

**Company registration number**

NI062234

**Northern Ireland Charity Number**

NIC100285

**Photoworks North Limited**

**Report and Accounts**

**Year Ended**

**31 March 2023**

**Photoworks North Limited**  
**Report and accounts**  
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**Photoworks North Limited**  
**Charity reference and administrative details**

**Company registration number**  
NI062234

**Northern Ireland Charity Number**  
NIC100285

**The board of directors (charity's trustees)**

K Connell  
S Dodd  
M Fenning  
A Ihebom  
L Kirkwood  
K O'Neill  
J Caldwell  
R Marlow

**Company Secretary**  
J Duncan

**Registered office**  
Unit 6, 3-10 Bridge Street  
Belfast  
County Antrim  
Northern Ireland  
BT1 1LT

**Accountants & independent examiners**

Satori Accounting  
Chartered Accountants  
11 Orchard Business Park  
Pennyburn Industrial Estate  
Derry  
Northern Ireland  
BT48 0LU

**Bankers**

Ulster Bank Limited  
140-142 Great Victoria Street  
Belfast  
Northern Ireland  
BT2 7BU

**Photoworks North Limited**  
**Registered number: NI062234**  
**Trustees' Annual Report**

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

**Structure, governance and management**

The company is governed and managed by the board of directors. The directors who served the company throughout the period are shown on page 3, together with details of the registered office and other professional advisors.

The board of directors carry out their governance role throughout the year by way of meetings on a regular basis to review the performance of the company and to make decisions regarding the company's financial and operational matters. The directors govern the activities of the company in line with the objectives set out in the governing documents of the charity, namely the Memorandum and Articles of Association and the charity's constitution.

The day-to-day management of the charity is delegated to Mr J Duncan, who oversees all operational and financial matters on behalf of the board and reports directly to the board on all such matters.

**Objectives and activities**

The principal objectives and activities of the charity during the year continued to be:

- ♣ to publish the work of emerging photographers
- ♣ to contribute to contemporary photographic culture through critical writing
- ♣ to be a useful resource to those practicing and studying photography
- ♣ to attract new audiences for contemporary photography
- ♣ to encourage thinking about the world through photography

The charity is a charitable company limited by guarantee. It is governed by a memorandum and articles of association. The trustees have had regard to guidance issued by the Charities Commission of Northern Ireland on public benefit in carrying out their statutory duties in the governance of the charity.

**Strategic report**

**Achievements and performance (including principal risks and uncertainties, development and key performance indicators)**

**Main achievements**

During this period, the charity produced four issues of the magazine. We continue to publish and distribute a magazine that has a solid track record built up over 31 years and over 110 issues that is critically respected with national and international distribution. We held launches on Zoom in partnership with Photo Museum Ireland.

**Photoworks North Limited****Registered number: NI062234****Trustees' Annual Report**

In addition we have produced two 16 page supplements to accompany the BA and MA phase of Source Graduate Photography online. These have been distributed with the magazine. We worked with over 50 University photography departments. We distribute the magazine to 70 art teachers who receive a cover letter connecting the content of each issue with the curriculum. With each issue we distributed free copies of Source to 15 Northern Ireland Libraries.

Alongside its print edition, Source magazine is also available as a digital Edition. Four Digital editions of the magazine have been published. The Source Website has over 5,000 pages of content, which is free to access as an educational resource. We continue to commission web only articles.

We published and distributed a sign-up monthly email newsletter produced in-house as part of our editorial outputs. Source Social Media was used to distribute relevant photography news and opportunities as an access point to National and International photography culture.

Performance indicators

- (1) Monitor and evaluate sales and subscription figures from distributors and our in-house subscription data bases.
- (2) Web statistics Google Analytics, Native Stats, Twitter Analytics, Facebook Insights and E-Newsletter (Emma) Stats.
- (3) Income from sales and subscriptions, Graduate Photography Online and advertising in the magazine.

Risks

Our key risks are as follows:

- reduction in funding from one of our three core funders
- a shift of audiences from print to online with loss of sales and subscription revenue
- closure of retail outlets and a resulting loss of sales income

The directors are satisfied that the performance of the company during the year, in terms of both financial and operational results, is in line with the charity's constitution and key objectives. Adapting to changes and opportunities presented by new technology and the changing landscape of publishing the organisation is now very much a cross platform publisher producing additional material for its Youtube channel, social media outlets and e-newsletters. This allows the public a greater number of ways to engage with our outputs. The print issue remains at the core of all our activities with material from that appearing in digital formats and our website.

**Photoworks North Limited****Registered number: NI062234****Trustees' Annual Report****Financial review (including reserves policy)**

The net income for the year was £4,205 (31 Mar 2022 – £6,589). The surplus for the year will be added to funds brought forward. Total funds at the year-end date was £73,621 and consisted of designated funds of £64,837, unrestricted funds of £5,421 and restricted funds of £3,363.

The directors have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be 6 months of total costs. Total expenditure for the year ended 31 March 2023 was £142,836 and therefore the target is £71,418 in general unrestricted funds. The reserves are needed to meet the working capital requirements of the charity and the directors are confident that at this level they would be able to continue the current activities of the charity while negotiating continuation funding. The present level of liquid reserves available to the charity are £78,721 which exceeds this target level, and the strategy is to continue to maintain reserves through planned operating surpluses.

**Plans for future periods**

There are no significant changes planned for the forthcoming year. The trustees will continue to govern the charity in line with the constitution in order to achieve the objectives noted above.

**Trustees of the charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

K Connell

S Dodd

R Newman

*Resigned 7 December 2022*

M Fenning

A Ihebom

L Kirkwood

K O'Neill

J Caldwell

R Marlow

**Photoworks North Limited****Registered number: NI062234****Trustees' Annual Report****Trustees' responsibilities**

The trustees' are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- ♣ select suitable accounting policies and then apply them consistently;
- ♣ make judgements and estimates that are reasonable and prudent;
- ♣ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

**Small company exemptions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the Board

J Duncan  
30/05/2023 14:19:06

*John Duncan*

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**J Duncan**  
**Company Secretary**

**30 May 2023**

## **Independent Examiner's Report To The Members of Photoworks North Limited Year Ended 31 March 2023**

### **Respective responsibilities of charity trustees and examiner**

As charity trustees (and also the directors of the company for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the Companies Act 2006. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- follow the procedures laid down in the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 386 of the Companies Act 2006
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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
4. That there is further information needed for a proper understanding of the accounts to be reached

### **Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

S Accounting  
30/05/2023 14:13:11

*Satori Accounting*

**Satori Accounting  
Chartered Accountants**

**11 Orchard Business Park  
Pennyburn Industrial Estate  
Derry  
BT48 0LU**

**30 May 2023**

**Photoworks North Limited**  
**Statement of Financial Activities**  
**for the year ended 31 March 2023**

	Notes	Designated £	Unrestricted £	Restricted £	2023 £	2022 £
<b>Income and endowments from:</b>						
Charitable activities	4	-	44,444	102,597	<b>147,041</b>	138,210
<b>Total income</b>		<b>-</b>	<b>44,444</b>	<b>102,597</b>	<b>147,041</b>	138,210
<b>Expenditure on:</b>						
Charitable activities	5	-	43,291	99,234	142,525	127,161
Governance costs	6	-	311	-	311	4,460
<b>Total expenditure</b>		<b>-</b>	<b>43,602</b>	<b>99,234</b>	<b>142,836</b>	131,621
<b>Net income</b>		<b>-</b>	<b>842</b>	<b>3,363</b>	<b>4,205</b>	6,589
<b>Reconciliation of funds:</b>						
Total funds brought forward		-	69,416	-	<b>69,416</b>	62,827
Transfer between funds		64,837	(64,837)	-	-	-
<b>Total funds carried forward</b>		<b>64,837</b>	<b>5,421</b>	<b>3,363</b>	<b>73,621</b>	69,416

All income and expenditure derive from continuing activities

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

**Photoworks North Limited**  
**Balance Sheet**  
**as at 31 March 2023**

	Notes	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	7	938	826
		938	826
<b>Current assets</b>			
Stocks		1,000	1,000
Debtors	8	3,256	11,402
Cash at bank and in hand		78,271	59,381
		82,527	71,783
<b>Creditors: amounts falling due within one year</b>	9	(9,844)	(3,193)
<b>Net current assets</b>		72,683	68,590
<b>Total assets less current liabilities</b>		73,621	69,416
<b>Charity funds</b>	12		
Designated	13	64,837	-
Unrestricted	13	5,421	69,416
Restricted	13	3,363	-
<b>Total charity funds</b>		73,621	69,416

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of 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)".

The directors confirm that:

- (i) For the year ended 31 March 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies;
- (ii) The members have not required the company to obtain and audit of its accounts for the year in question in accordance with section 476;
- (iii) the directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts;
- (iv) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

These financial statements were approved by the directors and authorised for issue on 30 May 2023 and are signed on their behalf by:

L Kirkwood  
30/05/2023 14:12:26

*Leah Kirkwood*

**L Kirkwood**  
**Director**

J Caldwell  
30/05/2023 14:15:45

*Jessica Caldwell*

**J Caldwell**  
**Director**

**Photoworks North Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**1 Accounting policies**

**(i) General information and basis of preparation**

Photoworks North Limited is a charitable company limited by guarantee registered in Northern Ireland. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are:

- ♣ to publish the work of emerging photographers
- ♣ to contribute to contemporary photographic culture through critical writing
- ♣ to be a useful resource to those practicing and studying photography
- ♣ to attract new audiences for contemporary photography
- ♣ to encourage thinking about the world through photography

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act (Northern Ireland) 2008, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

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

**(ii) Tangible fixed assets and depreciation**

Tangible fixed assets are initially measured at historical cost. Depreciation has been provided at the following rates in order to write off their assets over their estimated useful life

Equipment - 25% straight line

**(iii) Income resources**

Incoming resources from generated funds consists of income from fees and services generated by the charity from its main charitable activities. All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Incoming resources from charitable activities consists of grants received from various funding bodies to assist the charity in achieving its objectives. Grants of this nature are recognized in the Statement of Financial Activities when the charity is legally entitled to the income and all preconditions for receipt of the funds have been met.

**Photoworks North Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**(iv) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Staff costs have been allocated on the basis of time spent on each of the main activities of the charity, which are:

- ♣ Charitable activities (those activities associated with the charity's objects)
- ♣ Governance costs (management and administration of the charity)

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

**(v) Fund accounting**

Incoming resources of the company which are provided for a specific purpose, together with the resources expended to which they relate, form part of the restricted funds of the charity. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Incoming resources which are generated by the charity's own efforts or provided with no specific preconditions, together with the resources expended to which they relate, are disclosed as part of the unrestricted funds of the charity. Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**(vi) Stock**

Stock has been valued by the trustees at the lower of cost and net realisable value, on a FIFO basis. Stock consists of back issues of magazines produced by the charity and other photographic material and literature.

**(vii) Debtors and creditors receivable/ payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure

**(viii) Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**2 Income from charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Generated Funds:</b>				
Magazine sales	1,403	-	1,403	429
Advertising revenue	8,612	-	8,612	7,936
Subscriptions	20,713	-	20,713	18,953
Back issue sales	1,061	-	1,061	1,601
Graduate photography	12,296	-	12,296	18,518
Other revenue	359	-	359	761
<b>Funding:</b>				
Arts Council of NI - core and programme	-	44,984	44,984	42,735
The Arts Council (Ireland) - visual arts	-	23,913	23,913	36,567
Department of Communities	-	21,919	21,919	-
Belfast City Council	-	11,781	11,781	10,710
	<b>44,444</b>	<b>102,597</b>	<b>147,041</b>	<b>138,210</b>

**Photoworks North Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

<b>3 Expenditure on charitable activities</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
<u>Personnel &amp; people:</u>				
Editors fees	-	49,335	49,335	48,543
Web editor fees	13,294	-	13,294	16,550
Writers fees	-	15,608	15,608	14,523
Artists fees	326	-	326	2,412
Administration salaries	7,364	23,282	30,646	16,042
Pension costs	1,360	-	1,360	907
Staff training	420	-	420	-
<u>Direct magazine costs:</u>				
Magazine printing costs	-	11,009	11,009	13,074
Distribution costs	4,795	-	4,795	3,878
Digital distribution fees	2,611	-	2,611	2,578
Web hosting costs	1,992	-	1,992	-
<u>Other running costs:</u>				
Rent and rates	4,528	-	4,528	4,940
Heat, light and power	469	-	469	-
Insurance	1,081	-	1,081	1,077
Telephone and internet	601	-	601	647
Postage	2,568	-	2,568	890
Office printing & stationery	157	-	157	33
Repro fees	218	-	218	-
Travel, subsistence and hospitality	318	-	318	-
General expenses	127	-	127	240
Depreciation	1,062	-	1,062	827
	<b>43,291</b>	<b>99,234</b>	<b>142,525</b>	<b>127,161</b>
<b>4 Governance costs</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
Accountancy fees	1,830	-	1,830	2,240
Bank charges	352	-	352	1,241
Exchange losses / (gains)	(1,871)	-	( 1,871)	979
	<b>311</b>	<b>-</b>	<b>311</b>	<b>4,460</b>

**5 Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examination fee of £700 (2022 - £700) and accountancy fees of £1,130 (2022 - £1,540).

**6 Trustees and key management remuneration and expenses**

The trustees neither received nor waived any remuneration during the year, nor did the trustees have any expenses reimbursed during the year.

Mr J Duncan, who is the manager of the charity and company secretary, was paid £23,268 in respect of editors' fees during the year ended 31 March 2023.

**Photoworks North Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**7 Tangible fixed assets**

	<b>Equipment £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 April 2022	16,723	16,723
Additions	1,174	1,174
At 31 March 2023	17,897	17,897
<b>Depreciation</b>		
At 1 April 2022	15,897	15,897
Charge for the year	1,062	1,062
At 31 March 2023	16,959	16,959
<b>Net book value</b>		
At 31 March 2023	938	938
At 31 March 2022	826	826

**8 Debtors**

	<b>2023 £</b>	<b>2022 £</b>
Funding debtors	-	10,589
Advertising and magazine debtors	3,256	813
	3,256	11,402

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

	<b>2023 £</b>	<b>2022 £</b>
Accruals and deferred income	9,844	3,193
	9,844	3,193

**10 Related party transactions**

There were no transactions with related parties during the year which require disclosure in the financial statements other than editors fees as disclosed at note 6.

**11 Tax status**

The company is a registered charity for tax purposes (Northern Ireland charity number NIC 100285 and is exempt from corporation tax on any income or capital gains arising.

**12 Company limited by guarantee**

The company is limited by guarantee and, therefore, there is no issued share capital.

Every member of the company undertakes to contribute to the assets of the company in the event of it being wound up during a period in which they are still a member of the company, including a period of one year from the date that they ceased to be a member, providing the debts were incurred during their period as a member of the company or the debt relates to costs and expenses of a winding up.

The liability of each member in such circumstances is limited to £1.

**Photoworks North Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

**13 Funds**

	Designated Funds	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
Funds brought forward	-	69,416	-	69,416	62,827
Net income	-	842	3,363	4,205	6,589
<b>Funds available before transfers</b>	<b>-</b>	<b>70,258</b>	<b>3,363</b>	<b>73,621</b>	<b>69,416</b>
Transfers between funds	64,837	( 64,837)	-	-	
<b>Funds carried forward</b>	<b>64,837</b>	<b>5,421</b>	<b>3,363</b>	<b>73,621</b>	<b>69,416</b>

**Description of funds:**

(a) Restricted funds

Restricted funds consist of incoming resources which are provided for a specific purpose, together with the resources expended to which they relate. These consist of support from funders for the magazine production.

(b) Unrestricted funds

General unrestricted funds consist of incoming resources which are generated by the charity's own efforts or provided with no specific preconditions, together with the resources expended to which they relate. These usually consist of monies generated from various revenue streams from magazine sales, subscriptions, advertising and graduate photography.

(c) Designated funds

Designated funds are incoming resources which are unrestricted in their nature but which have been designated by the charity to be used for a particular purpose or expended based on its own internal budgeting system.

As part of good governance and proper financial management of the charity, the board have designated funds of £64,837 towards future operating costs and to meet the charity's legal obligations in the event that funding streams are not sufficient to cover such costs. Designated funds at the year-end includes:

Website and magazine redesign / deployment	9,000
Salaries including redundancies	25,038
Other contractual obligations	30,799
	<b>64,837</b>

**14 Analysis of net assets between funds**

	Designated Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£
Fixed assets	-	938	-	938
Stock	-	1,000	-	1,000
Debtors	-	3,256	-	3,256
Cash at bank	64,837	10,071	3,363	78,271
Current liabilities	-	(9,844)	-	(9,844)
<b>Total</b>	<b>64,837</b>	<b>5,421</b>	<b>3,363</b>	<b>73,621</b>



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## Envelope Details

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## Document Signers

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Name	<u>Satori Accounting</u>
Email	kieran@satoriaccounting.com
Status	<b>SIGNED</b> at Tue, 30 May 2023 14:13:11 BST(+0100)
Signature Fingerprint	c22a0550-2e1a-421d-8b7f-163904bfb5d4



Name	<u>Leah Kirkwood</u>
Email	lkirkwood3@hotmail.co.uk
Status	<b>SIGNED</b> at Tue, 30 May 2023 14:12:26 BST(+0100)
Signature Fingerprint	26ac5ed7-3919-4bed-83b2-1fe9d3526a7c



Name	<u>John Duncan</u>
Email	john@source.ie
Status	<b>SIGNED</b> at Tue, 30 May 2023 14:19:06 BST(+0100)
Signature Fingerprint	c467b26b-e0b2-4b91-8a4a-3ddcf414f144



Name	<u>Jessica Caldwell</u>
Email	jcjmar@gmail.com
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Tue, 30 May 2023 14:15:45	Jessica Caldwell Signed the Document (IP: 194.12.6.140)
Tue, 30 May 2023 14:13:12	Satori Accounting Signed the Document (IP: 81.136.162.8)
Tue, 30 May 2023 14:12:26	Leah Kirkwood Signed the Document (IP: 86.12.28.195)

