

Registered company number  
06749124

Registered charity number  
1128166

Activate Your Life  
Report and Accounts  
30 November 2018



## **Activate Your Life**

**Registered number:** 06749124

### **The report of the trustees**

The trustees present their report and accounts for the year ended 30 November 2018.

The board of trustees are satisfied with the performance of the charity during the year and the position at 30th November 2018 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

#### **Name, registered office and constitution of the charity**

The full name of the charity is Activate Your Life.

The legal registration details are :

Date of incorporation: 14-Nov-08

Company Registration Number: 6749124

The Registered Office is: PO BOX 1217 Activate Your Life, Preston, England, PR2 0HT

Charity Registration Number: 1128166

#### **The members of the Board of Trustees of the Charity during the year ended 30th November were:**

The following persons served as directors during the year:

Goulding Rhiannon Louise

Catto Mandy Lorna

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Acts. The directors/trustees are all members of the charity.

#### **Objectives and Activities of the Charity**

##### **A summary of the objects of the charity as set out in its governing document.**

The Objects are for the public benefit to advance the Christian religion and in particular, but without prejudice to the generality of the foregoing, to reach with the gospel those with no regular church connections.

##### **Public benefit that is provided by the charity:**

The charity carries out a range of activities in pursuance of its charitable aims. The trustees consider that these activities, summarised below, provide benefit to those who participate.

##### **The charity's aims including the changes or differences it seeks to make through its activities .**

The objects of the charity are set out in its trust deed and are summarised as follows:

- to advance the Christian religion
- to reach with the gospel those with no regular church connections

## **Activate Your Life**

**Registered number: 06749124**

### **The report of the trustees**

#### **An explanation of the charity's main objectives for the year.**

The charity's objectives are set to reflect the aims of the Christian faith. Each year the trustees review the objectives and activities to ensure that they continue to reflect these aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary guidance on the advancement of religion for the public benefit.

The dual aims are to reach with the gospel those with no regular church connections and to equip others to reach out through personal relationships.

#### **An explanation of the charity's strategies for achieving its stated objectives.**

The charity provides a freely accessible website and e-newsletter which both shares the gospel and provides suggestions for sharing the gospel with others. The conferences and training days provide additional information and resources.

#### **Details of significant activities that contribute to the achievement of the stated objectives.**

During this year work has continued on the website including adapting it for mobile use, with fresh articles added to encourage and resource the network of supporters. We have sent out newsletters on a bi-monthly rota to keep in closer touch with our data base. We planned our biannual weekend conference with attendees enjoying seminars, workshops and talks. We have visited individual supporters, groups and churches to talk to non-churched groups about faith and life in all its fullness, as well as speaking at training events for Christians.

#### **The Charity's grant making policies**

The charity does not provide grants.

#### **The contribution of volunteers**

The trustees are all volunteers. They, together with a committee of volunteers, coordinate the activities of the charity.

#### **Summary of main activities of the charity in relation to its objects**

The main activities of the charity are as follows:

- Running training days or conferences
- Running a website [www.activateyourlife.org.uk](http://www.activateyourlife.org.uk)
- Producing podcasts

#### **A review of charitable activities undertaken by the charity**

The charity's website is free and the ideas and resources are available for everyone. We continue to promote and advertise giving to third world projects, including promoting Achkiy jewellery goods and parties.

#### **Fundraising activities**

The charity relies on donations from the public and other Christian organisations whose support is valued. There have been no other fundraising activities.

#### **Investment performance achieved against investment objectives set**

The charity has no long term investments. Cash reserves are held in deposit accounts.

## **Activate Your Life**

**Registered number:** 06749124

### **The report of the trustees**

#### **Factors relevant to the achievement of the charity's objectives**

We will continue to run the website for free. This year we will run a training day which will enable supporters to come and share much more cheaply than the comparable cost of a weekend away in a hotel. The charity relies solely on donations to meet its running costs.

#### **Structure, Governance and Management**

##### **Nature of the Governing Document and constitution of the charity**

Activate Your Life is constituted as a charitable trust registered with the charity Commission in November 2008 under charity number 1128166. It is governed by a deed of trust last updated in November 2008.

##### **The methods for the recruitment and appointment of new trustees**

The existing trustees are responsible for the recruitment of new trustees but in so doing the trustees seek the views and recommendations of the Dream Team; a committee of volunteers involved in organising the activities of the charity.

In selecting new trustees, we seek to identify people who regularly participate in our activities and other Christian outreach. Potential trustees are invited to attend trustees' meetings as observers and are given more details of the charity's aims and activities and, if all agree, they are proposed as new trustees at the subsequent trustees' meeting.

##### **The policies and procedures for the induction and training of trustees.**

Following appointment, new trustees are introduced to their new role and given copies of the trust deed and a guide to the policies and procedures adopted by our charity. Publications from the Charity Commission are also provided including the guidance on charities and public benefit and on the advancement of religion for the public benefit.

##### **Organisational structure of the charity and how decisions are made.**

The charity trustees are responsible for the general control and management of the charity. With the exception of R L Goulding receiving a moderate contractual payment for the administration services provided, the trustees give their time freely and receive no other remuneration or other financial benefits.

##### **Relationships between the charity and related parties**

There are no related parties.

##### **The major risks to which the charity is exposed and reviews and systems to mitigate risks**

The trustees have assessed the risks the charity faces and review this regularly at their meetings. The trustees are satisfied that systems are in place to manage the risks that have been identified. In particular, insurance cover is in place and the finances of the charity are kept under review.

##### **Relationships with other groups, charities and individuals**

Activate Your Life receives some donations from other Christian organisations whose support is valued.

#### **Financial Review**

##### **Policies on reserves**

There are no designated reserves. All reserves are freely available for the objects of the charity at the discretion of the trustees.

**Activate Your Life****Registered number: 06749124****The report of the trustees****Principal funding sources and how expenditure in the year under review has supported the key objectives of the charity.**

The charity is funded by donations from the public and other Christian organisations whose support is valued.

**Investment policy and objectives, including the extent to which social, environmental or ethical considerations are taken into account.**

The charity has no long term investments. Cash reserves are held in deposit accounts.

**Availability and adequacy of assets of each of the funds**

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

**Transactions and Financial position**

The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). As stated in the introduction to this report, the trustees consider the financial performance by the charity during the year to have been satisfactory.

The Statement of Financial Activities show a net deficit for the year of £25,023 (prior year deficit of £3,875). The total and unrestricted reserves at the year end show a deficit balance of £(5871) (prior year £19,152).

**Specific changes in fixed assets**

Changes in fixed assets are shown in detail in the notes to the accounts. There have been no movements in fixed assets.

**Share Capital**

The company is limited by guarantee and therefore has no share capital.

**Plans for Future Periods**

We will continue to update and work on the website, aiming to improve communication with our supporters, offering ideas and resources for positively impacting communities.

**Bankers**

Lloyds TSB  
134 High Street  
Stourbridge DY8 1DS

**Solicitors**

Wrigleys Solicitors LLP  
19 Cookridge Street  
Leeds LS2 3AG

## Activate Your Life

Registered number: 06749124

### The report of the trustees

#### Independent Examiner

Dawn Bettney BSc FCA  
Anthony Smith & Co. Ltd  
4 Chartfield House  
Castle Street  
Taunton  
TA1 4AS

#### Statement of Directors' and Trustees' Responsibilities

The Charities Acts and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

#### Method of preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the board on 30 July 2019 and signed on its behalf.

*Rhiannon Goulding*

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Rhiannon Goulding (Aug 22, 2019,  
**R L Goulding**  
Director and Trustee

## **Activate Your Life**

### **Report of the Independent Examiner to the trustees on the preparation of the unaudited statutory accounts of Activate Your Life for the year ended 30 November 2018**

I report that the financial statements of the Charity have been prepared in accordance with the Charities Act 1993 and with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 as modified in June 2008. (The SORP), under the historical cost convention and the accounting policies set out.

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

The Charity's trustees also have the functions of directors and are responsible for the preparation of the financial statements.

The trustees are satisfied that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Companies Act 2006, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit under company law, or otherwise, and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 43 of the Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission
- c) to state whether particular matters have come to my attention.

#### **Basis of opinion and scope of work undertaken**

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales setting out the duties of an independent examiner issued by the Charity Commissioners under section 43(7)(b) of the Act) in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the Statement of Recommended Practice issued by the Charity Commissioners for England & Wales (effective April 2005 as modified in June 2008), on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and the report is limited to the matters set out in the statement below.

I planned and performed the examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters. Subject to the limitations upon the scope of the work as detailed above, in connection with the examination, I can confirm that:

1) In accordance with Regulation 31 of The Charities (Accounts and Reports) Regulations 2008, the accounts of this incorporated charity are not required to be audited under Part 16 of the Companies Act 2006;

2) the gross income of the charity in the period ended 30 November 2011 does not exceed the sum specified in section 43(3A) of the Charities 1993, namely £250,000, and that I am qualified to act as independent examiner in accordance with that section by virtue of my being a qualified member of the Institute of Chartered Institute of Management Accountants;

3) this is a report in respect of an examination carried out under section 43 of the Charities Act 1993 and in accordance with any directions given by the Commission under subsection (7)(b) of that section which are applicable;

and that no matter has come to my attention in connection with the examination which gives reasonable cause to believe that in any material respect the requirements:

(i) to keep accounting records in accordance with section 386 of the Companies Act 2006;

(ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and;

(iii) that the financial statements be prepared in accordance with the methods and principles set out in the Statement of Recommended Practice - Accounting and Reporting by Charities

have not been met; or to which, in my opinion, attention should be drawn in the report in order to enable a proper understanding of the accounts to be reached;

The Examiner's relevant professional body is the Institute of Chartered Accountants in England and Wales.



Dawn Bettney BSc FCA  
Anthony Smith & Co. Ltd  
4 Chartfield House  
Castle Street  
Taunton  
TA1 4AS

30 July 2019



**Activate Your Life  
Profit and Loss Account  
for the year ended 30 November 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	51,011	53,377
Direct costs of turnover	(74,926)	(56,285)
<b>Gross deficit</b>	<u>(23,915)</u>	<u>(2,908)</u>
Governance costs	(1,108)	(967)
<b>Deficit on ordinary activities before taxation</b>	<u>(25,023)</u>	<u>(3,875)</u>
Tax on loss	-	-
<b>Retained deficit for the financial year</b>	<u>(25,023)</u>	<u>(3,875)</u>

**Activate Your Life**  
**Registered number:** 06749124  
**Balance Sheet**  
**as at 30 November 2018**

	Notes	2018 £	2017 £
<b>Current assets</b>			
Cash at bank and in hand	16,226	43,016	
<b>Creditors: amounts falling due within one year</b>			
	4 (22,097)	(23,864)	
<b>Net current (liabilities)/assets</b>		(5,871)	19,152
<b>Net (liabilities)/assets</b>		(5,871)	19,152
<b>Unrestricted income funds</b>			
Unrestricted revenue accumulated funds		(5,871)	19,152
<b>Total unrestricted funds</b>		(5,871)	19,152

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

*Rhiannon Goulding*

Rhiannon Goulding (Aug 22, 2019, 10:29am)

Director and Trustee

Approved by the board on 30 July 2019

**Activate Your Life  
Statement of Accumulated Funds  
for the year ended 30 November 2018**

	<b>Restricted funds £</b>	<b>Unrestricted funds £</b>	<b>Total funds £</b>
<b>Accumulated funds</b>			
<b>At 1 December 2016</b>	-	23,027	23,027
Recognised loss for the financial year		(3,875)	(3,875)
<b>At 30 November 2017</b>	<u>-</u>	<u>19,152</u>	<u>19,152</u>
<b>At 1 December 2017</b>	-	19,152	19,152
Recognised Loss for the financial year		(25,023)	(25,023)
<b>At 30 November 2018</b>	<u>-</u>	<u>(5,871)</u>	<u>(5,871)</u>

**Activate Your Life**  
**Notes to the Accounts**  
**for the year ended 30 November 2018**

**1 Accounting policies**

***Basis of preparation***

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised June 2008). The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Act 2006, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Insofar as the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised June 2008) requires compliance with specific Financial Reporting Standards other than the FRSSE then the specific Financial Reporting Standards have been followed where their requirements differ from those of the FRSSE.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The charity has taken advantage of the exemption in the FRSSE from the requirement to produce a cash flow statement. The particular accounting policies adopted are set out below.

***Accounting convention***

The financial statements are prepared, on a going concern basis, under the historical cost convention. The charity is entirely dependent on continuing donations and as a consequence the going concern basis is also dependent on the continuing donations.

***Incoming Resources***

Incoming resources are accounted for on a receivable basis.

***Deferred income***

In accordance with the Statement of Recommended Practice for Accounting and Reporting (revised June 2008) issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

***Tangible fixed assets***

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Items of less than £100 are not capitalised. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Plant and machinery	over 4 years
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**Activate Your Life**  
**Notes to the Accounts**  
**for the year ended 30 November 2018**

***Recognition of liabilities***

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (revised June 2008) issued by the Charity Commissioners for England & Wales .

***Taxation***

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company , and is therefore included in the relevant costs in the Statement of Financial Activities.

***Funds structure policy***

There are no restricted funds. All funds are freely available for the objects of the charity at the discretion of the trustees.

**2 Tangible fixed assets**

All assets are used for direct charitable purposes.

	<b>Plant and machinery etc £</b>
<b>Cost</b>	
At 1 December 2017	450
At 30 November 2018	<u>450</u>
<b>Depreciation</b>	
At 1 December 2017	450
At 30 November 2018	<u>450</u>
<b>Net book value</b>	
At 30 November 2018	<u>-</u>

**Activate Your Life**  
**Notes to the Accounts**  
**for the year ended 30 November 2018**

<b>3 Surplus/(deficit) for the financial year</b>	<b>2018</b>	<b>2017</b>
	£	£
<b>This is stated after crediting:</b>		
Revenue Turnover from ordinary activities	<u>51,011</u>	<u>53,377</u>
<b>and before charging:</b>		
Independent Examiner's Fees	679	310
Other fees paid to the Examiners/auditors	<u>288</u>	<u>516</u>
	<u>967</u>	<u>826</u>

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part. The sum expended on such insurance was as indicated in the above schedule.

<b>4 Creditors: amounts falling due within one year</b>	<b>2018</b>	<b>2017</b>
	£	£
Trade creditors	678	678
Income received in advance	<u>21,419</u>	<u>23,186</u>
	<u>22,097</u>	<u>23,864</u>

<b>5 Analysis of the Net Movement in Funds</b>	<b>2018</b>	<b>2017</b>
	£	£
Net movement in funds from Statement of Financial Activities	(25,023)	(3,875)

The net resources applied on functional fixed assets represents the cost of additions less proceeds

**6 Trustees' remuneration**

Neither the trustees nor any persons connected with them have received any remuneration, either in the current year or the prior year, with the exception of R L Goulding receiving a moderate contractual payment for the administration services provided.

**Activate Your Life**  
**Notes to the Accounts**  
**for the year ended 30 November 2018**

**7 Other information**

Activate Your Life is a private company limited by guarantee and incorporated in England. Its registered office is:

PO BOX 1217  
 Activate Your Life  
 Preston  
 PR2 0HT

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year.

**8 Particulars of Individual Funds and analysis of assets and liabilities**  
**as at 30 November 2018**

	Unrestricted funds	Designated funds	Restricted funds	Total funds
	£	£	£	£
Tangible Fixed Assets	-	-	-	-
Current Assets	16,226	-	-	16,226
Current Liabilities	(22,097)	-	-	(22,097)
	<u>(5,871)</u>	<u>-</u>	<u>-</u>	<u>(5,871)</u>

**as at 30 November 2017**

	Unrestricted funds	Designated funds	Restricted funds	Total funds
	£	£	£	£
Tangible Fixed Assets	-	-	-	-
Current Assets	43,016	-	-	43,016
Current Liabilities	(23,864)	-	-	(23,864)
	<u>19,152</u>	<u>-</u>	<u>-</u>	<u>19,152</u>

The individual funds included above are:

	Funds at 2017	Movements in funds	Transfers btw funds	Funds at 2018
	£	£	£	£
Unrestricted funds	19,152	(25,023)	-	(5,871)
	<u>19,152</u>	<u>(25,023)</u>	<u>-</u>	<u>(5,871)</u>

**Analysis of movements in funds as shown in the table above**

	Incoming Resources	Outgoing Resources	Gains & Losses	Movement in funds
	£	£	£	£
Unrestricted funds	51,011	76,034	-	(25,023)

There are no restricted funds. All funds are freely available for the objects of the charity at the discretion of the trustees.

**Activate Your Life**  
**Detailed profit and loss account**  
**for the year ended 30 November 2018**

*This schedule does not form part of the statutory accounts*

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Sales</b>	51,011	53,377
Direct costs of turnover	(74,926)	(56,285)
<b>Gross surplus</b>	<u>(23,915)</u>	<u>(2,908)</u>
Governance costs	(1,108)	(967)
<b>Loss before tax</b>	<u>(25,023)</u>	<u>(3,875)</u>



**Activate Your Life**  
**Detailed profit and loss account**  
**for the year ended 30 November 2018**

*This schedule does not form part of the statutory accounts*

	2018 £	2017 £
<b>Sales</b>		
Income	<u>51,011</u>	<u>53,377</u>
<b>Direct costs of turnover</b>		
Wages and salaries	20,727	19,111
Pensions	189	-
Volunteers Costs	960	3,470
Conference accomodation	38,650	20,767
Postage and stationery	542	542
Conference costs	7,598	5,584
Subscriptions	100	332
Bank charges	605	232
Insurance	818	1,003
Equipment expensed	525	2,722
Website	1,194	1,695
Sundry expenses	445	13
Advertising and PR	2,573	814
	<u>74,926</u>	<u>56,285</u>
<b>Gross surplus/deficit</b>	<u>(23,915)</u>	<u>(2,908)</u>
Governance costs	1,108	967
<b>Retained surplus for the financial year</b>	<u>(25,023)</u>	<u>(3,875)</u>



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**Parties involved with this document**

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Thu, 22 Aug 2019 10:29:05 +0100	Rhiannon Goulding - Signer (61ee6222fa0e8c0648cc163f07cf6b21)

**Audit history log**

<b>Date</b>	<b>Action</b>
Thu, 22 Aug 2019 10:29:05 +0100	The envelope has been signed by all parties. (90.202.116.184)
Thu, 22 Aug 2019 10:29:05 +0100	Rhiannon Goulding signed the envelope. (90.202.116.184)
Thu, 22 Aug 2019 10:27:47 +0100	Rhiannon Goulding viewed the envelope. (90.202.116.184)
Thu, 22 Aug 2019 10:27:39 +0100	Rhiannon Goulding opened the document email. (90.202.116.184)
Wed, 21 Aug 2019 17:26:41 +0100	Rhiannon Goulding opened the document email. (82.132.217.165)
Wed, 21 Aug 2019 17:02:00 +0100	Document emailed to party. (35.178.56.243)
Wed, 21 Aug 2019 17:01:59 +0100	Sent the envelope to Rhiannon Goulding (rhiannongoulding@me.com) for signing. (213.129.74.45)
Wed, 21 Aug 2019 17:00:28 +0100	Rhiannon Goulding has been assigned to this envelope (213.129.74.45)
Wed, 21 Aug 2019 16:59:42 +0100	Document generated with fingerprint f353ad522b3d7da28f204bc411a8f948 (213.129.74.45)
Wed, 21 Aug 2019 16:59:35 +0100	Document generated with fingerprint 5a25b12805c828714bd99e5a476837dd (213.129.74.45)
Wed, 21 Aug 2019 16:59:02 +0100	Envelope generated by AnthonySmith&Co (213.129.74.45)



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Wed, 21 Aug 2019 17:26:41 +0100	Rhiannon Goulding opened the document email. (82.132.217.165)
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