

The Peak Centre Trust

Charity No. 285001

Trustees' Report and Unaudited Accounts

31 March 2024

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## Liphook Day Centre

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2024.

### REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 285001

#### Trustees

The following trustees served during the year:

J.M. Buckett

A. Hall

J. Hilder

J. Kirby

D. Lush

A. Meckiffe (Resigned 21 October 2023)

L. Morton

P. Robinson (Resigned 25 July 2023)

Trustees holding title to charity property

Chair - Jeanette Kirby

Treasurer - Jan Buckett

#### Accountants

JMB Accounting Ltd

10 London Road

Liphook

Hampshire

GU30 7AN

#### Bankers

Lloyds Bank PLC

#### Investment Advisors

COIF Account

### OBJECTIVES AND ACTIVITIES

The Centre provides a safe haven, a daily nutritious cooked meal and some entertainment for the elderly in the local community who need social interaction and support.

The Centre also provides welcome respite for carers, partners and family members.

It was business as usual for the whole year. Numbers were as expected and showing increased activity in terms of enquiries and positive feedback

Internal fundraising receives excellent local support from the community.

The pop-up shop (selling eggs, jam, marmalade, books etc) continues to grow and is a welcome addition for the locals, adding welcome funds to the internal fundraising.

The hall is well used by other companies, within the community, such as the bridge club, knit and natter and yoga classes.

## ACHIEVEMENTS AND PERFORMANCE

Colouring and crafting were popular activity during the year, along with music sessions for all to enjoy such as singing and piano playing. Also chair aerobics was introduced helping with mobility and laughter. The Pat Dog visits are always greatly received.

A D Day event was organised which consisted of clients dressing in war time attire and singing appropriate songs, seated under a canopy on the car park.

Skittles evening, in November, was much enjoyed and raised extra funds.

A pantomime was produced (by the managers) and performed off-site at Rake Village Hall. This was a success and enjoyed by all those who participated.

Volunteers have continued to enhance the garden area helping to improve the wellbeing of our clients.

## FINANCIAL REVIEW

The rent automatically increased according to agreements in place.

Friends of Liphook Day Centre account was eventually closed, and the monies (£11,000) transferred to the Peak Centre Account for the purchase of equipment.

A new dishwasher was purchased.

Grants received during the year were £5,000 from Bramshott & Liphook Parish Council, £10,000 from East Hants District Council and £500 from Hampshire County Council – adult services.

Donations in the year amounted to £14,884 with £13,219 of this kindly donated by 3 benefactors.

Funds held in the COIF account are ringfenced to cover the rent should we be unable to pay this. Unrestricted funds totalled £47,154 which will cover us for any unseen expenditure and approximately 6 months of operating costs in the event of low income.

## PLANS FOR FUTURE PERIODS

We look forward to welcoming new clients to the Centre and offering a wider range of activities for all to enjoy and look forward to.

Toilets are to be refurbished.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

There was a change management staff as the two managers (both carrying out joint manager/cook roles) resigned, leaving the beginning of March. It was decided, for ease of operational procedures to employ one manager and one cook. Interviews were carried out by The Chair and Vice Chair and appointments made, commencement dates to be May 2024. Trustees and Volunteers all stepped in to assist with the running of the centre. New Job Descriptions and Contract of Employment were produced.

Bi-month Operational Management Committee Meetings continue and were well attended and included representation from other local organisations.

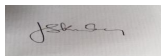
Statement of trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Peak Centre Trust  
Trustees Annual Report

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees

A small, rectangular image showing a handwritten signature in dark ink on a light background. The signature appears to be 'J. Kirby'.

J. Kirby  
Chair & Trustee  
28 August 2024

Independent Examiner's Report to the trustees of The Peak Centre Trust

I report to the trustees on my examination of the financial statements of The Peak Centre Trust for the year ended 31 March 2024.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 can 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:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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.

*C Hawes*

Catherine Hawes  
JMB Accounting Ltd  
10 London Road  
Liphook  
Hampshire  
GU30 7AN  
28 August 2024

The Peak Centre Trust  
Statement of Financial Activities  
for the year ended 31 March 2024

		Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
	Notes			
Income and endowments from:				
Donations and legacies	3	30,384	30,384	22,449
Charitable activities	4	42,848	42,848	34,111
Other trading activities	5	4,631	4,631	1,654
Investments	6	2,293	2,293	80
Other Income	7	8,334	8,334	10,805
Total		88,490	88,490	69,099
Expenditure on:				
Other	8	80,708	80,708	72,301
Total		80,708	80,708	72,301
Net gains on investments		-	-	-
Net income/(expenditure)	9	7,782	7,782	(3,202)
Transfers between funds		-	-	-
Net income/(expenditure) before other gains/(losses)		7,782	7,782	(3,202)
Other gains and losses				
Net movement in funds		7,782	7,782	(3,202)
Reconciliation of funds:				
Total funds brought forward		80,875	80,875	84,077
Total funds carried forward		88,657	88,657	80,875

The Peak Centre Trust

Balance Sheet

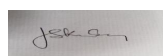
at 31 March 2024

Charity No. 285001

		2024 £	2023 £
Fixed assets			
Tangible assets	11	4,016	2,387
		<u>4,016</u>	<u>2,387</u>
Current assets			
Debtors	12	4,182	2,245
Cash at bank and in hand		88,623	83,446
		<u>92,805</u>	<u>85,691</u>
Creditors: Amount falling due within one year	13	(8,164)	(7,203)
Net current assets		<u>84,641</u>	<u>78,488</u>
Total assets less current liabilities		<u>88,657</u>	<u>80,875</u>
Net assets excluding pension asset or liability		<u>88,657</u>	<u>80,875</u>
Total net assets		<u><u>88,657</u></u>	<u><u>80,875</u></u>
The funds of the charity			
Restricted funds	14		
Unrestricted funds	14		
General funds		88,657	80,875
		<u>88,657</u>	<u>80,875</u>
Reserves	14		
Total funds		<u><u>88,657</u></u>	<u><u>80,875</u></u>

Approved by the trustees on 28 August 2024

And signed on their behalf by:



J. Kirby  
Chair & Trustee  
28 August 2024

Jan Buckett

J. Buckett  
Treasurer & Trustee  
28 August 2024



## 1 Accounting policies

### Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

### Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

### Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

### Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

#### Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures & Fittings	25% reducing balance
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#### Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

#### Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

#### Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

#### Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### Research and development

Expenditure on research and development is written off in the year in which it is incurred.

#### Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

#### Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

#### Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

#### Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

## 2 Statement of Financial Activities - prior year

	Unrestricted funds 2023 £	Total funds 2023 £
Income and endowments from:		
Donations and legacies	22,449	22,449
Charitable activities	44,916	44,916
Other trading activities	1,654	1,654
Investments	80	80
Total	<u>69,099</u>	<u>69,099</u>
Expenditure on:		
Charitable activities	13,405	13,405
Other	58,896	58,896
Total	<u>72,301</u>	<u>72,301</u>
Net income	<u>(3,202)</u>	<u>(3,202)</u>
Net income before other gains/(losses)	(3,202)	(3,202)
Other gains and losses:		
Net movement in funds	<u>(3,202)</u>	<u>(3,202)</u>
Reconciliation of funds:		
Total funds brought forward	84,077	84,077
Total funds carried forward	<u>80,875</u>	<u>80,875</u>

## 3 Income from donations and legacies

	Unrestricted	Total 2024	Total 2023
	£	£	£
Donations & legacies	14,884	14,884	6,949
Grants	15,500	15,500	15,500
	<u>30,384</u>	<u>30,384</u>	<u>22,449</u>

## 4 Income from charitable activities

	Unrestricted	Total 2024	Total 2023
	£	£	£
Breakfast club	1,145	1,145	-
Client fees	34,725	34,725	27,273
Hall hire	5,964	5,964	5,561
Transport to day centre	1,014	1,014	1,277
	<u>42,848</u>	<u>42,848</u>	<u>34,111</u>

5 Income from other trading activities

	Unrestricted	Total 2024	Total 2023
	£	£	£
Fundraising activities	3,202	3,202	967
Internal fundraising	1,429	1,429	687
	<u>4,631</u>	<u>4,631</u>	<u>1,654</u>

6 Income from investments

	Unrestricted	Total 2024	Total 2023
	£	£	£
Investment income	2,293	2,293	80
	<u>2,293</u>	<u>2,293</u>	<u>80</u>

7 Other income

	Unrestricted	Total 2024	Total 2023
	£	£	£
Shop income	8,334	8,334	10,805
	<u>8,334</u>	<u>8,334</u>	<u>10,805</u>

8 Other expenditure

	Unrestricted	Total 2024	Total 2023
	£	£	£
Shop costs	6,323	6,323	8,718
Client welfare	1,646	1,646	1,162
Food costs	4,286	4,286	4,687
Employee costs	40,285	40,285	33,824
Motor and travel costs	410	410	600
Premises costs	19,673	19,673	16,177
Depreciation	1,339	1,339	795
General administrative costs	3,746	3,746	3,446
Legal and professional costs	3,000	3,000	2,892
	<u>80,708</u>	<u>80,708</u>	<u>72,301</u>

9 Net income/(expenditure) before transfers

	2024	2023
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	1,339	795

10 Staff costs

	2024	2023
Salaries and wages	35,339	31,978
Pension costs	603	279
	<u>35,942</u>	<u>32,257</u>

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

11 Tangible fixed assets

	Fixtures & Fittings £	Total £
Cost or revaluation		
At 1 April 2023	4,131	4,131
Additions	2,968	2,968
At 31 March 2024	<u>7,099</u>	<u>7,099</u>
Depreciation and impairment		
At 1 April 2023	1,744	1,744
Depreciation charge for the year	1,339	1,339
At 31 March 2024	<u>3,083</u>	<u>3,083</u>
Net book values		
At 31 March 2024	<u>4,016</u>	<u>4,016</u>
At 31 March 2023	<u>2,387</u>	<u>2,387</u>

12 Debtors

	2024 £	2023 £
Other debtors	3,875	1,668
Prepayments and accrued income	307	577
	<u>4,182</u>	<u>2,245</u>

13 Creditors:

amounts falling due within one year

	2024 £	2023 £
Trade creditors	3,910	3,349
Other taxes and social security	303	519
Other creditors	-	340
Accruals	396	270
100 Club	3,555	2,725
	<u>8,164</u>	<u>7,203</u>

14 Movement in funds

	At 1 April 2023	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2024 £
Restricted funds:				
Unrestricted funds:				
General funds	80,875	88,490	(80,708)	88,657
Total funds	<u>80,875</u>	<u>88,490</u>	<u>(80,708)</u>	<u>88,657</u>

15 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	4,016	4,016
Net current assets	84,641	84,641
	<u>88,657</u>	<u>88,657</u>

16 Reconciliation of net debt

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash and cash equivalents	83,446	5,177	88,623
	<u>83,446</u>	<u>5,177</u>	<u>88,623</u>
Net debt	<u>83,446</u>	<u>5,177</u>	<u>88,623</u>

## 17 Commitments

### *Operating lease commitments*

Annual commitments under non-cancellable operating leases are as follows:

	2024	2024	2023	2023
	Land and	Other	Land and	Other
	buildings		buildings	
	£	£	£	£
Operating leases with expiry date:				
In the second to fifth years inclusive	12,238	-	10,833	-
	<u>12,238</u>	<u>-</u>	<u>10,833</u>	<u>-</u>

### *Pension commitments*

	2024	2023
	£	£
The pension cost charge to the charity amounted to:	<u>603</u>	<u>279</u>
Unpaid contributions due to the fund are included in other creditors and amounted to:	<u>82</u>	<u>122</u>



The Peak Centre Trust  
Detailed Statement of Financial Activities  
for the year ended 31 March 2024

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:			
Donations and legacies			
Donations & legacies	14,884	14,884	6,949
Grants	15,500	15,500	15,500
	<u>30,384</u>	<u>30,384</u>	<u>22,449</u>
Charitable activities			
Breakfast club	1,145	1,145	-
Client fees	34,725	34,725	27,273
Hall hire	5,964	5,964	5,561
Transport to day centre	1,014	1,014	1,277
	<u>42,848</u>	<u>42,848</u>	<u>34,111</u>
Other trading activities			
Fundraising activities	3,202	3,202	967
Internal fundraising	1,429	1,429	687
	<u>4,631</u>	<u>4,631</u>	<u>1,654</u>
Investments			
Investment income	2,293	2,293	80
	<u>2,293</u>	<u>2,293</u>	<u>80</u>
Other			
Shop income	8,334	8,334	10,805
	<u>8,334</u>	<u>8,334</u>	<u>10,805</u>
Total income and endowments	<u>88,490</u>	<u>88,490</u>	<u>69,099</u>
Expenditure on:			
Other expenditure			
Shop costs	6,323	6,323	8,718
Client welfare	1,646	1,646	1,162
Food costs	4,286	4,286	4,687
	<u>12,255</u>	<u>12,255</u>	<u>14,567</u>
Employee costs			
Salaries/wages	35,339	35,339	31,978
Pension costs	603	603	279
Staff welfare - health & safety	855	855	795
Temporary staff	3,488	3,488	772
	<u>40,285</u>	<u>40,285</u>	<u>33,824</u>
Motor and travel costs			
Transport costs	410	410	600
	<u>410</u>	<u>410</u>	<u>600</u>

The Peak Centre Trust  
Detailed Statement of Financial Activities

Premises costs			
Rent	10,830	10,830	9,462
Rates	717	717	455
Light, heat and power	5,685	5,685	4,165
Premises cleaning	707	707	767
Other premises costs - waste	1,734	1,734	1,328
	<u>19,673</u>	<u>19,673</u>	<u>16,177</u>
General administrative costs, including depreciation and amortisation			
Depreciation of Fixtures & Fittings	1,339	1,339	795
Equipment repairs and maintenance	518	518	369
General insurances	1,671	1,671	1,576
Software, IT support and related costs	300	300	95
Sundry expenses	204	204	489
Telephone, fax and broadband	1,053	1,053	917
	<u>5,085</u>	<u>5,085</u>	<u>4,241</u>
Legal and professional costs			
Accountancy and bookkeeping	3,000	3,000	2,892
	<u>3,000</u>	<u>3,000</u>	<u>2,892</u>
Total of expenditure of other costs	<u>80,708</u>	<u>80,708</u>	<u>72,301</u>
Total expenditure	80,708	80,708	72,301
Net gains on investments	-	-	-
	<u>7,782</u>	<u>7,782</u>	<u>(3,202)</u>
Net income/(expenditure)			
Net income/(expenditure) before other gains/(losses)	<u>7,782</u>	<u>7,782</u>	<u>(3,202)</u>
Other Gains	-	-	-
	<u>7,782</u>	<u>7,782</u>	<u>(3,202)</u>
Net movement in funds			
Reconciliation of funds:			
Total funds brought forward	80,875	80,875	84,077
Total funds carried forward	<u>88,657</u>	<u>88,657</u>	<u>80,875</u>



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#### Audit history log

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Tue, 3rd Sep 2024 13:50:23 BST	Sent the envelope to Catherine Hawes (catherine.hawes@yahoo.co.uk) for signing89.213.31.164
Tue, 3rd Sep 2024 13:50:23 BST	Document emailed to catherine.hawes@yahoo.co.uk18.134.141.155
Tue, 3rd Sep 2024 13:56:01 BST	Catherine Hawes opened the document email.34.242.169.100
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Tue, 3rd Sep 2024 13:56:33 BST	Catherine Hawes signed the envelope192.124.201.125
Tue, 3rd Sep 2024 13:56:33 BST	This envelope has been signed by all parties192.124.201.125
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Tue, 3rd Sep 2024 13:56:46 BST	Catherine Hawes viewed the envelope192.124.201.125



**Issuer** JMB Accounting Ltd

**Document generated** Wed, 4th Sep 2024 9:46:44 UTC

**Document fingerprint** ac2974f5638c7f86bd8f3c53f858ca1f

Parties involved with this document

Document processed	Party + Fingerprint
Tue, 10th Sep 2024 10:59:19 UTC	Jeanette Kirby - Signer (7a6eee68c50b375810c0f8428d85902b)
Tue, 10th Sep 2024 11:40:24 UTC	Jan Buckett - Signer (b901f55c37af823f440396c1182d99f6)

Audit history log

Date	Action
Tue, 10th Sep 2024 11:40:25 UTC	Jan Buckett viewed the envelope (89.213.31.164)
Tue, 10th Sep 2024 11:40:25 UTC	This envelope has been signed by all parties (89.213.31.164)
Tue, 10th Sep 2024 11:40:24 UTC	Jan Buckett signed the envelope (89.213.31.164)
Tue, 10th Sep 2024 11:40:09 UTC	Jan Buckett viewed the envelope (89.213.31.164)
Tue, 10th Sep 2024 11:39:58 UTC	Jeanette Kirby viewed the envelope (89.213.31.164)
Tue, 10th Sep 2024 11:00:49 UTC	Jeanette Kirby opened the document email. (92.24.145.138)
Tue, 10th Sep 2024 10:59:44 UTC	Jeanette Kirby opened the document email. (92.24.145.138)
Tue, 10th Sep 2024 10:59:43 UTC	Jeanette Kirby opened the document email. (92.24.145.138)
Tue, 10th Sep 2024 10:59:20 UTC	Jeanette Kirby viewed the envelope (92.24.145.138)
Tue, 10th Sep 2024 10:59:20 UTC	Document emailed to jbuckett@jmbaccounting.co.uk (18.175.230.142)
Tue, 10th Sep 2024 10:59:19 UTC	Sent the envelope to Jan Buckett (jbuckett@jmbaccounting.co.uk) for signing (92.24.145.138)
Tue, 10th Sep 2024 10:59:19 UTC	Jeanette Kirby signed the envelope (92.24.145.138)
Tue, 10th Sep 2024 10:53:02 UTC	Jeanette Kirby viewed the envelope (92.24.145.138)
Tue, 10th Sep 2024 10:52:43 UTC	Jeanette Kirby opened the document email. (92.24.145.138)
Tue, 10th Sep 2024 10:28:27 UTC	Jeanette Kirby opened the document email. (92.24.145.138)
Tue, 10th Sep 2024 9:52:09 UTC	Document emailed to jeanettekirby@live.co.uk (13.40.166.178)
Tue, 10th Sep 2024 9:52:09 UTC	Sent Jeanette Kirby a reminder to sign the document. ( )
Sat, 7th Sep 2024 9:51:04 UTC	Document emailed to jeanettekirby@live.co.uk (35.179.110.137)
Sat, 7th Sep 2024 9:51:04 UTC	Sent Jeanette Kirby a reminder to sign the document. ( )
Wed, 4th Sep 2024 9:50:48 UTC	Sent the envelope to Jeanette Kirby (jeanettekirby@live.co.uk) for signing (89.213.31.164)

Wed, 4th Sep 2024 9:50:46 UTC

Document emailed to jeanettekirby@live.co.uk (18.132.207.20)

Wed, 4th Sep 2024 9:46:45 UTC

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(89.213.31.164)

Wed, 4th Sep 2024 9:46:45 UTC

Envelope generated by Michael Kay (89.213.31.164)