

Charity registration number 289066

Company registration number 01796116 (England and Wales)

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
LEGAL AND ADMINISTRATIVE INFORMATION**

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**Charity Trustees**

R Yentob  
J Levy  
J Arazi  
I Levy  
V Shamoon  
I Corre  
I Levy

**Secretary**

A Cohen

**Charity number**

289066

**Company number**

01796116

**Registered office**

21 Andover Place  
London  
NW6 5ED

**Auditor**

Gravita II LLP  
Aldgate Tower  
2 Lemn Street  
London  
E1 8FA

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# NAIMA JPS COMPANY LIMITED BY GUARANTEE CONTENTS

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**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)  
FOR THE YEAR ENDED 31 AUGUST 2023**

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The Charity Trustees present their annual report and financial statements for the year ended 31 August 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 governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

**Objectives and activities**

The Charity's objects are the advancement of secular and religious education including the provision of day schooling for children of both sexes, together with the provision of a Synagogue and other related religious amenities.

Within these objects the Charity has maintained a restricted fund for the purposes of granting scholarships to certain pupils who fit the school's scholarship criteria.

The policies adopted in furtherance of these objects are stated in this report and there has been no change in these during the year.

The Charity provides education to boys and girls from ages 3 to 11 years satisfying the requirements of UK primary education and provides a Pre-Nursery for children aged 2. It also makes its facilities available to the local community.

The School's ethos is centered on the belief that an excellent education with a strong religious grounding is mutually attainable and beneficial. It is this ethos that we adhere to as we aspire to prepare the School's pupils for adulthood.

It is the Charity's policy not only to educate infants and juniors to a high level of academic achievement but also to provide the religious community with suitable facilities and an establishment for prayer.

The charity has kept in mind the Charity Commission's guidance on public benefit. We believe that the main aim of the charity is the advancement of secular and religious education including the provision of day schooling for children of both sexes, together with the provision of a Synagogue and other related religious amenities. We also believe that the public benefit is further illustrated in this report through the Objectives and Activities and Achievements and Performance sections.

**Strategic report**

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the Charity Trustees to present a strategic report.

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)  
(CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2023**

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**Achievements and performance**

Naima remains committed to offering the local, Jewish Community various religious facilities such as a Synagogue and Mikveh (ritual bath) and continues to contribute to events for the entire local community such as regularly sending sports teams to inter – School tournaments, the choir to an annual community, children's choral festival and collaborating in joint P.E. lessons with a local School. Our security staff also play an important role in maintaining a positive community including engaging with police to reduce crime directed to local residents and working with traffic wardens in order to ensure safe parking.

The school at Naima has had a good year and we continue to be proud of all our children's achievements. Our Secondary transfer results for the year under review were outstanding with places offered at top London, independent Secondary schools. Our children were awarded several academic and music scholarships. Our excellent teachers worked hard to ensure that the children were fully prepared for the multitude of tests being used.

The children meet with a wide spectrum of visitors throughout the year such as a weekly yoga teacher, authors, illustrators and other professionals. Additionally, special guests are brought in for the children such as a farm and a toy museum to bring learning to life. This year has seen the introduction of a weekly running club for the children before School. It has been very popular with attendance growing over the year. A house points system was also introduced and the children have been excited to receive house point tokens when awarded. Last summer saw the introduction of a week – long, daily summer camp for our pupils ran by our teaching staff. It was very successful and it ran again during a recent half term. It will continue to be offered in forthcoming holiday periods.

The School and parent body have continued throughout the year to remain in contact with Westminster Council about their social housing building project next door to the School which continues. The works did not finish in January 2024, as expected, but are now nearing completion with the hoardings expected to be removed in May this year.

This year marks the 40th Anniversary of the School and many events were planned. Our children and parents have received special gifts to mark the anniversary and we hope to organise a function for the school community in the Summer term. Our Alumni committee have worked hard to establish Naima Connect which hopes to connect past pupils of the School and offer them mentoring and job opportunities that they might not have benefited from previously.

Our ethos remains to maintain both secular and religious academic standards to a high level for which the School has become known and strive to provide the children with a stimulating, spiritual and excellent all round education. We expect the School to thrive for the foreseeable future.

**Financial review**

The School's operating surplus in the year was £380,838 (2022: operating deficit of £16,883).

School fees income has increased by 7.9% to £2,388,447

School wages and salaries costs have increased by 7.5% to £2,015,202

The net funds as at 31 August 2023 are £8,631,985 (2022: £8,251,147) and is considered satisfactory having regard to the Charity's objectives.

**Reserves policy**

The Trustees have determined that the minimum level of liquid reserves which have not been invested in Tangible Fixed Assets should be equivalent to approximately 13 weeks' expenditure.

The Trustees' policy is to build sufficient free reserves for future investment in the school as a whole, not only enhancements to the fabric of the school buildings, but also to keep pace with technological change and innovation. This policy applies to Information Technology and school facilities in general.

Tangible Fixed Assets include school buildings, the Synagogue and the Mikveh. These buildings are used for non-commercial purposes and for this reason the Trustees do not consider it appropriate to recognise its market value in these financial statements.

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)  
(CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2023**

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The Trustees are empowered to place funds, administered by the Charity, into investments which are likely to generate income without a material risk to the underlying capital. Consequently, all funds are invested with the Charity's bankers or in treasury bonds. The Trustees' financial policy is to generate an income stream with minimal risk to capital. As part of the Charity's restricted fund, the school scholarship fund of £206,000, is earmarked to acquire investment property capable of generating a rental income in excess of bank interest.

**Risk management**

The Charity Trustees has assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The Trustees examine, on a regular basis, any risks that they feel the school may face in each financial year. The Trustees have developed systems to monitor and control those risks to ensure that any impact or financial loss which may results from them may be kept to a minimum.

The key controls used by the Charity include:

- Comprehensive strategic planning and budgeting;
- Established organisational structure with formal written policies;
- Formal policies with clear authorisation and approval levels; and
- Strict vetting procedures as required by law for those requiring protection.

The trustees are satisfied that most risks identified have been completely mitigated and also recognise that the system can only provide reasonable but not absolute assurance that most risks have been adequately managed.

**Plans for the future**

The Charity remains focussed on reinforcing and regularly assessing the children's learning. Their wellbeing and mental health continues to be reviewed by our School staff, counsellor and wellbeing coach on an ongoing basis. The Charity continues to subscribe to a health and wellbeing programme for all staff.

Minor refurbishment works, such as the replacement of some of the flooring took place last Summer. The expected upgrade of the furniture and air conditioning system to the IT suite did not occur. It is hoped that those works might go ahead this summer. We continue to invest in new computers, iPads and interactive, classroom whiteboards on a rolling, replacement basis. The School is looking into renovating the playground in the near future.

**Structure, governance and management**

The Charity is a company limited by guarantee and is governed by its memorandum and articles of association. The Board of Trustees are responsible for formulating the strategies and policies of the charity including the approval of budgets and the exercising of financial controls. The Bursar is responsible to the trustees for the management of the charity.

The Charity Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Rabbi Dr A Levy OBE	(Resigned 24 December 2022)
R Yentob	
J Levy	
J Arazi	
S Howard	(Resigned 8 May 2023)
I Levy	
V Shamoon	
I Corre	
I Levy	

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)  
(CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2023**

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New trustees are identified and invited to join the board of trustees by the existing trustees. They are selected on the basis of their sympathy with the charitable objectives and their ability to pursue as a trustee. New trustees are elected by resolution and approved by a majority of trustees.

Under the company's Articles of Association any person who is willing to act as a trustee, and who would not be disqualified from acting for any reason, may be appointed to be a trustee by a decision of the trustees.

None of the Charity Trustees has any beneficial interest in the company. All of the Charity Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The school also appoints governors to act in an advisory basis to the trustees, to serve on a two to three year basis. The governors are selected from past or present parents and other parties with a connection to the school. The governors are not involved in final decision making.

The governors who served during the year were:

**Governors**

Mr Edward Misrahi  
Mrs Alexandra Maurice  
Ms Clare Ettinghausen  
Mrs Fabiana Abadi (Resigned 14/11/2023)  
Mrs Efrat Sopher  
Dr Naomi Katz  
Mrs Sian Levy  
Mrs Meira Drazin  
Mr Jonathan Marks  
Mr Adam Keats  
Mr Emil Fattal  
Mr David Djanogly (appointed 15/11/2023)

**Head teacher**

Mr Bill Pratt

Remuneration for Key Management Personnel is based on IAPS pay scales as a benchmark. The final decision on remuneration packages and bonuses are agreed by the trustees.

**Disclosure of information to auditor**

Each of the Charity Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' report, including the strategic report, was approved by the Board of Charity Trustees.

*Julian Levy*  
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**J Levy**

Trustee

Dated: 30 May 2024

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
STATEMENT OF TRUSTEES' RESPONSIBILITIES  
FOR THE YEAR ENDED 31 AUGUST 2023**

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**Statement of Trustees' Responsibilities**

The trustees (who are also directors of Naima JPS for the purposes of company law) are responsible for preparing the Trustees' Annual Report (including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the 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 then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.



# **NAIMA JPS COMPANY LIMITED BY GUARANTEE INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NAIMA JPS**

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## **Opinion**

We have audited the financial statements of Naima JPS (the 'Charity') for the year ended 31 August 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue. However, because not all future events or conditions can be predicted this statement is not a guarantee as to the Charity's ability to continue as a going concern.

Our responsibilities and the responsibilities of the Charity Trustees with respect to going concern are described in the relevant sections of this report.

## **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Charity Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
INDEPENDENT AUDITOR'S REPORT (CONTINUED)  
TO THE MEMBERS OF NAIMA JPS**

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**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report and the strategic report prepared for the purposes of company law, is consistent with the financial statements; and
- the strategic report and the directors' report included within the Trustees' report have been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or the directors' report included within the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of Charity Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Charity Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Charity Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Charity Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Charity Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management.

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
INDEPENDENT AUDITOR'S REPORT (CONTINUED)  
TO THE MEMBERS OF NAIMA JPS**

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***The extent to which the audit was considered capable of detecting irregularities including fraud***

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with trustees and other management, and from our commercial knowledge and experience of the Charity sector
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including, but not limited to, the Companies Act 2006, Charities Act 2011 and taxation legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting relevant correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- understanding the charitable objectives as part of the control and operating environment;
- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence and enquiring with the company of actual and potential non-compliance with laws and regulations.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment by for example forgery, or intentional misrepresentation or through collusion. Our audit procedures are designed to detect material misstatement. We are not responsible for preventing non-compliance or fraud and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
INDEPENDENT AUDITOR'S REPORT (CONTINUED)  
TO THE MEMBERS OF NAIMA JPS**

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**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Shona Munday*

**Shona Munday BA FCA (Senior Statutory Auditor)  
for and on behalf of Gravita II LLP**

30 May 2024

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**Chartered Accountants  
Statutory Auditor**

Aldgate Tower  
2 Lemon Street  
London, E1 8FA

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2023**

		Unrestricted funds	Designated funds	Restricted funds	Total 2023	Total 2022
	Notes	£	£	£	£	£
<b><u>Income and endowments from:</u></b>						
Donations and legacies	2	654,631	-	13,785	668,416	380,646
Charitable activities	3	2,231,225	-	157,222	2,388,447	2,214,002
Investments	4	159,899	-	-	159,899	21,142
Other income	5	36,533	-	-	36,533	27,421
<b>Total income and endowments</b>		<b>3,082,288</b>	<b>-</b>	<b>171,007</b>	<b>3,253,295</b>	<b>2,643,211</b>
<b><u>Expenditure on:</u></b>						
Charitable activities	6	2,467,978	223,866	185,608	2,877,452	2,660,094
Other	10	-	-	(4,995)	(4,995)	-
<b>Total resources expended</b>		<b>2,467,978</b>	<b>223,866</b>	<b>180,613</b>	<b>2,872,457</b>	<b>2,660,094</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>614,310</b>	<b>(223,866)</b>	<b>(9,606)</b>	<b>380,838</b>	<b>(16,883)</b>
Fund balances at 1 September 2022		3,028,183	4,355,763	867,201	8,251,147	8,268,030
<b>Fund balances at 31 August 2023</b>		<b>3,642,493</b>	<b>4,131,897</b>	<b>857,595</b>	<b>8,631,985</b>	<b>8,251,147</b>

The statement of financial activities includes all gains and losses recognised in the year.

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

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
BALANCE SHEET  
AS AT 31 AUGUST 2023**

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	12		4,696,176		4,818,161
<b>Current assets</b>					
Debtors	13	767,733		642,834	
Cash at bank and in hand		3,990,608		3,542,042	
		4,758,341		4,184,876	
<b>Creditors: amounts falling due within one year</b>	14	(822,532)		(751,890)	
Net current assets			3,935,809		3,432,986
<b>Total assets less current liabilities</b>			8,631,985		8,251,147
<b>Income funds</b>					
Restricted funds	15		857,595		867,201
<u>Unrestricted funds</u>					
Designated funds	16	4,131,897		4,355,763	
General unrestricted funds		3,642,493		3,028,183	
			7,774,390		7,383,946
			8,631,985		8,251,147

The financial statements were approved by the Charity Trustees on ...30 May 2024

*Julian Levy*  
J Levy  
Trustee

*Jennica Arazi*  
J Arazi  
Trustee

**Company Registration No. 01796116**

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

	Notes	2023 £	£	2022 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	21		334,505		107,697
<b>Investing activities</b>					
Purchase of tangible fixed assets		(50,838)		(13,400)	
Proceeds on disposal of tangible fixed assets		5,000		-	
Investment loans and receivables		-		(500,000)	
Investment income received		159,899		21,142	
<b>Net cash generated from/(used in) investing activities</b>			114,061		(492,258)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			448,566		(384,561)
Cash and cash equivalents at beginning of year			3,542,042		3,926,603
<b>Cash and cash equivalents at end of year</b>			3,990,608		3,542,042

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2023**

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**1 Accounting policies**

**Charity information**

Naima JPS is a private company limited by guarantee incorporated in England and Wales. The registered office and principal place of business is 21 Andover Place, London, NW6 5ED.

**1.1 Accounting convention**

The charity constitutes a public benefit entity as defined by FRS 102. 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 on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

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

**1.2 Going concern**

At the time of approving the financial statements, the Charity Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Charity 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 Charity Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Charity Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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.

**1.4 Income recognition**

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.

Fees receivable are accounted for in the period in which the service is provided. Fees receivable are stated after allowing for bursaries granted.



**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2023**

---

**1 Accounting policies**

**(Continued)**

**1.5 Expenditure recognition**

Expenditure designated as charitable expenditure represents costs directly attributable to the principal activities of the Company. These include the costs of teaching salaries and the associated staff and building costs.

**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.

Land and Buildings are valued at historical cost, which together with Fixtures, Fittings and Equipment are capitalised. In the opinion of the Trustees the Land and Buildings represent building primarily used as a school and for non-commercial purposes.

The Charity is responsible for keeping the original buildings in fit and useful condition, and these costs are written off as incurred.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Land and buildings	2% Straight Line
Improvements to property	2% Straight Line
Mikveh	5% Straight Line
Fixtures, fittings & equipment	20% Reducing Balance
Religious artefacts	10% 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 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.

**1.8 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**1.9 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.

**1.10 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The Teachers' Pension Scheme is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the school in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quinquennial valuations using a prospective benefit method

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

---

**1 Accounting policies** **(Continued)**

**1.11 Restricted funds**

Restricted funds that are raised in related to building work for the general use of the charity remain restricted until the work is completed. Upon completion the spent funds will be released to unrestricted funds.

**2 Donations and legacies**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Donations and gifts	654,631	13,785	668,416
	<u>          </u>	<u>          </u>	<u>          </u>
<b>For the year ended 31 August 2022</b>	<u>96,063</u>	<u>34,583</u>	<u>380,646</u>
	<u>          </u>	<u>          </u>	<u>          </u>

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**3 Charitable activities**

	Gross fees and related revenue	Security grants and voluntary donations	Total 2023	Gross fees and related revenue	Security grants and voluntary donations	Total 2022
	2023 £	2023 £	£	2022 £	2022 £	£
Income within charitable activities	2,231,225	157,222	2,388,447	2,074,079	139,923	2,214,002
	2,231,225	157,222	2,388,447	2,074,079	139,923	2,214,002
<b>Analysis by fund</b>						
Unrestricted funds	2,231,225	-	2,231,225	2,074,079	-	2,074,079
Restricted funds	-	157,222	157,222	-	139,923	139,923
	2,231,225	157,222	2,388,447	2,074,079	139,923	2,214,002

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**4 Investments**

	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Interest receivable	159,899	21,142

**5 Other income**

	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Other income	36,533	27,421

**6 Charitable activities**

	<b>School running and admin costs</b>	<b>Security costs</b>	<b>Establish - ment costs</b>	<b>Mikveh and operating costs</b>	<b>Total 2023</b>	<b>Total 2022</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>		
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	2,015,202	89,871	-	21,585	2,126,658	2,004,177
Depreciation and impairment	151,366	-	-	21,452	172,818	171,011
Other costs	396,071	30,536	147,975	3,394	577,976	484,906
	2,562,639	120,407	147,975	46,431	2,877,452	2,660,094
	2,562,639	120,407	147,975	46,431	2,877,452	2,660,094
<b>Analysis by fund</b>						
Unrestricted funds	2,320,003	-	147,975	-	2,467,978	2,194,914
Designated funds	223,866	-	-	-	223,866	227,011
Restricted funds	18,770	120,407	-	46,431	185,608	238,169
	2,562,639	120,407	147,975	46,431	2,877,452	2,660,094

Cost include auditors fees of £13,084 (2022: £10,533 ) in respect of the audit of the accounts.

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**6 Charitable activities**

**(Continued)**

For the year ended 31 August 2022

	School running and admin costs £	Security costs £	Establish - ment costs £	Mikveh and operating costs £	Total 2022 £
Staff costs	1,873,809	109,609	-	20,759	2,004,177
Depreciation and impairment	149,602	-	-	21,409	171,011
Other costs	346,214	20,731	115,041	2,920	484,906
	<u>2,369,625</u>	<u>130,340</u>	<u>115,041</u>	<u>45,088</u>	<u>2,660,094</u>
	<u>2,369,625</u>	<u>130,340</u>	<u>115,041</u>	<u>45,088</u>	<u>2,660,094</u>
<b>Analysis by fund</b>					
Unrestricted funds	2,079,873	-	115,041	-	2,194,914
Designated funds	227,011	-	-	-	227,011
Restricted funds	62,741	130,340	-	45,088	238,169
	<u>2,369,625</u>	<u>130,340</u>	<u>115,041</u>	<u>45,088</u>	<u>2,660,094</u>

**7 School running costs**

	<b>2023</b> £	<b>2022</b> £
Wages, salaries and social security	1,925,314	1,747,274
Staff pension costs	89,888	126,535
Teachers' training and related costs	19,761	21,007
Books and teaching consumables	34,028	37,157
School meals and refreshments	195,785	153,686
School outings and travel	41,826	30,141
Printing, stationary and communications	14,586	11,995
Insurance	29,917	27,859
Sundry expenses	3,610	12,219
Legal, professional and compliance costs	12,426	11,800
Computer & equipment maintenance	11,817	23,491
Bank charges	2,023	1,837
Marketing	1,398	2,626
Depreciation	151,366	149,602
Audit fees	13,150	10,533
ICT Suite	13,084	1,863
Bad debt	2,660	
	<u>2,562,639</u>	<u>2,369,625</u>

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**8 Charity Trustees**

None of the Charity Trustees (or any persons connected with them) received any remuneration during the year.

**9 Employees**

The average monthly number of employees during the year was:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Teachers	41	39
Support staff	7	7
Headmaster	1	1
Security	3	3
Mikveh	1	1
	<hr/>	<hr/>
Total	53	51
	<hr/>	<hr/>

**Employment costs**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	1,862,508	1,710,805
Social security costs	174,262	166,837
Other pension costs	89,888	126,535
	<hr/>	<hr/>
	2,126,658	2,004,177
	<hr/>	<hr/>

The number of employees whose annual remuneration was £60,000 or more were:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
£60,001 - £70,000	2	2
£70,001 - £80,000	1	1
£80,001 - £90,000	1	1
	<hr/>	<hr/>

Of the employees whose emoluments exceed £60,000, NIL(2022: 2) have retirement benefits accruing under defined benefit pension schemes.

**10 Other**

	<b>Restricted</b>	<b>Restricted</b>
	<b>funds</b>	<b>funds</b>
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Net profit on disposal of fixed assets	(4,995)	-
	<hr/>	<hr/>

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**11 Taxation**

The company is a registered charity and no provision is considered necessary for taxation.

**12 Tangible fixed assets**

	Land and buildings	Improvements to property	Mikveh	Fixtures, fittings & equipment	Religious artefacts	Total
	£	£	£	£	£	£
<b>Cost</b>						
At 1 September 2022	516,273	4,906,210	428,190	857,790	2,000	6,710,463
Additions	-	-	863	49,975	-	50,838
Disposals	-	-	-	-	(200)	(200)
At 31 August 2023	516,273	4,906,210	429,053	907,765	1,800	6,761,101
<b>Depreciation and impairment</b>						
At 1 September 2022	227,857	786,016	183,269	693,208	1,952	1,892,302
Depreciation charged in the year	10,325	98,124	21,453	42,911	5	172,818
Eliminated in respect of disposals	-	-	-	-	(195)	(195)
At 31 August 2023	238,182	884,140	204,722	736,119	1,762	2,064,925
<b>Carrying amount</b>						
At 31 August 2023	278,091	4,022,070	224,331	171,646	38	4,696,176
At 31 August 2022	288,416	4,120,194	244,921	164,582	48	4,818,161

**13 Debtors**

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Trade debtors	53,754	16,867
Other debtors	678,329	566,295
Prepayments and accrued income	35,650	59,672
	767,733	642,834

**14 Creditors: amounts falling due within one year**

	2023 £	2022 £
Trade creditors	105,272	140,079
Other creditors	693,889	593,696
Accruals and deferred income	23,371	18,115
	822,532	751,890

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**15 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.

	<b>At 1 September 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 August 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Sainsbury Scholarship	231,648	-	-	231,648
Mikveh	266,194	13,785	(46,430)	233,549
Security	147,149	157,222	(120,407)	183,964
IT project	22,020	-	(5,911)	16,109
Art room	15,845	-	(771)	15,074
Library	81,749	-	(1,292)	80,457
Kitchen	96,494	-	(9,877)	86,617
Playground	4,602	-	(920)	3,682
Sports equipment	1,500	-	-	1,500
Artefacts	-	-	4,995	4,995
	<u>867,201</u>	<u>171,007</u>	<u>(180,613)</u>	<u>857,595</u>
<b>Previous year:</b>	<b>At 1 September 2021</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 August 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Sainsbury Scholarship	206,648	25,000	-	231,648
Mikveh	301,699	9,583	(45,088)	266,194
Security	137,566	139,923	(130,340)	147,149
IT project	69,518	-	(47,498)	22,020
Art room	16,809	-	(964)	15,845
Library	83,133	-	(1,384)	81,749
Kitchen	108,239	-	(11,745)	96,494
Playground	5,752	-	(1,150)	4,602
Sports equipment	1,500	-	-	1,500
	<u>930,864</u>	<u>174,506</u>	<u>(238,169)</u>	<u>867,201</u>



**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**16 Designated 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.

	Movement in funds					
	Balance at 1 September 2021	Incoming resources	Resources expended	Balance at 1 September 2022	Resources expended	Balance at 31 August 2023
	£	£	£	£	£	£
School development fund/ Teachers of excellence	1,345,192	200,000	(127,075)	1,418,117	(124,217)	1,293,900
Building fund	2,987,582	50,000	(99,936)	2,937,646	(99,469)	2,838,177
	<u>4,332,774</u>	<u>250,000</u>	<u>(227,011)</u>	<u>4,355,763</u>	<u>(223,686)</u>	<u>4,132,077</u>

The trustees have designated these funds.

**17 Analysis of net assets between funds**

	<b>Unrestricted funds 2023 £</b>	<b>Designated funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total 2023 £</b>
<b>Fund balances at 31 August 2023 are represented by:</b>				
Tangible assets	345,293	3,915,939	434,944	4,696,176
Current assets/(liabilities)	3,297,200	215,958	422,651	3,935,809
	<u>3,642,493</u>	<u>4,131,897</u>	<u>857,595</u>	<u>8,631,985</u>

	<b>Unrestricted funds 2022 £</b>	<b>Designated funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total 2022 £</b>
<b>Fund balances at 31 August 2022 are represented by:</b>				
Tangible assets	328,263	4,015,588	474,310	4,818,161
Current assets/(liabilities)	2,699,920	340,175	392,891	3,432,986
	<u>3,028,183</u>	<u>4,355,763</u>	<u>867,201</u>	<u>8,251,147</u>

**NAIMA JPS  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2023**

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**18 Related party transactions**

Remuneration of key management personnel  
The remuneration of key management personnel, is as follows.

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Aggregate compensation	341,625	342,318
	<u>          </u>	<u>          </u>

**19 Scholarship Funds**

The scholarship restricted fund of £231,648 represents capital donated where only the income generated from such monies can be applied to fund scholarships.

During the year, the Trustees approved financial assistance to fees totalling £78,717 (2022:£77,926).

**20 Analysis of changes in net funds**

The Charity had no debt during the year.

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

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<b>21</b>	<b>Cash generated from operations</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	Surplus/(deficit) for the year	380,838	(16,883)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(159,899)	(21,142)
	Gain on disposal of tangible fixed assets	(4,995)	-
	Depreciation and impairment of tangible fixed assets	172,818	171,011
	Movements in working capital:		
	(Increase) in debtors	(124,899)	(11,050)
	Increase/(decrease) in creditors	70,642	(14,239)
		<hr/>	<hr/>
	<b>Cash generated from operations</b>	<b>334,505</b>	<b>107,697</b>
		<hr/> <hr/>	<hr/> <hr/>

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED TRADING AND PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

	£	2023 £	£	2022 £
<b>School activities</b>				
School fees	2,158,648		2,007,423	
School trips	30,119		26,643	
Other sundry income	78,991		67,433	
School administration costs	(2,320,005)		(2,079,873)	
		52,247		21,626
<b>Other overheads</b>				
Establishment costs	(147,974)		(115,041)	
		(147,974)		(115,041)
<b>Surplus/deficit from school activities</b>		<b>(200,221)</b>		<b>(93,415)</b>
<b>Other charitable activities</b>				
General donations	654,631		96,064	
		<b>654,631</b>		<b>96,064</b>
<b>Other income</b>				
Interest		159,899		21,142
<b>Net movement in unrestricted funds</b>		<b>614,309</b>		<b>23,791</b>
<b>Teachers of excellence</b>				
Donations	-		200,000	
Operating costs	(124,217)		(127,075)	
		(124,217)		72,925
<b>Building</b>				
Donations	-		50,000	
Operating costs	(99,649)		(99,936)	
		(99,649)		(49,936)
<b>Net movement in designated funds</b>		<b>(223,866)</b>		<b>22,989</b>

**NAIMA JPS**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED TRADING AND PROFIT AND LOSS ACCOUNT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

	£	2023 £	£	2022 £
<b>Mikveh activities</b>				
Donations	13,785		9,583	
Operating cost	(46,432)		(45,088)	
		<b>(32,647)</b>		<b>(35,505)</b>
<b>Security</b>				
Voluntary contributions and donations	157,222		139,923	
Security related costs	(120,406)		(130,340)	
		36,816		9,583
<b>Specific donations</b>				
Scholarship fund	-		25,000	
Operating costs	(18,770)		(62,741)	
Profit on disposal of artefact	4,995		-	
		<b>(13,775)</b>		<b>(37,741)</b>
<b>Net movement in restricted funds</b>		<b>(9,606)</b>		<b>(63,663)</b>
<b>Total surplus for the year</b>		<b>380,837</b>		<b>(16,883)</b>



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**Parties involved with this document**

Document processed	Party + Fingerprint
Thu, 30th May 2024 7:10:13 UTC	Jennica Arazi - Signer (edc33ee139727d7803f45b5079501d6b)

**Audit history log**

Date	Action
Thu, 30th May 2024 7:10:14 UTC	This envelope has been signed by all parties (169.155.235.101)
Thu, 30th May 2024 7:10:13 UTC	Jennica Arazi signed the envelope (169.155.235.101)
Thu, 30th May 2024 7:08:00 UTC	Jennica Arazi viewed the envelope (169.155.235.101)
Thu, 30th May 2024 7:07:46 UTC	Jennica Arazi opened the document email. (3.69.167.144)
Wed, 29th May 2024 19:23:28 UTC	Jennica Arazi opened the document email. (172.226.116.16)
Wed, 29th May 2024 19:23:28 UTC	Jennica Arazi opened the document email. (3.69.167.144)
Wed, 29th May 2024 16:20:40 UTC	Document emailed to jennica@arazi.ch (13.40.159.60)
Wed, 29th May 2024 16:20:40 UTC	Sent the envelope to Jennica Arazi (jennica@arazi.ch) for signing (51.143.137.96)
Wed, 29th May 2024 16:19:07 UTC	Jennica Arazi has been assigned to this envelope (51.143.137.96)
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### Parties involved with this document

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Thu, 30th May 2024 12:26:46 UTC	Julian Levy - Signer (544b408daed9a4eac61a699d8f8e2d90)
Thu, 30th May 2024 12:31:33 UTC	Shona Claire Munday - Signer (29bc7b449f8339e413bda31db4aea2a5)

### Audit history log

Date	Action
Thu, 30th May 2024 12:31:34 UTC	Shona Claire Munday viewed the envelope (51.142.102.51)
Thu, 30th May 2024 12:31:34 UTC	This envelope has been signed by all parties (51.142.102.51)
Thu, 30th May 2024 12:31:33 UTC	Shona Claire Munday signed the envelope (51.142.102.51)
Thu, 30th May 2024 12:30:45 UTC	Shona Claire Munday viewed the envelope (51.142.102.51)
Thu, 30th May 2024 12:26:47 UTC	Julian Levy viewed the envelope (149.40.110.122)
Thu, 30th May 2024 12:26:46 UTC	Document emailed to Shona.Munday@gravita.com (13.42.44.49)
Thu, 30th May 2024 12:26:46 UTC	Sent the envelope to Shona Claire Munday (Shona.Munday@gravita.com) for signing (149.40.110.122)
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Thu, 30th May 2024 12:25:32 UTC	Julian Levy viewed the envelope (149.40.110.122)
Thu, 30th May 2024 10:11:14 UTC	Document emailed to julian@levyllp.com (13.42.65.85)
Thu, 30th May 2024 10:11:14 UTC	Sent the envelope to Julian Levy (julian@levyllp.com) for signing (51.143.137.96)
Thu, 30th May 2024 9:43:13 UTC	Shona Claire Munday has been assigned to this envelope (51.143.137.96)
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Thu, 30th May 2024 9:40:05 UTC	Document generated with fingerprint f6ed56d06cd1debe04142d8bb1e6af03 (51.143.137.96)
Thu, 30th May 2024 9:39:52 UTC	Document generated with fingerprint 1b444382d170b1601909ab0c76a9d8b4 (51.143.137.96)
Thu, 30th May 2024 9:39:45 UTC	Envelope generated by Michelle Irwin (51.143.137.96)