



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

REGISTERED CHARITY NUMBER 311799

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
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FOR THE YEAR ENDED 31ST MARCH 2021

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THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

Herbert Ellis Norris Library and Museum

Trustee's Annual Report

For the Year Ending 31st March 2021

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Organisation Structure

For over 40 years St Ives Town Council has been the sole trustee for The Herbert Ellis Norris Library and Museum (also known as The Norris Museum) and has demonstrated its on-going commitment to The Norris Museum through its active management and provision of financial, management and human resource management and support. In particular it employs the staff, funds staff related costs such as travel, and covers utilities costs, office equipment and stationery, plus building repairs and maintenance costs.

- Principal charity address: The Town Hall, Market Hill, The Old Riverport, St Ives, Cambs, PE27 5AL.
- Charity Number: 311799

The day-to-day management of the Trust is delegated to the Norris Museum Management Group consisting of 9 elected Town Councillors and three members of The Friends of The Norris Museum.

The Council supported the Museum through the Huntingdonshire's Heritage re-development work with match-funding of approximately £45,000 (development and delivery phases) and by managing HLF invoicing and cashflow.

The Norris Museum is embedded within the Council's 2020-2025 Strategic Action Plan and supports the Council deliver on a range of objectives including heritage, tourism, education and professional standards. In addition to the Huntingdonshire's Heritage Project, the 2020-2025 Strategic Action Plan includes longer term projects such as supporting the Museum Rationalisation Programme and enabling exploration of ways to make the Museum more intellectually accessible. To achieve this plan the Council is committed to continuing to contribute to staff and building related costs.

In the operation of the Trust the Town Council, when making decisions as the sole trustee, have due regard to the Charity Commission's public benefit guidance when exercising powers or duties to which the guidance is relevant.

History and Background

Opened in a purpose-built location in the town of St Ives in 1933, its collections of documents, books, paintings, and other items relating to the former county of Huntingdonshire were assembled by St Ives born local amateur historian and photographer Herbert Norris over many years. Herbert Norris lived most of his adult life in Cirencester but continued to amass relics of his home county of Huntingdonshire, with the hope that one day he would return to the county and have a museum to show his collections to the residents of the area. He died in 1931 and bequeathed his collections together with the bulk of his estate to St Ives Borough Council. Acting upon Norris' wishes, the Borough Council used the funds to buy the site and build a museum, with some provision for future maintenance. The 'Norris Library and Museum Trust' was established, the sole trustee being the Borough Council. The governing document for the Trust is the will of Herbert Norris, proved on 27 May 1931.

Some of Norris' estate was used to purchase 'York House', an early 19th century dwelling adjacent to the Museum, as an investment property. The balance was put to creating a portfolio of bonds, stocks and shares, apparently with the intention of providing a capital sum which would provide a regular annual income for the Museum.

The Museum and House were designed by the Huntingdon ecclesiastical architect Sidney Inskip Ladds and built between 1931 and 1933. Inskip Ladds demolished the older maltings building that stood on the site, but retained its plinth foundation, the stones of which were probably taken from the ruined St Ives Priory centuries before.

The Museum was officially opened in September 1933. The collections grew steadily, and in 1959, the old Huntingdon Museum was closed and most of its collections were transferred to The Norris Museum. It was not until the mid-1960s that a professional museum curator was employed to look after the collections. As a result of Local Government reorganisation in 1974, the Museum was transferred to St Ives Town Council.

In December 2015 the Museum closed for a period of eighteen months to undergo a complete redevelopment. This was funded by the Heritage Lottery Fund and by grants and donations.

In July 2017 Dr Alice Roberts officially reopened the Museum to the public and a festival weekend was held to celebrate the occasion.

There has always been a policy of free admission to the Museum.

Charitable Objective

The stated objective of the Trust is to provide a library and museum for use by and for the advancement of the education of the public, as far as possible separate from any library to which the statutes shall apply.

Charitable Purpose

The purpose of the Norris Museum is to collect, preserve, document, interpret and display material relating to the history of Huntingdonshire. It serves to educate, inspire, entertain and inform the widest possible audience by communicating the knowledge, understanding and enjoyment of its collections.

Charitable Activities

a. Collections

The Museum collections total approximately 33,000 and cover different periods and types, including palaeontology, archaeology and social history. There is also an extensive and diverse library and archive with collections of printed books and pamphlets, manuscripts, maps, photographs, newspapers and newspaper cuttings, works of art on paper and easel paintings. The collections relate to the geographical area of what was the County of Huntingdonshire.

The Museum collections are made up of the original Herbert Norris collection, items deposited at the Museum since 1931, and a large collection of objects from the Huntingdon Literary and Scientific Institute, when the Huntingdon Museum closed down in 1959.

A significant amount of developmental work was undertaken to prepare for, and as part of, *Huntingdonshire's Heritage*. A full inventory of each individual item in the social history collection now exists and each object has been photographed. A full inventory was also made of the Library collection.

A particular consequence of *Huntingdonshire's Heritage* is that the collections are now stored in better conditions and in storage more akin to best practice. The Library and archive collections are stored on bespoke roller racking in the old curator's house providing a better environment and ease of access. The attic and York House stores have improved insulation and, working within the restrictions of the space (and the listing of York House), have been made more accessible.

b. Learning & Outreach

The Museum's Learning and Outreach programme has grown significantly throughout *Huntingdonshire's Heritage*. This was possible due to Heritage Lottery Fund investment in extending the Learning and Outreach Officer post (previously Assistant Curator) from 20 hours to 37 hours for one year. In June 2017 St Ives Town Council agreed to continue this additional funding and made the post permanently full time. During the financial year 2020/21 the Learning and Outreach programme looked very different to usual years, due to the restrictions of the pandemic, but with imagination, innovation and technology, and extensive development work was carried out as follows:

Social media interaction including:

- An Easter Bonnet competition
- A series of 10 craft videos on our YouTube channel and shared over Facebook – such as how to crochet a butterfly, make Roman-style honey cake, make 7 wives cat finger puppets, and make mammoth haircut – these regularly reached over a thousand people – often well over this with the mammoth one reaching 3783 people and having 169 engagements.
- 'How fossils are formed' info video
- Feb half term 2021 was a series of seven activities shared over Facebook – each one reached around 400-1000 people per post
- Easter 2021, with 9 activities – 400-500 reach per post

Planning and development:

- Review of resources and planning documents
- Review and reformatting of risk assessments
- Creation of teacher information sheets, update website information and more.
- Engagement with learning volunteers team via regular online meetings, to ensure ongoing session development work, as well as personal wellbeing
- Planning and preparation for a new early years programme

School sessions

Unfortunately during 2020/21, no on-site schools sessions were held due to prolonged periods of closure and restrictions imposed due to the pandemic. However, three loans boxes went out, which would have seen a total of approx 120 children.

Talks programme

The Museum offers a broad range of talks offered to groups and organisations in both their own venue and at the Museum. The uptake for this programme has increased significantly since before redevelopment:

Unfortunately during 2020/21, no on-site or physical talks were held due to prolonged periods of closure and restrictions imposed due to the pandemic, but 2 talks were held online, including 1 which attracted 72 attendees.

Town tours programme

Town tours were piloted in 2014 as part of the development phase of *Huntingdonshire's Heritage*. They run between May and September when the weather is most conducive to a walking tour. They are offered as ticketed events as well as bookable for visiting groups and societies. Each year new tours are developed and since reopening the museum in 2017 the museum has built up a team of enthusiastic volunteers to deliver the town tours.

Unfortunately during 2020/21, no town tours were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Major Museum events

Our major events programme usually features three events a year. This is where the whole Museum is taken over for a themed event. These events are timed to coincide with the Easter, summer and Christmas school holidays. Previous events in the past have included *Spuds, spam, sirens and stirrup pumps* a 1940s Home Front day; *Medieval Wool Fair* a day experiencing St Ives in its Medieval prime; *Playtimes of the Past* where families explored games and play through the centuries and *The Norris Museum reopening weekend* where the theme was celebrating the new Museum and we welcomed over 2,500 people through the doors. These events often include external re-enactors or demonstrators who make a real impact and add significantly to the experience for visitors.

Unfortunately during 2020/21, no major museum events were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Family events

Family events take place throughout the year including during school half term holidays. They also include the popular annual event developed and delivered in partnership with Holt Island. These events occasionally involve external parties and a mixed range of themed activities, crafts and collection-based experiences for visitors. Refreshments are also served and used to raise funds. Without the enthusiastic help of volunteers, we would not be able to offer such a varied programme of events and activities. During 2019/20 family events have included 'Summer on the Ouse', Summer Sewing and Weaving Day, and a Children's Archaeology Day.

Unfortunately during 2020/21, no family were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Family drop in activities

Family drop-in activities are currently run mainly during the summer holidays and provide a range of crafts for children and families to do together. Often, they are themed to connect with the Museum's collection or current exhibition. During 2020/21, no family drop in activities were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Booked group sessions

These sessions are based on the very popular *Museum on the Move* programme that we ran when the Museum was closed. The demand for these sessions has continued and so this strand of activities can now be booked by groups such as Brownies or Cubs and can take place in the Museum or at the group's venue. Topics include mammoths, fossils and clay work.

Unfortunately during 2020/21, no booked group sessions were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Under 5s sessions

By getting to know our audiences we implemented a programme of sessions specifically tailored to the under 5s as part of the *Huntingdonshire's Heritage*. This includes the sessions delivered as part of the annual Book Jam. During 2018 the Learning Officer created the Pebbles Club in response to parents asking for something on Saturday mornings tailor-made for children aged between 3 and 6 years old. The sessions include stories and creative play. Parents, grandparents and guardians are encouraged to join in the activities with the children.

Unfortunately during 2020/21, no under 5s sessions were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Events and workshops for adults

Events and workshops for adults are a fairly new element of The Norris Museum's programme. A successful pilot of craft workshops in 2015 was reignited by our return to site following the redevelopment. The events and workshops on offer are designed to complement the programme of exhibitions and take the form of talks, demonstrations, participation activities and craft workshops. During the financial year 2019/2020 the programme included a clay workshop, screen printing workshop, and a talk on medieval dance and song which was complemented by a dance workshop. Unfortunately during 2020/21, no adult workshops were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

c. Community Projects

The museum offers a very broad, wide ranging and bespoke opportunities to work with the wider community. By getting to know our local community we have been able to develop and implement a programme of informal and formal activities and projects which have been specifically tailored to our community needs. The sessions we deliver are designed to complement the museum's collection and include object handling, craft activities (using the collection as inspiration) and reminiscing.

Community projects and engagement continued online throughout the period of closure (due to COVID) in 2020/21, and included:

- Men's Group (in person and on zoom)
- Love to move session (zoom)
- Reminiscing Every Monday morning (zoom)
- Reminiscing Tuesday - fortnightly (community) (zoom)
- Reminiscing Tuesday - fortnightly Field Lodge (zoom)
- Monthly Brampton Reminiscing (zoom)
- Supported the Riverport Choir weekly (zoom)
- Monthly Reminiscing sessions with Bilton Court (zoom)
- Monthly Reminiscing sessions with 5 care homes (zoom)
- Arts on Prescription, supported two sessions with objects (zoom)
- SENSE - Created work packs for SENSE
- Seed project - with the local community (sent seeds out in lockdown)
- Young Carers (zoom)
- KICK - attended a zoom meeting to consult the young people about KICK create and took part in a craft activities
- Snowman project - with KICK to create a window display
- Digital Takeover Day - with SENSE, Spring Common, Whitehall School and Westfield
- The creation of craft videos and reminiscing videos for Facebook.

Achievements and Performance

The Museum opened after its redevelopment on 29th July 2017. Opening hours are as follows:

May to September	Monday to Saturday 10am – 4pm Sunday 1pm – 4pm
October to April	Monday to Saturday 10am – 4pm

During these times the garden, permanent gallery, exhibition gallery and toilet facilities are open to the general public.

Unfortunately during 2020/21, the museum was subject to prolonged periods of closure (due to the pandemic) as follows:

April – early September 2020: Closed

November – early December 2020: Closed

January 2021 – March 2021: Closed

a. Visitor Numbers in 2020/21

April	0
May	0
June	0
July	0
August	0
September	564
October	485
November	29
December	206
January	0
February	0
March	0
Total	1284

b. Volunteer Hours

It would be impossible for the museum staff to run such a high-quality museum service that engages with the local community on and off site without the help and support of our volunteers who help with the collections, school visits, exhibitions and events and much more.

c. Museum Locally and Nationally

During 2020/21, The Norris Museum has worked alongside fellow museums within the local, regional and national networks to identify peer support throughout the unprecedented time imposed by the pandemic. This has brought encouragement and learning to the museum to continue to support and enrich the community, as well as continuing to fulfil its museum remit as fully as possible.

Financial Review

a. Reserves

At the current time the Trust does not have a reserves policy in place. It is anticipated that one will have been adopted by the end of the next Financial Year.

b. Investments

As part of the bequest the Museum Trust has an investment portfolio to manage which increased in value by £21,753 during the financial year.

York House is owned by the Museum Trust. It is rented to private individuals on a 6-month tenancy and benefited the Museum with rental income of £10,430 during the financial year.

The Trust uses an external local management company to manage the tenants and any issues they raise as well as ensuring that the monthly rent is paid promptly. The Museum Trust paid an annual management fee of £1,614.

c. Expenditure

During the 2020-21 financial year total expenditure was £58,855.

d. Income

The income received during the year was £57,193. Of this £36,245 was grant income towards the redevelopment and associated projects. The Learning and Outreach activities contributed £4,234 in income with the remaining coming from small grants, donations, investments, retail sales and York House rent.

e. Fundraising

Throughout the year the Norris Museum did minimal fundraising. In total £128 was achieved in donations through fundraising.

Trustee's Responsibilities Statement

The trustee is responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee 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 trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustee is 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, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Signed for and on behalf of the Trustee by

Nicci Sewell – Town Clerk, St.Ives Town Council

A handwritten signature in black ink, appearing to read 'Nicci Sewell', written over a horizontal line.

24th January 2022

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HERBERT ELLIS NORRIS LIBRARY AND MUSEUM**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2021 which are set out on pages 12 to 16.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

K F Green (FMAAT)
32a East Street
St. Ives
Cambs
PE27 5PD



Date: 28th June 2022

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2021

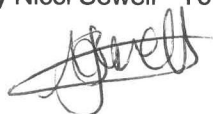
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2021	Total 2020
	£	£	£	£	£
INCOME					
Norris Museum grant	-	745	-	745	121,177
SITC annual grant	35,500	-	-	35,500	36,000
Other grant income	4,908	-	-	4,908	5,148
Outreach donations	4,234	-	-	4,234	13,843
Other donations	128	-	-	128	3,366
Investment income	408	-	-	408	1,568
Shop sales	840	-	-	840	6,413
York House income	10,430	-	-	10,430	8,526
Bridge Chapel income	-	-	-	-	882
TOTAL INCOME	56,448	745	-	57,193	196,923
EXPENDITURE					
Grant expenditure	1,232	-	-	1,232	1,955
Norris Museum grant	8,178	26,262	-	34,440	40,158
Stock purchases	804	-	-	804	5,113
Other	22,379	-	-	22,379	56,691
TOTAL EXPENDITURE	32,593	26,262	-	58,855	103,917
Net Income / Expenditure	23,855	-25,517	-	-1,662	93,006
Gain on Investment Assets	21,753	-	-	21,753	-52,471
Surplus / Deficit for the year	45,608	-25,517	-	20,091	40,535
Accumulated Fund brought forward	285,514	25,517	-	311,031	270,496
Accumulated Fund carried forward	331,122	-	-	331,122	311,031

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

BALANCE SHEET AS AT 31ST MARCH 2021

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2021	Total 2020
	Note	£	£	£	£	£
Fixed Assets						
Investments	4	149,035	-	-	149,035	127,282
		149,035	-	-	149,035	127,282
Current Assets						
Debtors	5	1,923	-	-	1,923	8,867
Cash at bank & in hand		180,366	-	-	180,366	177,393
Total Current Assets		182,289	-	-	182,289	186,260
Current Liabilities						
Creditors	6	202	-	-	202	2,511
Net Current Assets		182,087	-	-	182,087	183,749
Total Assets		331,122	-	-	331,122	311,031
Represented by						
Income Funds						
Unrestricted funds	7	331,122	-	-	331,122	285,514
Restricted funds	7	-	-	-	-	25,517
TOTAL		331,122	-	-	331,122	311,031

These accounts were approved by the trustee on 24th January 2022 and signed on their behalf
by Nicci Sewell - Town Clerk, St.Ives Town Council



HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

Note

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Investments

Investments are included at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year. The artefacts in the museum are not brought into the accounts at cost or valuation because the trustees consider that they have no value other than as part of the collection.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

Note

2 TRUSTEES' REMUNERATION AND BENEFITS

There we no trustees' remuneration or other benefits for the year ended 31st March 2021.

Trustees' expenses

There we no trustees' expenses paid for the year ended 31st March 2021.

3 STAFF COSTS

The average number of employees during the year was as follow:

1

No employees received emoluments in excess of £60,000.

4 INVESTMENTS

	2021	2020
COIF	7,242	6,002
Rathbones	141,793	121,280
	<u><u>149,035</u></u>	<u><u>127,282</u></u>

During the previous year £100,000 of the grants received was invested with Rathbones in addition to the existing shareholdings that were transferred to Rathbones on 20th December 2020.

5 DEBTORS

	2021	2020
Trade debtors	200	200
Prepayments	401	1,353
VAT	1,322	7,314
	<u><u>1,923</u></u>	<u><u>8,867</u></u>

6 CREDITORS

	2021	2020
Trade creditors	202	2,511
	<u><u>202</u></u>	<u><u>2,511</u></u>

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

Note

7	MOVEMENT IN FUNDS	As at 1.4.2020 £	Net movement in funds £	As at 31.3.2021 £
	Unrestricted funds	285,514	45,608	331,122
	Restricted funds	25,517	-25,517	-
	TOTAL FUNDS	<u>311,031</u>	<u>20,091</u>	<u>331,122</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains & losses £	Movement in funds £
Unrestricted funds	56,448	-32,593	21,753	45,608
Restricted funds	745	-26,262	-	-25,517
TOTAL FUNDS	<u>57,193</u>	<u>-58,855</u>	<u>21,753</u>	<u>20,091</u>