

**THE WORLD ASSOCIATION FOR VETERINARY DERMATOLOGY**  
*(A Charitable Company Limited by Guarantee)*

**FINANCIAL STATEMENTS**

**For the Year Ended 30 June 2023**

**THE WORLD ASSOCIATION FOR VETERINARY DERMATOLOGY**  
**(A Charitable Company Limited by Guarantee)**

**FINANCIAL STATEMENTS**

**Year Ended 30 June 2023**

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**THE WORLD ASSOCIATION FOR VETERINARY DERMATOLOGY**  
**(A Charitable Company Limited by Guarantee)**

**OFFICERS, PROFESSIONAL ADVISORS, AND ADMINISTRATIVE DETAILS**

**Year Ended 30 June 2023**

**Trustees and Directors**

Dr Jeanne Budgin	(Representative of the American Academy of Veterinary Dermatology)
Dr Mandy Burrows	(Representative of the Dermatology Chapter of the Australia and New Zealand College of Veterinary Scientists; President WCVD9)
Dr Vincent Defalque	(Representative of the Canadian Academy of Veterinary Dermatology)
Dr Peter Forsythe	(Treasurer WAVD, Member-at-large)
Dr Alberto Cordero	(Representative of the Latin American Society of Veterinary Dermatology)
Professor Koji Nishifuji	(Representative of the Asian Society of Veterinary Dermatology)
Dr Catherine Outerbridge	(Representative of the American College of Veterinary Dermatology, President WCVD10)
Dr Manon Paradis	(President WCVD7)
Dr Susan Paterson	(President WAVD, Member-at-large)
Dr Emily Rothstein	(Secretary of WCVD10)
Dr Stephen White	(Secretary and de facto President of WCVD8)
Dr Brett Wildermuth	(Member-at-large)
Dr Stefan Hobi	(Representative of the Asian College of Veterinary Dermatology)
Dr Katarina Varjonen	(Representative of the European Society of Veterinary Dermatology)
Dr Jacques Fontaine	(Representative of the European College of Veterinary Dermatology)
Dr Candace Sousa	(Appointed 9 August 2023)
Dr Nagarajan Balasubramanian	(Appointed 9 August 2023)

**Company Secretary**

Dr Stephen White

**Registered Office**

61 Dublin Street  
EDINBURGH  
EH3 6BL

**Scottish Charity Number** – SC030424

**Company Registration Number** – SC209743

**Independent Examiners**

Chiene + Tait (Trading as CT)  
Chartered Accountants and  
Independent Examiners  
61 Dublin Street  
EDINBURGH  
EH3 6NL

**Bankers**

Bank of Scotland  
Edinburgh Shandwick Branch  
22 Shandwick Place  
EDINBURGH  
EH2 4RN

**THE WORLD ASSOCIATION FOR VETERINARY DERMATOLOGY**  
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**TRUSTEES' AND DIRECTORS' REPORT**

**Year Ended 30 June 2023**

The members of the Administrative Committee present their report along with the financial statements of the charitable company for the year ended 30 June 2023. The financial statements have been prepared in accordance with the accounting policies set out on pages 9 and 10 and comply with the charitable company's Memorandum, Articles of Association and applicable law.

**Objectives and Activities**

The charitable company's principal objective, as set out in Clause 7 of the company's Articles, is "to advance education about veterinary dermatology". In support of this objective, it is active in education, particularly in those countries where veterinary medicine is less advanced, and it aims to facilitate the development of an infrastructure of professional societies in those countries.

**Achievements and Performance**

***10<sup>th</sup> World Congress of Veterinary Dermatology***

Arrangements for the 10th WCVD have continued to progress well. The congress will be held at the Hynes Convention Center, Boston on July 24th- 29th 2024. The exciting scientific program is finalized and SOA and SR speakers are confirmed. Good progress has been made on speakers portals, Wet Labs and Workshops, the Resident Education day and Free Communications and Posters. Following on from the success of WCVD9, there will be a Virtual Congress Component with an option for Virtual only registration. The Social Program will include a Welcome Reception and a Local Evening event. Other social event options are under consideration. Great progress has been made on sponsorship and exhibition stand sales with a total bookings of \$1,102,900 to date. Boston 2024 is shaping up to be an excellent congress.

***11<sup>th</sup> World Congress of Veterinary Dermatology***

After a successful selection process and voting process, followed up by a site visit, Seville has been selected to host the 11<sup>th</sup> World Congress of Veterinary Dermatology to be held in 2028.

***World Veterinary Dermatology Day***

Plans are well underway for the next World Veterinary Dermatology day will be held on February 3<sup>rd</sup> 2024.

Confirmed topic titles are:

1. A Historical Journey through Feline Allergic Skin Disease- Dr Chiara Noli
2. Adverse Food Reactions: A Practical Overview-Dr Ralf Mueller

***Webinar Education Series***

The webinar series continued to attract many views with an average of 1000-1500 views per month. There is a proposal to add one to four further lectures from the WCVD9 program for Level 2. Veterinary Schools and Colleges around the world continue to use them for student teaching. They continue to prove a valuable resource.

***Clinical Consensus Guidelines***

The CCG on Equine Hypersensitivity were published in Veterinary Dermatology in May 2023. Further clinical consensus guidelines on Otolaryngology, Leishmaniasis and Equine sarcoids are in progress. These series should play a significant role in encouraging best clinical practice in an ever increasing spectrum of veterinary dermatology.

***Member Organisations***

Furthering the aim of WAVD to broaden outreach, at a recent meeting of the WAVD AC, The Indian Association for Veterinary Dermatology was voted to become a full member. The Asian College for Veterinary Dermatology is exploring options with the IAVD to set up residency training programs in India.

***Postgraduate Scholarship Programmes***

WAVD continues to support younger veterinarians from all parts of the globe looking to progress their veterinary dermatology journey. At the time of writing, three applications have been received for the next Peter Ihrke Scholarship award and more than 30 applications have been received for the WCVD10 scholarship program including five applicants from India and three from Latin America.

***Publicity and Website***

The social media Facebook programme continues to gain new followers highlighting the work and purpose of WAVD. The excellent website continues to function very well and providing a very useful service.

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**TRUSTEES' AND DIRECTORS' REPORT (Continued)**

**Year Ended 30 June 2023**

**Achievements and Performance (continued)**

***Photo library***

Plans to create an online digital image library are ongoing. The aim is for this to be a resource for educators, students and practitioners. Various platform options have been explored but a final decision has yet to be made on whether to proceed with this project.

**Financial Review and Reserves Policy**

The charitable company had a deficit of £45,122 (2022: deficit of £41,618), during the year. Consequently, reserves at the year-end decreased to £1,085,836 (2022: £1,130,958). Both income and expenditure tend to fluctuate each year in relation to the cycle of quadrennial Congresses.

A balance of £1,085,836 is retained in the unrestricted general fund to be used for the planning and promotion of future World Congresses.

***Reserves policy***

In addition to educational and administrative expenses for the charitable company over the 4-year period between Congresses, the Association aims to hold sufficient reserves to cover the potential failure of the ensuing World Congress. The present reserves are considered to be adequate.

**Plans for Future Periods**

The Trustees and Directors plan to continue with all of the programmes indicated under "Achievements and Performance". Some additional material from WCVD9 is still to be incorporated into the Webinar series which will expand the range of topics offered. As stated the next "World Veterinary Dermatology Day" will be held on February 3rd 2024 following on from the success of the inaugural event in February this year. Further progress will be made on plans for WCVD11 in Seville including appointment of the Executive Organising Committee. We look forward to an exciting Tenth World Congress in Boston in July 2024. We also look forward to a fruitful association with the Indian Association for Veterinary Dermatology and particularly the formation of an approved residency training program in the Indian Subcontinent.

**Structure, Governance and Management**

The World Association for Veterinary Dermatology (WAVD) was incorporated on 7 August 2000 as a company limited by guarantee not having a share capital (company number SC209743) and also registered as a Scottish Charity, number SC030424, as governed by the Memorandum and Articles of Association.

Each member has undertaken to contribute an amount not exceeding one pound to the assets of the company in the event of its being wound up.

Organisations are admitted to membership of the Association in accordance with the criteria set out in Clause 12 of the company's Articles (as amended in February 2017). Each member organisation is entitled to nominate one person to the Administrative Committee, whose members manage the affairs of the Association as trustees of the charitable company and generally as directors of the company. Such "appointed members" retire after 4 years and may be reappointed. The Administrative Committee also appoint the President and Secretary of the forthcoming World Congress and Past Presidents of World Congresses to the Committee in accordance with Clauses 51-54 of the company's Articles and may also appoint a further 5 members in accordance with Clause 55.

***Key Management Personnel***

The Key Management Personnel are considered to be the trustees and directors, none of whom are remunerated by the charitable company.

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**TRUSTEES' AND DIRECTORS' REPORT (Continued)**

**Year Ended 30 June 2023**

**Structure, Governance and Management (Continued)**

Risk management

The Administrative Committee conducts an annual review of business risk. It is considered that the principal risks to the successful operation of the Association are:

Risk Identification	Risk Description	Contributing factors	Consequences
World Congress of Veterinary Dermatology	Events within and beyond control of WAVD and WCVD EOCs that may impact the scientific and financial success of the congresses	Change in CE expectations from live to virtual experiences. Perceived and real threats such as terrorism, public health challenges, natural disasters, etc. Environmental factors such as public policies in host countries, increasing desire for environmentally friendly options, etc. Country policies associated with social justice, racial justice, diversity, etc.	Negative effect on the success and reputation of the congresses leading to lost revenue, decrease in surplus sharing, lack of adequate funding to fulfil the mission of the organization and ultimate demise of WAVD
Funding and finances	Lack of adequate funding to fulfil the mission of the organization and the need for a sufficient income stream	There is only a single source of funding i.e. the World Congresses. Continual industry consolidation will make sponsorship for the World Congresses more challenging. Impact of virtual meetings on income. Financial institution instability and currency fluctuations.	Substantial reduction of activities which support our mission
WAVD Administrative Committee Membership	Lack of optimal membership on the AC to accomplish the goals of the organization	Difficulties in attracting members willing to work hard for the organization. Workload of officers and the AC in general. Loss of individuals in leadership roles. Less than optimal mix of skills of AC members. Reliance on a volunteer workforce. Leadership retention knowledge.	Loss of innovation and productivity to support our mission
Member Organization Relationships	MOs that may disapprove of WAVD policies, procedures, decisions, etc leading to them breaking away from WAVD to become completely independent	Perceived versus real understanding of how WAVD operates. Difficulties in sharing information appropriately with the MOs. Problems encountered by the MOs due to a lowered income during years when a WCVD is held as their own Congresses ordinarily do not take place. Very few joint activities take place between WAVD and the MOs.	MOs might decide to withdraw support from WAVD and WCVD

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**TRUSTEES' AND DIRECTORS' REPORT (Continued)**

**Year Ended 30 June 2023**

**Risk management (Continued)**

Risk Identification	Risk Description	Contributing factors	Consequences
Information and Technology	Documents and e-mail correspondence are not archived properly and could be lost	Hardware/software failure on individual computers. Documents housed in different locations.	WAVD operations severely restricted and possible legal consequences

Strategies to mitigate these risks have been developed and are continuing to evolve on an ongoing basis.

**Trustees' and Directors' Responsibilities**

The Trustees (who are also directors of The World Association for Veterinary Dermatology for the purposes of company law) are responsible for preparing the Trustees' and Directors' 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 the incoming resources and application of resources, including the net income and expenditure, of the charitable company for the year. In preparing the financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principals in the Charities SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- 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, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The Trustees 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.

**Small Company Provisions**

The directors have prepared this report in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**SIGNED BY ORDER OF THE TRUSTEES**

*Peter Forsythe*

**Dr Peter Forsythe**  
**Director and Trustee**

Approved by the Trustees on 20 December 2023 2023

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF  
THE WORLD ASSOCIATION FOR VETERINARY DERMATOLOGY**



I report on the financial statements for the year ended 30 June 2023, which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

This report is made to the Trustees of The World Association for Veterinary Dermatology, as a body, in accordance with the terms of my engagement. My work has been undertaken to enable me to prepare the financial statements on behalf of the Directors and to report my opinion as set out below and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Directors and members of The World Association for Veterinary Dermatology, as a body, for my work or for this report.

**Respective responsibilities of Trustees and independent examiner**

The charity's Trustees (who are also the Directors of the charity for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended) (the Regulations). The charity Trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept 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 seeks 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 view given by the financial statements.

**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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met, or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Steven Smillie CA  
For and on behalf of  
Chiene + Tait LLP (Trading as CT)  
Chartered Accountants and Independent Examiner

61 Dublin Street  
Edinburgh  
EH3 6NL



**THE WORLD ASSOCIATION FOR VETERINARY DERMATOLOGY**  
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**STATEMENT of FINANCIAL ACTIVITIES**  
**(Incorporating Income and Expenditure Account)**

**Year ended 30 June 2023**

	<b>Note</b>	<b>2023</b> £	<b>2022</b> £
<b>Income and Endowments</b>			
Other income			
Net (loss)/gain on currency exchange rates		(18,841)	75,726
		-----	-----
<b>Total income</b>		<b>(18,841)</b>	<b>75,726</b>
		-----	-----
<b>Expenditure on</b>			
Charitable activities	6	26,281	117,344
		-----	-----
<b>Total expenditure</b>		<b>26,281</b>	<b>117,344</b>
		-----	-----
<b>Net (expenditure) and net movement in funds</b>		<b>(45,122)</b>	<b>(41,618)</b>
Total funds at 1 July 2022		1,130,958	1,172,576
		-----	-----
<b>Total funds at 30 June 2023</b>		<b>1,085,836</b>	<b>1,130,958</b>
		=====	=====

All funds are unrestricted funds in both the current and previous periods.

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

All incoming resources and resources expended derive from continuing activities.

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**BALANCE SHEET**

**As at 30 June 2023**

	Note	2023 £	2022 £
<b>Current assets</b>			
Debtors	9	83,131	47,374
Cash at bank and in hand		1,014,149	1,102,350
		-----	-----
		1,097,280	1,146,724
<b>Creditors: amounts falling due within one year</b>			
Accruals	10	(11,444)	(18,766)
		-----	-----
<b>Net current assets</b>		1,085,836	1,130,958
		-----	-----
<b>Total assets less current liabilities</b>		1,085,836	1,130,958
		=====	=====
<b>Funds</b>			
Unrestricted general funds		1,085,836	1,130,958
		-----	-----
		1,085,836	1,130,958
		=====	=====

For the year ending 30 June 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 20 December 2023 and are signed on behalf of the board by:

*Peter Forsythe*  
 .....  
**Dr Peter Forsythe**  
 Director and Trustee

**Company No. SC209743**

**THE WORLD ASSOCIATION FOR VETERINARY DERMATOLOGY**  
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**NOTES to the FINANCIAL STATEMENTS**

**Year ended 30 June 2023**

**1. Accounting policies**

**Statement of Compliance**

The company is limited by guarantee and incorporated in Scotland with registration number SC209743, it is also registered as a Scottish Charity, number SC030424. Its registered office is at 61 Dublin Street, Edinburgh, EH3 6NL.

**Basis of preparation**

The financial statements are prepared under the historical cost convention, in accordance with the Companies Act 2006, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition – October 2019) - Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Memorandum and Articles of Association.

The World Association for Veterinary Dermatology meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been presented in Pounds Sterling as this is the functional and presentational currency of the charitable company rounded to the nearest pound.

**Going concern**

The financial statements have been prepared on a going concern basis. The Trustees have assessed the Charitable Company's ability to continue as a going concern and have reasonable expectation that the Charitable Company has adequate resources to continue in operational existence for the foreseeable future. Thus, they continue to adopt the going concern basis of accounting in preparing these financial statements and are satisfied that no material uncertainties exist in respect of going concern.

**Income and endowments**

Income is recognised when the charitable company has entitlement to the funds, any performance or other conditions attaching to the income have been met or are fully within the control of the charitable company, the receipt of economic benefit from the use by the charitable company of the item is probable and that economic benefit can be measured reliably.

Management fee and licence fee income is recognised when invoiced and receivable. Net income transferred from World Congresses is recognised on receipt.

Sponsorship income is recognised on receipt.

Bank interest receivable is accrued to the latest interest payment date.

**Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

- Charitable activities include expenditure associated with meeting the charitable company's primary objectives and include both the direct costs and the support and governance costs relating to these activities. Support costs are those functions that assist the work of the charitable company but do not directly undertake charitable activities.
- Governance costs are those of a constitutional, strategic, or statutory nature with respect to the general running of the charitable company, rather than day to day management.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

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**NOTES to the FINANCIAL STATEMENTS (continued)**

**Year ended 30 June 2023**

**1. Accounting policies (continued)**

**Debtors and prepayments**

Debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and accruals**

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

**Financial instruments**

The charitable company 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.

**Funds**

Unrestricted general funds are the funds which can be used in accordance with the charitable objects at the discretion of the Trustees. Designated funds are the funds set aside by the Trustees out of the unrestricted general funds for specific future purposes and projects.

**2. Tax on results of ordinary activities**

The company is recognised as a charitable company and no charge for taxation arises on the results of the period.

**3. Net income**

	<b>2023</b>	<b>2022</b>
	£	£
Net income is stated after charging:		
Audit fee (inc. VAT)	-	175
Independent Examiners' fee - Current year fee (inc. VAT)	4,710	3,648
	=====	=====

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**NOTES to the FINANCIAL STATEMENTS (continued)**

**Year ended 30 June 2023**

**4. Transactions with Trustees and Directors**

The Trustees and Directors are the key management personnel of the charitable company.

No remuneration or other benefits were paid to any Trustee during the period or prior period. No Trustees were reimbursed for costs that they had incurred for attendance at meetings and site visits on behalf of the charitable company (2022: £0), and 1 Trustee received £2,248 (2022: £2,477 3 trustees) for reimbursement of administrative costs they had incurred on behalf of the charitable company.

**5. Employee Numbers**

The average number of persons employed by the charitable company during the year amounted to nil (2022: nil).

**6. Charitable Activities**

	<b>2023</b>	<b>2022</b>
	£	£
Share of proceeds from 9th World Congress paid to constituent organisations (note 7)	-	100,633
Hugo Schindelka award	-	80
Support and governance costs (note 8)	26,281	16,631
	-----	-----
	26,281	117,344
	=====	=====

**7. Share of proceeds from 9<sup>th</sup> World Congress paid to constituent organisations**

	<b>2023</b>	<b>2022</b>
	£	£
European Society of Veterinary Dermatology (ESVD)	-	44,921
Asian Society of Veterinary Dermatology (AiSVD)	-	38,376
The Latin American Society of Veterinary Dermatology (SLVD)	-	17,336
	-----	-----
	-	100,633
	=====	=====

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**NOTES to the FINANCIAL STATEMENTS (continued)**

**Year ended 30 June 2023**

**8. Support and governance costs**

	<b>2023</b>	<b>2022</b>
	£	£
Website, publicity, and promotion	15,957	5,988
Other administrative costs	71	25
Accountancy	-	48
Professional fees	5,234	6,228
Bank charges	309	567
<b>Governance costs</b>		
Independent examination	4,710	3,600
Audit	-	175
	-----	-----
	26,281	16,631
	=====	=====

**9. Debtors**

	<b>2023</b>	<b>2022</b>
	£	£
Amount advanced to 10 <sup>th</sup> World Congress (WCVD10)	22,101	22,101
WCVD Sponsorship	61,030	25,273
	-----	-----
	83,131	47,374
	=====	=====

**10. Creditors**

	<b>2023</b>	<b>2022</b>
	£	£
Accruals	4,489	11,799
Deferred income	6,716	6,716
Other creditors	239	251
	-----	-----
	11,444	18,766
	=====	=====

There has been no movement in deferred income from last year, totalling £6,716. This relates to advance funding of delegates at WCVD9 for ANZCVS.

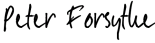
**Certificate Of Completion**

Envelope Id: 396E786158EA47EEBCED120A21C060CA	Status: Sent
Subject: Complete with DocuSign: World Association of Vet Derm final accounts.pdf	
Source Envelope:	
Document Pages: 14	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Russelle Lothian
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London	61 Dublin Street
	Edinburgh, Midlothian EH3 6NL
	russelle.lothian@ct.me
	IP Address: 90.211.162.138

**Record Tracking**

Status: Original	Holder: Russelle Lothian	Location: DocuSign
19 December 2023   11:31	russelle.lothian@ct.me	

**Signer Events**

Signer Events	Signature	Timestamp
Peter Forsythe pete.forsythe@icloud.com Security Level: Email, Account Authentication (None)		Sent: 19 December 2023   11:40 Viewed: 20 December 2023   21:55 Signed: 20 December 2023   22:07
	Signature Adoption: Pre-selected Style Using IP Address: 95.147.63.171	

**Electronic Record and Signature Disclosure:**  
Accepted: 20 December 2023 | 21:55  
ID: a2df1466-d069-4676-b74a-9ef4da55e946

Steven Smillie steven.smillie@ct.me Security Level: Email, Account Authentication (None)	Sent: 20 December 2023   22:07
--	--------------------------------

**Electronic Record and Signature Disclosure:**  
Accepted: 16 December 2023 | 13:48  
ID: 96270f90-599b-4494-80a1-1e699d125168

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Mhairi Fenton  
mhairi.fenton@chiene.co.uk  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Accepted: 26 April 2023 | 11:52  
ID: 48312909-f0a9-4b98-9797-d5b8261a74be

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	19 December 2023   11:40
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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