Company Registration Number 335240 Charity Number SC 039717

DIGNITY ALERT AND RESEARCH FORUM LTD (LIMITED BY GUARANTEE)

Trustees Annual Report and Financial Statements

31 DECEMBER 2018

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Trustees Annual Report and Financial Statements

for the Year Ended 31st December 2018

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The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2018.

Reference and Administrative Information

Registered charity name

Dignity Alert and Research Forum Ltd.

A Company Limited by Guarantee

Also Known As

DARF

Charity registration number

SC039717

Company registration number

SC335240

Registered office

UN House

(for period of accounts)

4 Hunter Square

EDINBURGH EH1 1QW

Registered office

13/1 Moray Park Terrace

(at the date of approval of accounts) EDINBURGH

EH7 5TF

TRUSTEES

Trustees at the date of approval of the accounts are:

Fiona Tait

Treasurer

Appointed 8/5/11

Doosuur Zasha

Chair

Appointed 12/7/14

Fatou Baldeh

Appointed 2/5/15

Bankers

20/22 Shandwick Place

EDINBURGH EH2 4RN

Trustees' Annual Report for the Year Ended 31st December 2018

The Dignity Alert & Research Forum, commonly known as DARF is a voluntary organisation which was set up in 2007 to respond to the needs of African women and girls (including other ethnic minorities) affected by harmful traditions such as Female Genital Mutilation (FGM), forced/ child marriage.

1. Structure, Governance and Management

DARF is a company limited by guarantee and governed by its Memorandum and Articles of Association, which were incorporated on 13th December 2007.

The Dignity Alert and Research Forum (DARF) is a non-governmental organisation that works to uphold the dignity and human rights of African women, children and young people and other ethnic minorities including refugees and asylum seekers.

DARF was established in Scotland, in response to the emerging problems caused by obsolete customs such as forced marriages, child marriages, and Female Genital Mutilation/cutting (FGM/C) being perceived by scholars and health professionals; but there is no extensive research conducted in Scotland. In Eastern Africa, one of the founder members Dr. Monica Mhoja conducted a ground research in Tanzania that revealed the severe impact of these harmful practices. DARF is committed to eliminating harmful gender-based discriminatory practices that violate the reproductive health rights of women and girls, such as forced marriage, child marriage and FGM.

1.1. Structure of the Board of Directors

Over this reporting period DARF had a total of three (3) Directors who served the organisation. The Board has 6 honourable positions namely Chair, Vice Chair, Treasurer, Deputy Treasurer, Secretary and Deputy Secretary. All directors must register as members of DARF before they can be eligible to vote for office. The Directors of DARF have the power to co-opt new directors during the year to fill vacancies with specialist skills and to address the skills deficit identified by the board. The CVs of potential co-opted directors are circulated to existing directors to review, prior to them being co-opted onto the board. All co-opted directors have the opportunity at the AGM to be formally elected to the board after signing on as paid members. The Board of Directors meets four times a year and is responsible for policy development, strategic direction and monitoring of programmes and services.

1.2. Induction and training of Board of Directors

Induction training is conducted for potential Directors before the election at the AGM. All new trustees are given an induction pack, which includes detailed information on the organisation, in particular sample annual reports; strategic and business plan, and details the roles and responsibilities of directors. Additionally, new board members are trained on FGM and its impact, child protection and human rights issues in order to have knowledge on issues which DARF implement.

1.3. Management/Staffing and Volunteers

The Board is responsible for the management of programs and day-to-day work of the organisation. Where possible, the Board are supported by volunteers in the day-to-day work of the organisations. DARF encourages volunteers; vacancies are advertised on the website and social media.

The Strategic and Fundraising Plans provide the framework for the organisation's work. Annually an Operational Plan and a Budget is approved by the Trustees to guide the work of the organisation.

The plan has 9 priority areas which all relate to the key focal areas in the Strategic Plan. The Annual Operational Plan serves as both a planning and monitoring framework for the organisation.

Volunteer Involvement with DARF:

Volunteering is a vital part of DARF's service delivery. Volunteers support the work of the organisation in a variety of ways to benefit our service users, DARF as an organisation and the individual volunteer.

DARF is proud of the work that volunteers undertake, individually and as a team, and recognises the positive effect that volunteers have on the organisation.

Volunteers do not have the same relationship with the organisation as paid staff. Volunteers are not employed, they are not paid, they do not have a contract of employment and they do not have responsibility for services.

1.4. Risk management

The Trustees assess periodically the major risks to which the charity is exposed, in particular those related to programme operations and finances of the charity. An annual risk register is reviewed at the autumn meeting of the trustees with the aim to ensure that systems are in place to identify and mitigate exposure to major risks.

2. Objects and Activities

Vision: Striving for a democratic and equitable society that upholds dignity and respects the rights of African women and children/young people

DARF's Mission is to encourage positive change and development policies for safeguarding dignity and rights of African women and young people through research, advocacy, rights-based approaches and partnering with local, national and international organisations.

Our Core Values: DARF is committed to meeting the needs and upholding the rights of marginalised African women and children/young people: employing rights-based programming approaches in safeguarding women/children's rights; Integrity and respect for others; Forging strategic partnerships; working in teamwork and voluntarism spirit; Institutional independence and professionalism; being accountable and transparent to those we work for and with, working through partnerships with individuals, governments and civil society organisations.

2.1. Outline of the Objectives

The objectives of DARF are set out in the Memorandum and Articles of Association. These objectives form the basis of the core areas, vision and mission of the organisation.

DARF's objectives are

- (A)To promote human rights and empower children and women with particular reference to Black girls and women in Eastern Africa, Scotland and the rest of the United Kingdom to improve their quality of life and standard of living;
- (B)To promote dignity and eliminate gender discriminatory practices and relieve the suffering of African children and women (including refugee women and girls) due to those practices compounded by poverty, ill health or distress, or arising from culture, tradition, public policy or legislation;
- (C) To promote environmental and other related activities by women and young people which aim at reducing the impact of Global Warming, and educating the public about the dangers of climate change in Eastern Africa, Scotland and the rest of United Kingdom;
- (D)To empower women and young people with disability or disadvantaged in rural institutions or schools in Eastern Africa and create awareness on their status to the people in Scotland and elsewhere in United Kingdom.

2.2. Organisational Goals

The DARF Strategic Plan of provides the framework that will guide the organisation to double efforts to uphold dignity and strengthen access to services for the many vulnerable women, children and young people whom we aim to support in Eastern Africa and UK.

Organisational Goals from the Strategic Plan

- 1. Violence Against Women: FGM To reduce the prevalence of FGM and ensure the provision of comprehensive services for affected girls and women
- 2. Education for All: Reproductive Health Education Services and Programmes: To advocate for reproductive health education and rights, particularly on the impact of child marriage and FGM
- 3. Promotion of Environment: To create awareness on the link between violence against women and environment
- 4. Organisational Development and Performance: To strengthen DARF leadership and management

2.3. Organisational Objectives for the year

The organisational Operational Delivery plan focused on achieving the following nine areas and objectives for programmes in Scotland and in Africa. They are as follows:

- 1. Fundraising -Secure sustainable resources to implement strategic plan; Secure resources to achieve strategic aims; and Infrastructure Improving performance and productivity.
- 2. Publicity -Increase visibility and profile of the organisation and information resource
- 3. Partnerships Africa programmes -Strengthen and consolidate Eastern Africa; Advancing rights of African women, children and young people in Africa.
- 4. Advocacy and Research -Influencing policy and research in Scotland.
- 5. Youth Program -Strengthen youth action and leadership in creating awareness on FGM in Scotland
- 6. Mobilising communities Developing networking activities within the community
- 7. Finance management; Effective and efficient management of funds, finance policies and systems
- 8. Training and consultancy Consolidate UK partnerships and training.
- 9. Governance -Ensure efficient functioning of leadership and management structures.

2.4. Activities:

Activities can include research, advocacy, awareness raising, youth education and partnering with local, national and international organisations. Using rights-based techniques and culturally appropriate approaches we provide education, legal protection and support, and campaign for effective policies and resources to support women and girls affected by FGM and child marriage.

There have been no activities this year, as DARF intends to wind up.

2.5. Partnership arrangements

DARF has contractual arrangements with all funders who either provide project grants or commission specific projects. These contracts spell out expectations and responsibilities of all parties. DARF works through partnerships and collaborates with a number of organisations and professional bodies. Partnership ensures that the organisation is able to reach out to wider range of audiences; initiatives undertaken are more sustainable because of the active participation of key stakeholders. Provision of technical support to partners also helps to build the capacity of partners and ensure that community needs are addressed. All project partners that receive grants are governed by signed contracts detailing the roles and duties of both parties and grant procedures.

2.6. Public Benefits

The Board compiled with the duty in the Charities and Trustee Investment (Scotland) Act, to have regard to the Public Benefit guidance. Our key objectives for this year reported in the Achievements and Performance section that follows.

3. Achievements and Performance

There have been no activities this year, as DARF intends to wind up.

3.1. Financial Management

The Board provides a monitoring and supervisory role which helps further to support financial probity and management. Staff induction includes details of the Finance Policy and Payment Procedures which outline use of petty cash and the importance of supporting evidence for all payments and reimbursements.

3.2. Scotland Programmes

The core areas of the Scotland programmes included training of statutory professionals from health, social services, the Police and voluntary agencies. Other areas include the policy advocacy, information and advice, research, youth programmes and community engagement.

The last few years have been challenging for all small charities. In the previous year (2017), DARF was fully committed to launching the MY Voice project, and as a result it has not been possible to support other core activities, including volunteer engagement and training. Core activities were suspended in 2018, as DARF intends to wind up.

FGM Awareness Training, FGM Cultural Competence Training and Support to Professionals

One of DARF's primary functions has been to provide advice, support and training to those affected by FGM and especially to those professionals interested in child protection and the prevention of FGM. Due to the Board's decision to wind up, we are no longer able to provide training to medical and educational professionals or the general public, however there are now many outstanding organisations in Scotland who can provide this service. Understanding the cultural context of FGM and how it is perceived by the various FGM practicing communities in Scotland by professionals we believe is aspect in protecting young girls at risk of being circumcised. It is also vital to create understanding of how professionals should approach each victim they come across and how to deal with the situation. Understanding how religion and FGM interact is also an important aspect of the cultural competency training as various religions have varying focus and opinion of FGM with implications for FGM practicing communities, professionals and the community at large.

3.3. Africa Programmes

At DARF, we deeply believe that the interests of all girls and women are best promoted by working in partnerships with other organisations. Partnerships allow us to build bridges between organisations and communities and help to empower key community figures with the knowledge and skills required to put a stop to FGM. Now that DARF has made the decision to wind up, no activities took place with our African partners.

3.4 Advocacy and Publicity

In 2018, DARF continued to raise awareness of FGM in Scotland where possible.

3.5. Fund development

Fundraising is core to programming. There have been no applications submitted this year, as DARF intends to wind up.

3.6. Donations

Many thanks to everyone who continues to support DARF and the Board.

4. Financial Review

4.1. Review of funding sources and expenditure

DARF's financial situation has been heavily dependent on low value restricted funding, normally for specific short-term projects, Expenditure in 2018 was very low as the shared office space was given up and there were no organised activities and events.

4.2. Reserves Policy

DARF's reserve policy aims to allocate up to 20% of its annual budget expenditure as its emergency operating reserves (EOR) or unrestricted reserves. DARF have not yet reached that aim.

The Trustees will aim to ensure that where the EOR is lower than the minimum level, all efforts should be

made to build up the reserves to the desired level. This should be done in stages consistent with the charity's overall financial position and its need to maintain and develop its charitable activities.

4.3. Finance Policy and Procedures

The Trustees have revised the organisation's finance policy to ensure that the finance systems and procedures are transparent and adhere to charity finance requirements. This is updated annually.

The management and control mechanism meets DARF's legal and other obligations for instance, the Charities Act, Companies Act, Common Law, HM Revenue and Customs statutes. It also enables the directors to have control of the organisation's finances and enable the organisation to meet contractual obligations and the requirements of funding bodies.

5. Plans for Future Periods

In November, 2016, the Board came to a decision about the future of DARF. We have achieved our goal of putting FGM on the Scottish political agenda, and there are now many well-established organisations which can carry on the training, research and awareness raising which DARF have carried out since it's inception. As such, the process to wind up DARF will be started.

Where possible, DARF will continue to support other organisations fulfil the following objectives in 2018:

- Training of professionals in health, social services, education and the police force
- The campaign to improve the enforcement of the Prohibition of FGM Act 2005
- Community Engagement

Training of professionals in health, social services, education and the police force

Professionals have an important part to play in preventing FGM, protecting children at risk and supporting and caring for women and girls who have been affected. Statutory sector professionals are increasingly likely to interact with women from practising communities as the number of refugees from Africa increases. DARF believes it is necessary that professionals are made aware of the social and cultural context and consequences of FGM, and of the practical strategies needed to respond sensitively and effectively to women and girls affected or at risk

The campaign to improve the enforcement of the Prohibition of FGM Act 2005

The law makes it a criminal offence in Scotland to mutilate the genitals of females who are UK nationals or permanent residents in the UK and forbids taking a girl out of the UK to have her mutilated. FGM is a criminal offence, and more importantly, FGM is a violation to human rights – therefore a child protection issue

Community Engagement

The MY Voice project has been pivotal in DARF in engaging with communities in Edinburgh and Scotland, to educate and raise awareness about the ill effects of FGM. This project will continue to create advocates who will work to end the practice. We believe that it is very important to involve practicing communities in the fight against FGM, as it is the people in affected communities who can bring about change. Through our work we are aware that there are a lot of myths surrounding FGM that practicing communities still believe when it comes to this practice. We hope that by engaging with FGM practicing communities, we will be able to clarify myths, provide support and change attitudes towards the continued practice of FGM.

Responsibilities of the Directors

The directors are responsible for preparing the Directors' Annual Report, the Chairperson's statement, the financial statements in accordance with applicable law and regulations.

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

In preparing these financial statements, the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 2006. The trustees 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.

Approved by the directors and signed on their behalf:

Fional Tait

Trustee/Director

Date 12/11/20

Statement of Financial Activities (Incorporating the Income and Expenditure Account)

For the Year ended 31st December 2018

			2017			
·		Unrestricted Funds	Designated Fixed Assets	Restricted Funds	Total Funds	Total Funds
	Note	£	£	£	£	£
Income and Endowments from:	3					
Donations and Legacies		192	-	-	192	64
Charitable Activities		-	-	-	-	-
Investment Income				-		
Total Income		192	<u> </u>	-	192	64
Expenditure on:	4					
Charitable activities		163	-	-	163	174
Bank Charges					<u>_</u> _	15
Total Expenditure		163	-	-	163	189
Net Income/(Expenditure) for the year		29	•		29	(125)
Gross Transfers		-	-	-	•	•
Net Movement in Funds	8	29	-	-	29	(125)
Fund Balances Brought Forward		2,116	•	-	2,116	2,241
Fund Balances Carried Forward		2,145		-	2,145	2,116

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

Most of the charity's activities have ceased, and the charity is now in the process of being wound up.

The attached notes form part of these financial statements.

Fiona Tait

Trustee/Director

Date 12/11/20

Balance Sheet As at 31st December 2018

Current Assets8 Debtors8 3,0153,0156 1 2 1 2 2 2 3 3 3 3 4 1 2 3 3 4 3 3 4	2017
Fixed Assets Tangible Fixed Assets 7 Current Assets Debtors Bank and Cash in Hand 3,015 3,0 Creditors 9	Total
Tangible Fixed Assets 7	£
Current Assets Debtors Bank and Cash in Hand 3,015 3,015 3,0 3,015 Creditors 9	
Debtors 3,0 Bank and Cash in Hand 3,015 3,0 3,015 3,0 Creditors 9	
Debtors 3,0 Bank and Cash in Hand 3,015 3,0 3,015 3,0 Creditors 9	-
Bank and Cash in Hand 3,015 - - 3,015 3,015 - - 3,015 Creditors 9	•
3,015 3,015 Creditors 9	-
Creditors 9	
	15 3,111
Amounts falling due within one year 125 1	25 544
	45 451
870 8	70 995
Net Current Assets less current liabilities 2,145 2,145	45 2,116
Net Assets 2,145 2,14	45 2,116
Funds	
Unrestricted Funds	
General Fund 2,145 2,1 45	45 2,116
Designated Fixed Assets	<u> </u>
Total Unrestricted Funds 2,145 2,145	45 2,116
Restricted Funds	-
Total Funds 2,145 2,145	

Audit Exemption Statement

For the year ended 31/12/2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- no members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Fiona Tait

Trustee/Director

Date 12/11/20

Notes to the Financial Statements Year Ended 31st December 2018

1. Basis of Preparation

a. Basis of Accounting and Assessment of Going Concern

The financial statements have been prepared in under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the accounts.

They have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities and Accounts (Scotland) regulations 2006 (as amended), the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102) and the requirements of the SORP 'Accounting and Reporting by Charities: Statement of Recommended Practice for charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102) issued on 16th July 2014 and incorporating changes made by Update Bulletin 1 issued on 2nd February 2016.

The charity constitutes a public benefit entity as defined by FRS102

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

2. Accounting Policies

a.

Income	
Recognition of Income	Income is recognised in the Statement of Financial Activities (SoFA) when:
	The charity becomes entitled to the resources;
	 It is more likely than not that the trustees will receive the resources; and
	 The monetary value can be measured with sufficient reliability.
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS 102.
Grants and Donations	Grants and donations are only included in the SoFA when the general income recognition criteria are met.
Contractual Income	Income from fees for courses is only included in the SoFA once the charity has provided the related goods or services or met any performance related conditions.
Support Costs	The charity has incurred expenditure on support costs. However, as the charity has chosen to report its income and expenditure on a 'natural category' basis, as a small charity, the support costs have not been apportioned to different activities.
Volunteer Help	The value of voluntary help is not included in the accounts, but

is described in the Trustees' Annual Report.

b. Expenditure and Liabilities

Liability recognition Liabilities are recognised where it is more likely than not

that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance Costs Governance costs comprise those costs which involve

public accountability of the charity, its compliance with regulation and good practice. Under FRS102 they are now included in Charitable Activity Costs rather than as a

separate category on the SOFA.

Deferred Income No material item of deferred income has been included in

the accounts.

Creditors The charity has creditors when are measured at

settlement amounts less any trade discounts.

Basic Financial Instruments
The charity accounts for basic financial instruments on

recognition as given in para. 10.7 FRS102 SORP.

Subsequent measurement is as given in paras. 11.17 to

11.19, FRS102 SORP.

c. Assets

Tangible Fixed Assets for

use by the Charity

These are capitalised if they can be used for more

than one year and cost at least £100 Depreciation is charged as follows:

Computer Equipment 20%

Debtors, including trade debtors, are measured on

initial recognition at settlement amount after any

trade discount.

Subsequently they are measured at the cash or other

consideration expected to be received.

d. Fund Accounting

1. Unrestricted Funds

Unrestricted Funds are grants, donations and other incoming resources received or generated for the charitable purposes of the organisation. They can be used at the discretion of the trustees for any of the charity's purposes.

2. Designated Funds

Designated Funds are unrestricted funds of the charity which have been earmarked, or set aside by the trustees for particular purposes.

3. Restricted Funds

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund held by the charity is included in note 10.

3. Analysis of Income

	Unrestricted Funds £	2018 Restricted Funds £	Total Funds £	2017 Total Funds £
Donations & Legacies	100		100	4.5
Donations	168	-	168	15
Membership Fee	24	-	24	49
Grants	-	-	-	-
Total Donations 2018	192	-	192	64
Total Donations 2017	64		64	
Charitable Activities				
FGM Training	-	-	-	-
Write off Outstanding debtors	-	-	-	-
Total Charitable Activity 2018	-	-	•	-
Total Charitable Activity 2017	-		-	
Total Income 2018	192	· · · · · · · · · · · · · · · · · · ·	192	64
Total Income 2017	64	***************************************	64	

4. Analysis of Expenditure

		2018		2017
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£		£
Cost of Charitable Activities				
Volunteer Project Expenses	-	-	-	-
Rent/Training room hiring	-	-	-	-
Stationery & administration costs	-	-	-	11
Governance costs	163	-	163	163_
Total Cost of Charitable Activities 2018	163	-	163	174
Total cost of Charitable Activities 2017	174	-	174	
Governance Costs				
Filing CoHO	-	-	-	-
Independent Examination	163	-	163	163
Total Governance Costs 2018	163	-	163	163
Total Governance Costs 2017	163	-	163	

5. Staff Costs and Emoluments

The charity had no staff in either the financial year to 31 December 2018 or the previous financial year to 31 December 2017.

6. Trustee and Related Party Transactions

One trustee made payments on behalf of the charity, and has not yet been reimbursed for these expenses, totalling £85 in 2016 and £169 in 2017.

7. Fixed Assets and Depreciation

	Computer Equipment £
Cost	
At 1 January 2018	1,508
Additions	•
Disposals	-
At 31 December 2018	1,508
Accumulated Depreciation	
At 1 January 2018	1,508
Charge for the year	
At 31 December 2018	1,508
Net Book Value	
At 31 December 2018	
At 31 December 2017	

8. Debtors and Prepayments

There were no debtors in 2018.

	2018 £	2017 £
Debtors		
-		
		-

9. Creditors

	•	
	2018	2017
	£	£
Creditors due within 12 months		
Payments due to trustee	-	169
Rent	-	-
IE Fees	125	375
	125	544
Creditors due after 12 months		
Payments due to trustee	255	86
Rent	365	365
IE Fees	125	_
	745	451

10. Table of Fund Movements

	Balance at 01/01/17 £	Income £	Expenditure £	Transfers £	Balance at 01/01/18 £	Income	Expenditure	Transfers	Balance at 31/12/18
Unrestricted Funds									
General Fund	2,241	64	(189)	-	2,116	192	(163)		2,145
Designated Fixed Assets	•	-	•	•	•			-	-
Total Unrestricted Funds	2,241	64	(189)	-	2,116	192	(163)	•	2,145
Restricted Funds									
	-				<u>-</u>		-		-
Total Restricted Funds		-			•		-	<u> </u>	<u> </u>
Total Funds	2,241	64	(189)	-	2,116	192	(163)		2,145

Purpose of Restricted Funds: There were no restricted funds in 2018