

**Watford and District Schools Christian Worker Trust**

**WATFORD AND DISTRICT SCHOOLS CHRISTIAN  
WORKER TRUST**

(Working name: Watford Schools Trust)

**Registered Charity Number 1010876**

**Trustees Report and Accounts**

**Year ended 31st March 2020**

## **Watford and District Schools Christian Worker Trust**

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## **Watford and District Schools Christian Worker Trust**

### **Reference and administrative details**

**Registered name** Watford and District Schools Christian Worker Trust  
**Working name** Watford Schools Trust  
**Charity Number** 1010876

The trustees and staff who served during the year ending 31<sup>st</sup> March 2020 and the subsequent period to the date of this report were:

**Trustees**

- Rev. Duncan Campbell
- Mrs Catherine Da Costa
- Mr Kelvin Hirst – Acting Chair (resigned 30<sup>th</sup> September 2019)
- Rev. Maureen Hider – Chair (from 16<sup>th</sup> January 2020)
- Mrs Fikile Mkoyana (resigned 20<sup>th</sup> April 2020)
- Mrs Eileen Roby (resigned 22<sup>nd</sup> September 2019)
- Mrs Angela Steed – Secretary
- Ms Joanna Woolcock – Treasurer

**Staff**

- Mrs Tricia Bastable
- Mrs Alison Harvey
- Mrs Johanna Nieuwelink-Jordan

**Address**

13 Grover Road  
Watford  
WD19 4HH

**Website** [www.watfordschoolstrust.org](http://www.watfordschoolstrust.org)

**Bankers**

CAF Bank Limited  
25, Kings Hill Avenue  
West Malling  
Kent  
ME19 4JQ

## **Report of the Trustees for the year ended 31st March 2020**

The trustees are pleased to present their report for the year ended 31st March 2020.

### **Objectives, activities and public benefit**

#### **Objectives**

The objective of the Trust is to advance the understanding of the Christian faith amongst school children in the Watford area, in conjunction with the local churches. The Trust uses the working name 'Watford Schools Trust'.

#### **Public benefit**

In setting the objectives and planning the activities for the year, the trustees have given careful consideration to the Charity Commission's guidance on public benefit including the supplementary guidance relating to the advancement of religion. The trustees consider that the activities undertaken by the Trust further the charity's purposes for the public benefit in particular through contributing to the spiritual and moral education of children, and through raising awareness and understanding of Christian beliefs and practices.

#### **Activities**

The principal activities undertaken by the Trust to meet its objectives include:

- the provision of lessons and assemblies to primary schools within the Watford area to support and complement the Christian aspects of the Hertfordshire Religious Education syllabus and scheme of work;
- the development of resources and lesson plans to assist teachers in their delivery of Christian education in schools; and
- the delivery of specific programmes or activities for schools which have been developed by other relevant organisations and support the aims of the Trust including 'It's Your Move' and 'Prayer Space'

### **Structure, governance and management**

#### **Formation and constitution**

The Trust was formed on 11<sup>th</sup> January 1992 and was registered as a charity by the Charity Commission on 12<sup>th</sup> May 1992 (registered charity number 1010876).

#### **Organisation and management**

The Trust is governed by the Board of Trustees who meet approximately six times a year to manage the affairs of the Trust, set the strategic direction for the future, ensure appropriate policies and procedures are in place to support the operational running of the charity and to pray for its work.

The trustees delegate the day-to-day activities of the charity and the provision of services to the staff team, under the guidance and support of one of the trustees who is designated line manager. However, key decisions relating to the application of resources for unplanned activities or the strategic direction of the charity are approved by the Board directly.

There are currently five trustees serving on the Board. The trustees are not entitled to and did not receive any remuneration during the year. The trustees give their time and expertise freely in support of the charity's work.

## **Watford and District Schools Christian Worker Trust**

New trustees are selected when there is a need for additional expertise and experience. New trustees may be recruited by advertisement amongst supporting churches or be recommended by an existing trustee or supporter. New trustees are appointed by a majority vote at the trustees' meeting. It is recommended that new trustees attend the Scripture Union Induction that is held regularly throughout the year. Other trustees will also attend Scripture Union trustee events throughout the year when appropriate. Trustees work closely with Scripture Union and benefit from the excellent resources and support that Scripture Union are able to provide.

### **Policies and principles**

The Trust is a Local Mission Partner of Scripture Union. Through its association with Scripture Union, the Trust has committed itself to their statement of objectives, principles and practice recommended for schools work. This includes the following:

1. to recognise schools to be places of education and to seek to work with them in appropriate ways;
2. to make a positive contribution to the whole school community;
3. to assist pupils to evaluate Christianity as a way of life;
4. to recognise the importance of a strategic, long term approach;
5. to work in conjunction with, and mindful of, the school staff;
6. to show respect for school administration, staff and parents and never knowingly undermine them; and
7. to teach Christian principles while not promoting denominations.

In addition the trustees have adopted the following additional policies:

8. to ensure that staff are recognised by the Scripture Union under its Mature Scheme and to take advantage of the resources and training of this inter-denominational body which has considerable expertise in working in schools and churches;
9. to ensure that the trustees represent a broad range of expertise relevant to the objectives of the Trust;
10. to work in co-operation with churches in the Watford area; and
11. to focus mainly on establishing work in primary schools.

## **Watford and District Schools Christian Worker Trust**

### **Statement of trustees' responsibilities**

The trustees are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England, Wales and Scotland 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 charity and of the incoming resources and application of resources of the charity 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
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and reports) Regulations 2008. 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 responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

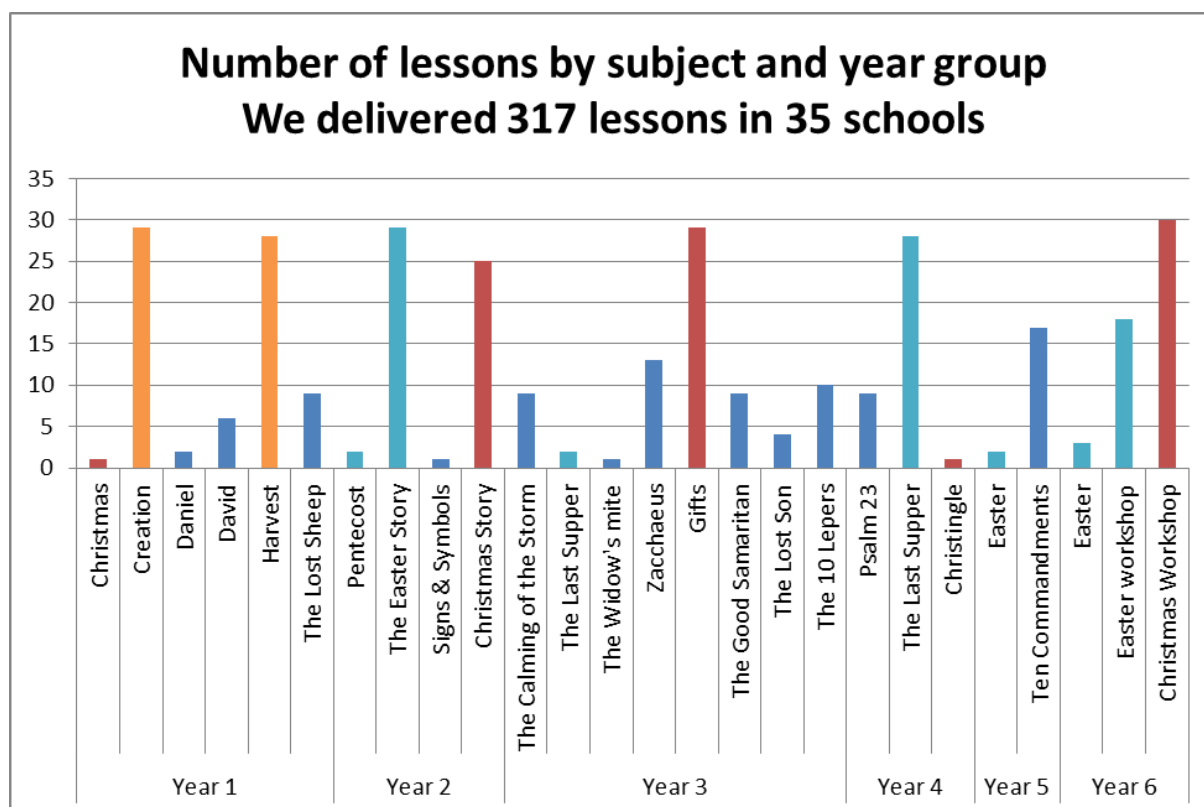
### **Achievements and performance**

God continues to bless the work of the Trust, affording our talented schools' workers significant opportunities to tell thousands of primary children in **49 schools across Watford** (2018/19 50 schools) what it means to be a Christian and to help them develop a clear understanding of the Christian faith.

### **Lessons and assemblies**

The delivery of lessons and assemblies about different aspects of the Christian faith, in-line with the Hertfordshire syllabus of Religious Education, is the core way in which we meet our charitable objectives. In addition, we occasionally run workshops or other specific activities at the schools' request.

The chart below shows the range of lessons we delivered during the last year by subject and year group. We were pleased to have the opportunity to teach **317 lessons across 35 schools** (2018/19: 329 lessons across 38 schools) in the Watford area, enabling thousands of children to hear about the Christian faith in a fun and engaging way.



In addition to regular lessons we also delivered **66 assemblies in 11 schools** (2018/19: 60 assemblies in 10 schools), in most cases giving the whole school an opportunity to hear and engage with the Christian message.

### Prayer Space



In recent years we've also been delivering the Prayer Space programme in schools. Prayer Space is part of the national 24-7 Prayer initiative, and this has become an increasingly important part of our work. It is an amazing week long programme of lessons and activities which help children to engage with prayer, and questions of life and faith in an interactive and creative way. We usually take over a classroom or hall in a school and transform it with a range of creative prayer activities which each class will visit in turn for a lesson. We also have opportunities during the week for children to revisit the space in lunch time or after school, and to invite their parents to engage with the prayer space too.

This year we were able to run **prayer space in three schools**, giving **over 1,000 children** the opportunity to explore prayer (2017/18 two schools, nearly 600 children). We are always moved by the awe and wonder that characterises this experience for the children, with some children asking big questions about the meaning of life and why we have to die, and others reflecting on loved ones they have lost, or those who are less well off than they are. The success of prayer space depends on the commitment of a large number of volunteers and we're so grateful to all those who gave their time so freely to enable these events to take place. The impact not only on the children but on the whole school community is astonishing, and the feedback received from all involved is hugely positive.

## Watford and District Schools Christian Worker Trust

### It's Your Move



It's Your Move is a workshop we deliver to year 6 pupils to support them as they move up to secondary school, and help them to understand the difference God makes in their lives – this is based on a book produced by Scripture Union. As with previous years we were delighted that churches across Watford generously contributed to the purchase of books for the children at their local schools. In many cases church representatives delivered the programme or accompanied our workers, helping to build stronger relationships between churches and schools. A number of our regular volunteers also helped to deliver the lessons, to whom we are extremely grateful.

In 2019/20 we were able to facilitate the **It's Your Move programme in 40 schools**, reaching around **1,900 year 6 pupils** (2018/19 nearly 2,000 year 6 pupils in 43 schools).

### New website and resources

We were delighted to be able to launch a new website in October 2019, enabling us to make a range of lesson resources available to teachers online, as well as giving schools and supporters an easy way to keep up-to-date with our work.

### Impact of COVID-19

Along with other organisations across the country, the work of the Trust was impacted by the global pandemic, and the resulting restrictions applied from mid-March 2020. This did not have a material impact on the financial year in question, but in the subsequent period to the date of signing the accounts the workers were unable to go into schools to take lessons and assemblies. We were pleased however to be able to facilitate Year 6 pupils still receiving their 'It's Your Move' books along with accompanying resources for schools. The long term impact of COVID-19 on the work of the Trust is not yet known, and we are closely liaising with schools as to how we might best continue to serve them during this time. We are grateful to our supporters – both churches and individuals – for their continued generosity.

### Other matters

The objective of the Trust is to give every schoolchild a clear understanding of the Christian faith and the trustees believe that the activities outlined have contributed towards that objective. Large numbers of schoolchildren have heard assemblies and taken part in lessons and workshops. The schools' workers have answered questions put to them by the teaching staff in the schools and so have enabled them to gain in confidence in teaching the Christian content of Religious Education.

The trustees confirm that they have identified the major risks to which the charity is exposed, and have reviewed the systems and procedures to manage those risks.

The trustees are also responsible for ensuring that all employees, trustees and volunteers have the appropriate DBS checks. New employees are taken on subject to these checks being made.



## **Watford and District Schools Christian Worker Trust**

### **Financial review**

Total income for the year was £30,123 (2019/20 £26,373), comprising £26,241 (2018/19 £23,220) voluntary donations towards the day-to-day running of the Trust (received from both individuals and churches), £3,700 (2017/18 £1,943) voluntary donations towards the provision of 'It's Your Move' and 'Prayer Space' and £182 (2017/18 £1,210) raised through other fundraising activities.

Income is higher than the previous year reflecting a number of one-off gifts from churches and individuals, and higher levels of income in relation to Prayer Space, for which schools make a voluntary contribution (and for which there is a corresponding increase in costs). We remain extremely grateful to those who faithfully undertake fundraising activities on our behalf, including our administrator Alison Harvey who sells hanging baskets in aid of the Trust.

Total expenditure in the year was £27,712 (2018/19 £24,700). This reflects an increase in restricted expenditure with three prayer space events taking place in 2019/20 (rather than two in the previous year) and the fact that the previous year included lower than normal expenditure in relation to 'It's Your Move' as we had a number of surplus books available from previous years. In addition, we incurred some additional costs in relation to the development of the new website.

The employment costs covered three employees working part-time for a whole year. There were no employees with emoluments greater than £60,000.

We generated a small surplus of £2,411 (2018/19 surplus of 1,673) which has increased total reserves as at 31<sup>st</sup> March 2020 to £16,557 (2018/19 £14,146). The total reserves figure was made up entirely of general funds (2018/19 £14,146), with restricted funds £nil at the end of the year (2018/19 £nil). There was no income received in 2019/20 towards the 2020/21 'It's Your Move' workshops.

At 31<sup>st</sup> March 2020, unrestricted general funds were approximately equal to 7 months' forward expenditure. General reserves are held to ensure that our work in schools may be continued and contractual commitments to staff, premises and other partners can be met in the case of a decline in income.

Our target level of reserves is 3 months' forward expenditure, however, in light of the COVID-19 pandemic and the uncertainty resulting, the Trustees are comfortable that the level of reserves remains appropriate. In view of these reserves, and the continuing generosity of donors throughout recent months, the Trustees consider the charity has adequate resources to continue to operate for the foreseeable future and as such have prepared the accounts on a going concern basis.

We are continuing to explore options in relation to employing a third schools worker on a fixed term basis, but would like to explore opportunities for making this a permanent appointment, if we are able to secure regular income to support this.

### **Volunteer involvement**

The Trust continues to benefit from a number of volunteers from local churches across Watford who assist the team with providing lessons, assemblies and other special activities

## **Watford and District Schools Christian Worker Trust**

including 'Prayer Space' and 'It's Your Move'. The contribution of volunteers is essential and we are hugely grateful to all those who support the work of the Trust with such energy and enthusiasm.

### **Appreciation**

We give thanks for the support of Garston Community Church who generously share their office space with us.

We would like to express our thanks to our independent examiner, Elizabeth Vis.

We record our appreciation for current and former members of staff. Thank you for all you have done for the Trust and for the way you give of yourselves in support of the cause.

This year we have been sorry to say goodbye to Fikile Mkoyana as one of our trustees, and wish to thank her for her service and contribution.

The Trustees have been delighted to welcome Rev. Maureen Hider to join the Board as Chair, and we are extremely grateful that she has been willing to bring her gifts and skills to serve in this way.

Finally we would like to thank our supporting churches and individuals. Your faithful support, both in giving and in praying is the foundation on which our whole work is built. Without you there would be no Trust.

On behalf of the Trustees



Rev. Maureen Hider  
Chair

**20th Nov 2020**

## **Watford and District Schools Christian Worker Trust**

### **Independent Examiner's Report to the trustees of the Watford and District Schools Christian Worker Trust**

I report on the accounts of the Watford and District Schools Christian Worker Trust (Charity no. 1010876) for the year ended 31<sup>st</sup> March 2020, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes set out on pages 12 to 16.

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

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act;
2. follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
3. state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

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

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; or
  - to prepare accounts which accord with these accounting recordshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Elizabeth Vis*

Elizabeth Vis (Nov 29, 2020 17:35 GMT)

Elizabeth Vis FCA  
2 Lower Paddock Road  
Oxhey Village  
Watford  
Hertfordshire  
WD19 4DS

22/11/2020

## Watford and District Schools Christian Worker Trust

### Statement of Financial Activities for the year ended 31st March 2020

	2019/20	2019/20	2019/20	2018/19	2018/19	2018/19
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<i>Notes</i>	£	£	£	£	£	£
<b>Income from</b>						
Donations and legacies	26,241	3,700	29,941	23,220	1,943	25,163
Other trading activities	182		182	1,210		1,210
<b>Total income</b>	<b>26,423</b>	<b>3,700</b>	<b>30,123</b>	<b>24,430</b>	<b>1,943</b>	<b>26,373</b>
<b>Expenditure on:</b>						
Charitable activities	2 24,012	3,700	27,712	22,655	1,943	24,598
Raising funds				102		102
<b>Total expenditure</b>	<b>24,012</b>	<b>3,700</b>	<b>27,712</b>	<b>22,757</b>	<b>1,943</b>	<b>24,700</b>
<b>Net income/(expenditure)</b>	<b>2,411</b>	<b>-</b>	<b>2,411</b>	<b>1,673</b>	<b>-</b>	<b>1,673</b>
<b>Net movement in funds</b>	<b>2,411</b>	<b>-</b>	<b>2,411</b>	<b>1,673</b>	<b>-</b>	<b>1,673</b>
<b>Reconciliation of funds:</b>						
<b>Funds brought forward at 1 April 2019</b>	14,146	-	14,146	12,968	-	12,473
<b>Funds carried forward at 31 March 2020</b>	<b>16,557</b>	<b>-</b>	<b>16,557</b>	<b>12,473</b>	<b>-</b>	<b>14,146</b>

## Watford and District Schools Christian Worker Trust

### Balance Sheet as at 31st March

		2020	2019
	<i>Notes</i>	£	£
<b>Current assets</b>			
Debtors	3	2,624	2,175
Cash at bank and in hand		<u>14,310</u>	<u>12,662</u>
		<b>16,935</b>	<b>14,688</b>
<b>Creditors: amounts falling due within one year</b>			
	4	<b>(378)</b>	<b>(692)</b>
<b>Total net assets</b>		<u><u>16,557</u></u>	<u><u>14,146</u></u>
<b>The funds of the charity</b>			
Unrestricted funds	7	16,557	14,146
Restricted funds	7	-	-
<b>Total charity funds</b>		<u><u>16,557</u></u>	<u><u>14,146</u></u>

Approved by the trustees and signed on their behalf:



Joanna Woolcock (Treasurer)

20/11/2020

### Cash Flow Statement as at 31st March

		2020	2019
	<i>Notes</i>	£	£
<b>Cash flows from operating activities</b>			
Net cash provided by/(used in) operating activities	a	1,648	1,335
Change in cash and cash equivalents in the reporting period		1,648	1,335
Cash and cash equivalents at the beginning of the reporting period		<u>12,662</u>	<u>11,328</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>14,310</u></u>	<u><u>12,662</u></u>
<b>a. Net income / (expenditure) for the reporting period (as per the statement of financial activities)</b>			
		<b>2,411</b>	<b>1,673</b>
<b>Adjustments for:</b>			
(Increase) in debtors		(449)	(885)
(Decrease)/increase in creditors		<u>(314)</u>	<u>547</u>
<b>Net cash provided by / (used in) operating activities</b>		<u><u>1,648</u></u>	<u><u>1,335</u></u>

# Watford and District Schools Christian Worker Trust

## Notes to the accounts for the year to 31st March 2020

### 1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements is as follows:

#### *Basis of accounting*

The Watford and District Schools Christian Worker Trust is a public benefit entity; these accounts 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 (effective 1 January 2015) (the SORP), Financial Reporting Standard 102 and the Charities Act 2011. The accounts are prepared under the historical cost convention as modified for the revaluation of investments.

The trustees have a reasonable expectation that the charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

#### *Financial instruments and financial liabilities*

The charity only has financial instruments 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.

#### *Income*

All income is accounted for in the Statement Of Financial Activity when the Charity is legally entitled to the income, it is probable that the income will be received, and the amount can be quantified with reasonable accuracy.

Donations and gifts are accounted for when received. Tax recoverable on donations to which gift aid has been applied is accounted for on an accruals basis.

#### *Expenditure*

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Advantage has been taken of exemptions available under paragraph 4.22 of the Charities SORP (FRS 102) not to report expenditure on an activity basis. Expenditure has therefore been reported based on the nature and type of the costs incurred.

#### *Fund Accounting*

**General funds** – these are funds given freely to the charity that can be applied at the discretion of the trustees in accordance with the charitable objectives of the Trust.

**Restricted funds** – these are funds received for undertaking an activity specified by the donor when making the gift, or may result from the terms of an appeal for funds.

#### *Operating leases*

Rentals under operating leases are charged on a straight-line basis over the lease term, even if the payments are not made on such a basis.

#### *Tax*

The Watford and District Schools Christian Worker Trust as a registered charity is exempt from tax under Chapter 3 of Part 11 to the Corporation Tax Act 2010 or Section 256 of the Taxation for Chargeable Gains Act 1992, to the extent surpluses are applied to its charitable purposes.

## Watford and District Schools Christian Worker Trust

### Notes to the accounts for the year to 31<sup>st</sup> March 2020 (continued)

#### 2. Expenditure on charitable activities

	2019/20	2019/20	2019/20	2018/19	2018/19	2018/19
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Staff costs	21,450	1,842	23,292	20,231	1,275	21,506
Resource materials	364	1,858	2,222	434	668	1,102
Travel expenses	688		688	702		702
Training and Scripture Union support	160		160	370		370
Communications	506		506	329		329
Insurance	273		273	273		273
Printing, stationery and postage	62		62	43		43
Other expenditure	510		510	273		273
<b>Total Expenditure</b>	<b>24,012</b>	<b>3,700</b>	<b>27,712</b>	<b>22,655</b>	<b>1,943</b>	<b>24,598</b>

#### 3. Debtors

	31 March 2020	31 March 2019
	£	£
Accrued income	2,594	1,985
Prepayments	30	190
	<u>2,624</u>	<u>2,175</u>

#### 4. Creditors: amounts falling due within one year

	31 March 2020	31 March 2019
	£	£
Accruals	378	692
	<u>378</u>	<u>692</u>

#### 5. Staff costs

	2019/20	2018/19
	£	£
Wages and salaries	22,804	21,429
Employers' Pension Contributions	488	77
	<u>23,292</u>	<u>21,506</u>

During the year 3 employees (2019: 1 employee) were members of a defined contribution pension scheme provided by NEST.

Average head count (number of staff employed) during the reporting period:	No.	No.
Schools workers	2	2
Administrators	1	1
	<u>3</u>	<u>3</u>

No employees received employee benefits (excluding employer pension costs) of more than £60,000 during the year (2019: £nil)

The trustees, who are also the only key management personnel, are not entitled to and did not receive any remuneration or other benefits during the year (2019: £nil). The trustees did not claim any expenses during the year (2019: £nil).

## Watford and District Schools Christian Worker Trust

### Notes to the accounts for the year to 31<sup>st</sup> March 2020 (continued)

#### 6. Related Party Transactions

There were no related party transactions during the year (2019: £nil).

#### 7. Reconciliation of Funds

	1 April 2019	Income	Expenditure	31 March 2020
	£	£	£	£
<b><u>Restricted Funds</u></b>				
It's Your Move	-	2,372	(2,372)	-
Prayer Space	-	1,328	(1,328)	-
<b>Total Restricted Funds</b>	-	<b>3,700</b>	<b>(3,700)</b>	-
<b>Total Unrestricted Funds</b>	<b>14,146</b>	<b>26,423</b>	<b>(24,012)</b>	<b>16,557</b>
<b>Total Funds</b>	<b>14,146</b>	<b>30,123</b>	<b>(27,712)</b>	<b>16,557</b>













# WST 2019-20 final

Final Audit Report

2020-11-29

Created:	2020-11-20
By:	Joanna Woolcock (joanna.woolcock@churchofengland.org)
Status:	Signed
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-  Document emailed to Maureen Hider (maureen.hider@mac.com) for signature  
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2020-11-29 - 5:31:20 PM GMT- IP address: 86.142.126.139
-  Document e-signed by Elizabeth Vis (elizabeth.vis.t21@btinternet.com)  
Signature Date: 2020-11-29 - 5:35:06 PM GMT - Time Source: server- IP address: 86.142.126.139
-  Agreement completed.  
2020-11-29 - 5:35:06 PM GMT