprint 74da5fa47f26dc514f1aff3dde008dbf

Parties involved with this document

| Document processed | Party + Fingerprint |
|---------------------------------|---|
| Tue, 18th Feb 2025 17:36:37 GMT | Mr Paul Dunning - Signer (0e038aa090ba40cacb6c8b5c181aa584) |
| Tue, 18th Feb 2025 17:36:38 GMT | Jonny van Dijk - Copied In (b7eafe963c2a07c43f7c7848c22c169e) |
| Tue, 18th Feb 2025 17:36:38 GMT | Jodie Runacres - Copied In (6b25c0c7c7cbe99f407f99eeb2a52ea0) |

Audit history log

| Date | Action |
|---------------------------------|---|
| Tue, 18th Feb 2025 9:37:38 GMT | Envelope generated with fingerprint 9474e86a48e0ec476e9c58481e4cee8835.176.231.177 |
| Tue, 18th Feb 2025 9:37:38 GMT | Document generated with fingerprint 74da5fa47f26dc514f1aff3dde008dbf.35.176.231.177 |
| Tue, 18th Feb 2025 9:37:38 GMT | Mr Paul Dunning has been assigned to this envelope.35.176.231.177 |
| Tue, 18th Feb 2025 9:37:38 GMT | Jonny van Dijk has been assigned to this envelope.35.176.231.177 |
| Tue, 18th Feb 2025 9:37:38 GMT | Jodie Runacres has been assigned to this envelope.35.176.231.177 |
| Tue, 18th Feb 2025 9:37:38 GMT | Envelope has been set to automatically remind the active signer every 1 day(s).35.176.231.177 |
| Tue, 18th Feb 2025 9:37:47 GMT | Envelope generated |
| Tue, 18th Feb 2025 9:37:47 GMT | Sent the envelope to Mr Paul Dunning for signing |
| Tue, 18th Feb 2025 9:37:47 GMT | Document emailed to party email18.170.45.78 |
| Tue, 18th Feb 2025 17:33:52 GMT | Mr Paul Dunning viewed the envelope217.42.74.166 |
| Tue, 18th Feb 2025 17:36:38 GMT | Mr Paul Dunning signed the envelope217.42.74.166 |
| Tue, 18th Feb 2025 17:36:38 GMT | Sent the envelope to Jonny van Dijk for signing217.42.74.166 |
| Tue, 18th Feb 2025 17:36:38 GMT | Sent the envelope to Jodie Runacres for signing217.42.74.166 |
| Tue, 18th Feb 2025 17:36:38 GMT | This envelope has been signed by all parties217.42.74.166 |
| Tue, 18th Feb 2025 17:36:39 GMT | Document emailed to party email35.178.156.203 |
| Tue, 18th Feb 2025 17:36:39 GMT | Document emailed to party email18.175.206.45 |
| Tue, 18th Feb 2025 17:36:39 GMT | Mr Paul Dunning viewed the envelope217.42.74.166 |