

# SPEECH BUBBLE

Annual Report & Financial Statements

For the period

28 May 2019 to 28 November 2020



# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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## CONTENTS

Trustees' Annual Report.....	3 - 10
Independent Examiner's Report.....	11
Statement of Receipts & Payments.....	12
Statement of Balances.....	13
Notes to the Financial Statements.....	14 - 15

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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The trustees are pleased to present their report and financial statements together with the independent examiner's report for the period 28 May 2019 to 28 November 2020.

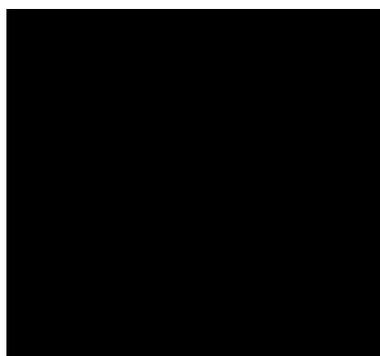
## REFERENCE AND ADMINISTRATIVE DETAILS

**Charity Name** Speech Bubble

**Charity Number** SC049332

**Principal Address** 26 Alder Road  
Glasgow  
G43 2UU

**Current Trustees**



Chairperson

Secretary

Treasurer

**Bankers**

The Co-Operative Bank  
Business Customer Services  
PO Box 250  
Skelmersdale  
WN8 6WT

**Independent Examiner**

  
Community Accountancy Scotland  
Inverclyde Community Hub  
75-81 Cathcart Street  
Greenock  
PA15 1DE

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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## STRUCTURE GOVERNANCE AND MANAGEMENT

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### Governing Document

Speech Bubble is a Scottish Charitable Incorporated Organisation (SCIO) and received its charitable status on the 28<sup>th</sup> May 2019 with the charity number SC049332. The charity is governed by a Constitution.

### Appointment of Trustees

The Charity Trustees who are the members of the charity, are also known as the Board of Trustees and consists of the Charity's Office Bearers – chair, treasurer, and a secretary.

Under the Constitution, there must be a minimum of 3 trustees and a maximum of 8. At each Annual General Meeting (AGM), one third of the Charity Trustees must retire from office but may be re-elected. There is no limitation on the number of terms served. Any other vacancy can be filled by appointment as required.

Employees of the organisation are not eligible to become a trustee.

### Organisational Structure

The organisation is comprised of members and Charity Trustees, there are no employees at the present time.

The members have the right to attend any meeting including the AGM and have important powers when taking any decisions in relation to changes to the Constitution.

The Charity Trustees set the policy and the strategy of the charity, control and supervise the activities undertaken and are responsible for monitoring its financial position.

### Risk Assessment

The Charity Trustees have agreed that it is mandatory that all employees and volunteers complete Child Protection training.

## OBJECTS & ACTIVITIES

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### Charitable Purposes:

Speech Bubble was established with the following Charitable Purposes:

- The advancement of education
- The advancement of health
- The advancement of the arts, heritage, culture or science
- The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended
- The promotion of equality and diversity
- The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage"

### Activities:

Using theatre skills to develop confidence and communication skills is not a new idea, but mainstream theatre schools can be daunting and inaccessible places for young people with disabilities. We wanted a safe space where children and young people with motor speech difficulties could develop their "best voice" and be the stars of their own show.

Professional theatre actors and vocal coaches teach standard theatrical vocal techniques to improve the volume and clarity of participants' voices as much as possible. They will also learn relaxation and breathing control techniques. Speech Bubble uses roleplay to develop confidence in social situations and works with writers and film makers to showcase their progress.

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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## Our programmes

- Speech Bubble provides weekly zoom workshops to and young people with motor speech difficulties related to physical disabilities.
- Our activities are designed to help young people who may not be confident in mainstream setting, build confidence and make the most of their natural voice.
- We are developing tailored 1:1 sessions for young people to work on individual speech issues.
- We encourage young people with similar challenges from across the greater Glasgow area and beyond, to learn about drama, express themselves, make new friends and most importantly to have FUN!



## PATRON'S FOREWORD

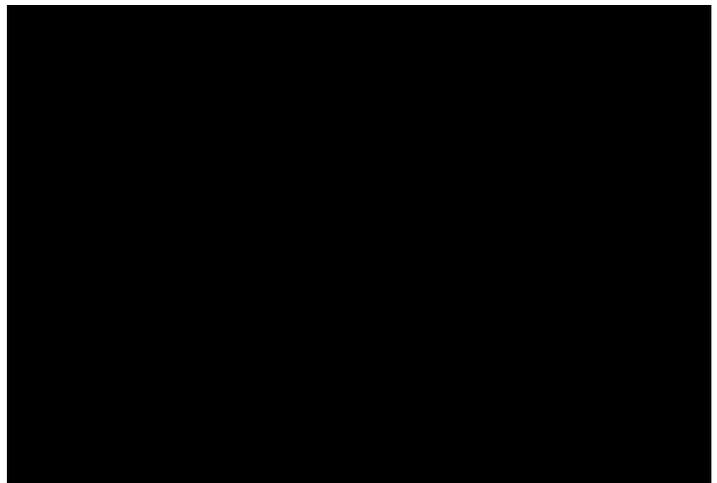
It is an absolute honour to be asked to be a patron for Speech Bubble. Having spent 20 years working in theatre as a disabled person with a speech impairment, I know the value that performing, and speech skills bring to people like myself. I spent years while at school 'receiving' speech therapy, but it was not until I started working as an actor that I really learned how to communicate more clearly.

I also know the immense value that people with different speech patterns bring to theatre and the arts. In my view difference is more interesting than sameness, so hearing people who do not sound like most other actors on stage bring a richness to theatre that we sorely need. I hope some of the young people supported by Speech Bubble will go on to be performers, be that at community or professional levels.

I just hope I am able to be of use to Speech Bubble as it grows and develops into a leading organisation in this field.

██████████  
Artistic Director

**Birds of Paradise Theatre Company**



# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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## CHAIR'S MESSAGE

2020 has been an exceptionally difficult year for all of us, but despite dealing with the challenges of a global pandemic, Speech Bubble has made enormous progress, delivering, for the first time, drama sessions to children and young people with motor speech difficulties related to physical disabilities. However, due to the restriction on contact with people, face to face workshops were not possible. We quickly adapted and responded to this challenge by delivering drama sessions online. This has been a real success and means we can open sessions to anyone wishing to participate from all areas in Scotland, with distance no longer an issue. Initial feedback from parents, carers and participants has been very positive.

A key accomplishment this year was securing funding from The National Lottery Awards for All fund. This allowed us to provide our on-line workshops free of charge. It has also enabled us to invest in equipment to deliver the workshops online and engage with children and young people in their own home. Although this is more challenging than face to face interactions, our drama coaches have been tremendously innovative by scheduling initial one to one sessions to build up the participant's confidence and understanding of what to expect from the online group sessions. They have come up with really positive ideas to adapt activities to fit with virtual workshops.

I must also mention the organisation required in delivering the sessions. Ensuring the appropriate governance is in place was essential, involving the setting up of finance, insurance, to training of staff and disclosure checks of staff and volunteers at Speech Bubble. We are also grateful to the organisations that have supported us at Speech Bubble including Cerebral Palsy Scotland, for their advice and use of their premises to hold our board meetings. This has all been quite an undertaking and appreciation to all staff and volunteers working behind the scenes to make Speech Bubble happen.

The next phase for Speech Bubble is to continue to build the number of participants in the drama sessions and consider offering one to one session too. We are also preparing to deliver face to face workshops later in the year once restrictions are lifted with the introduction of a COVID -19 vaccine.

As ever, securing financial support will also be an ongoing priority to ensure we can continue to provide drama sessions. We also would like to obtain more formal feedback from parents, carers, and participants from the sessions so we can evaluate on what works well and this evidence will be used to further enhance the benefits of the drama workshops.

## ACHIEVEMENTS & PERFORMANCE

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The first year of Speech Bubble has been about making an idea into a solid entity and it has been challenging at times. This time last year we had been lucky enough to work with [REDACTED], a marketing expert who helped us to refine our ideas about Speech Bubble and start thinking about our values and the brand.

[REDACTED] The Charity Trustees were joined by a couple of parents who have an interest in Speech Bubble, and they were able to give us useful input. Bobath Scotland kindly lent us their fabulous boardroom for the occasion.

[REDACTED] Our two volunteers [REDACTED] helped to set up a Facebook page to allow us to keep in touch and help get our news out there when we needed to. [REDACTED] was particularly helpful with her graphic design skills.

In May 2019, we achieved charitable status, which I think made everyone feel as though we were a bit more "real". Following on from this we have started to put our policies in place to ensure we are a safe and responsible organisation.

Late summer was a busy time getting ourselves a domain name, emails, and a Logo so that we could produce leaflets. We had some help from a student at the Glasgow School of Art, as well as lots of input from our board and volunteers.

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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In October 2019, [REDACTED] (Both Co-Founders of Speech Bubble) and one of our volunteers, attended the Cerebral Palsy Scotland Conference at Hampden Park. This was our first outing as a Charity, with our newly minted logo and marketing materials. This was helpful to us as we met lots of parents and professionals who were really interested and keen to help us get started.

[REDACTED] By December, we received our first Grant awarded to us by the Glasgow Credit Union and thankfully at this point we managed to finally get our bank account up and running. We are now able to accept donations and we spent more than one of our volunteer sessions in February counting and bagging coins from a donated charity bottle!

[REDACTED] In March 2020, we held our first Annual General Meeting (AGM) just prior to the first COVID lockdown. We realised early on that our plan to deliver taster sessions would not happen due to the likelihood of imminent school closures.

[REDACTED] As the year progressed, we found ourselves dealing with constantly changing levels of restrictions. Looking again at our funding application to the Awards for All fund, we chose to re-focus on providing on-line workshops instead.

This was not something we had originally considered but with a bit of experimentation we have managed to put together a very successful regular activity. It has allowed us to get started however and has even brought some unexpected opportunities. One of our biggest challenges was always reaching the right people and the digital approach offers much wider access to Speech Bubble with the possibility of including participants from across the country. This is something that we will want to consider retaining when we are finally able to offer "real life" sessions.

We were delighted to welcome two enthusiastic, new board members in April to help with our fundraising and treasurer functions, bringing fresh ideas and skills from the worlds of education and economic development.

In May we were delighted to receive a grant of £5000 from Awards for All, allowing us to proceed with our new plans for digital delivery. The plans were as detailed as we could make them at the time, and we have learned as we have gone along. Running these initial sessions has allowed us to gain skills and knowledge which will be invaluable to us in taking the project forward.

With the pandemic still raging we launched our first online workshops using a Zoom platform in August with three participants and two facilitators. Getting our heads round the technology was a steep learning curve initially and involved ensuring that we had the correct policies in place for our young people, but it has proved worthwhile.

Autumn was busy with sessions running every week, coaches getting together in planning and evaluation sessions, the launch of our new Glasgow Community Lottery page, our first "Tweet" and of course, the fabulous [REDACTED] agreeing to be our patron. He brings with him a wealth of experience in all aspects of theatre as well as television.

We arranged Child Protection training for all of the facilitators and we are planning to run Disability and Diversity training for all staff and volunteers.

In December we asked the parents of participants for some feedback on the workshops. Although the numbers involved are very small the survey showed that:

- overall, the workshops were rated good rising to excellent for 60% of the respondents.
- despite the diversity everyone felt included.
- 40% of the respondents felt the sessions were "a little too long".
- most found the timing convenient with 40% finding it "not so convenient".
- all the participants enjoyed taking part in the workshops.
- most people found the content "extremely" or "very" age appropriate with only 40% finding it "somewhat" age appropriate.

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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- all the respondents felt their young person had increased voice volume.
- 80% saw increases in speech clarity and in confidence.
- 60% felt that social interaction had improved and.
- 40% felt that their child's mood had improved.

This was our first evaluation, and it has provided us with lots of learning and prompted some changes which we have taken on board for the coming year.

We have attracted a wide range of young people in terms of age and ability and have realised that we need to provide slightly different offerings to meet their needs of those who require more challenge and those who tire more quickly.

There is also a demand for 1:1 sessions, tailored to the individual needs of the participants and we have responded to this by applying for funding specifically for this activity.

Everyone's big hope for the coming year is that physical distancing will be relaxed, and we will be able to return to a less restricted way of life. For us this will mean a return to our original vision of "real life" work, however this foray into life online has shown us that there are opportunities to connect with young people across Scotland and we hope to ensure that this remains a part of Speech Bubble's offering.

Lastly, I would like to say that it's a testament to everyone involved in Speech Bubble Drama - coaches, trustees, volunteers and participants, that we have been able to take this project so far over the last months without ever being in the same room!

## LEAD FACILITATOR'S UPDATE

Throughout the year the sessions have been positive. The participants have shown a great increase in confidence. Confidence within themselves and within their vocal abilities.

Every participant has shown growth within breath work, resonance, articulation, and diction. Due to the current situation, it was unavoidable to move the sessions from live/ in person to online. This was not initially anticipated but was discussed in depth before the switch. The facilitators have been incredible with making this change as smooth as possible.

Although, this move initially seemed like a negative when starting the sessions – completing exercises would be more difficult and adaptations would have to be made. It soon turned out to be incredibly positive. Due to the nature of being online we were able to reach out to participants who may not live in the Scottish central belt thus creating a wider range of participants. This being said, it did come with one negative that the facilitators and I discussed at great length. Some participants found it incredibly difficult to focus and stay engaged. This was through no fault of the participant or the facilitators but due to the nature of working online and not being in a room. Being in a room is incredibly helpful because it takes away home distractions.

I have noticed that the ability to be able to offer 1:1 sessions with the participants would be greatly beneficial. The participants would gain more from the group sessions if they were also receiving a 1:1 session.

Currently, I feel incredibly confident with the team of facilitators on board. Both have an incredible energy and bring quite different but vital skills to the charity. Below are statements from both facilitators [REDACTED] and [REDACTED]

"I am having a lot of fun being a tutor with Speech Bubble alongside [REDACTED]. The group are really fun, and open to trying everything that we are asking of them. We try to adapt to the group's needs, which isn't always easy given the wide range of ages and abilities amongst them, but they are very supportive and patient with each other. I feel like they have all grown in confidence and ability since the start. Hopefully the changes we have made in the set for the next term will help them to grow even further." – [REDACTED]

"While I have only had a limited experience of Speech Bubble's group classes so far, I can attest to the lively, engaging and positive effect these classes have!

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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Through the course of a single session, I observed participants who at the start, were quiet if a little hesitant and prone to short responses. I watched them build in confidence, step by step, through the tutor led drama games and exercises so that, by the end of the session, they were actively engaging in long format storytelling and interactive imaginative play. To see such a boost in vocal clarity, confidence and engagement was incredible!" - [REDACTED]

## VOLUNTEERS UPDATE

This year has been a challenging year for us due to lockdown, meaning we could not meet up with friends face to face and doing schoolwork from home. Despite this, we still managed to get lots of volunteering done, from helping facilitate 1 to 1 sessions, to taking minutes for virtual meetings.

We were very lucky to be able to take part in half day session on publicity and how to write press releases about the organisation. This was delivered by [REDACTED], a former newspaper editor who has retrained as an English teacher. We all learned a lot from this and hope that we will soon get plenty of opportunity to practice our new skills.

One of us even managed to achieve their Silver Duke of Edinburgh award. We also have a new recruit learning how to support the charity by taking minutes and updating social media pages and we are all looking forward to the opportunities 2021 will bring.

[REDACTED]

## FINANCIAL REVIEW

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### Overview

This is the first year the accounts have been submitted to OSCR. Income of £5,411 was received and the main sources of income were donations and grants.

Expenditure totalling £2,219 was incurred in expenses carrying out the charitable activities. At the end of the financial period, the charity had a surplus of £3,192.

### Donated Facilities & Services

The Charity Trustees would like to thank the service provided by all the charity's volunteers, who have helped contribute towards the success and achievements made within this past year.

Bobath Scotland has been extremely generous both with staff time and in allowing the project space to hold meetings when required. They have also agreed to allow us to hold our initial pilot workshops in their basement. Their fully accessible building is ideal for this activity. The initial pilot will involve a maximum of six children.

[REDACTED]: Brand Led Strategy and Design provided us with two very helpful workshops in our first year allowing us to refine our ideas and helping the trustees bond as a board.

[REDACTED] of Paragon Music has been supportive in helping us think about the setup and structure of Speech Bubble as working organisation.

### Reserves Policy

The reserves at the end of the financial period were £244. As the charity had been in its infancy, there had been no reserves policy in place at the outset. This will be discussed with the Charity Trustees at future meetings.

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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## FUTURE PLANS

Due to the likelihood of an imminent outbreak of COVID19 in Scotland, the Charity Trustees have decided to postpone the block of workshops scheduled to begin in April 2021. Instead, we plan to deliver online assessment sessions following this up with group sessions across the year beginning in August.

### Teen Film Group

One of the challenges we faced this year was the age range of young people taking part with participants aged from 5 to 15. We have decided that to give everyone what they need and want from the sessions we will shorten the existing sessions to 45 minutes to focus on speech, confidence building and drama games. The second session will move into more challenging drama territory with the possibility of looking at scripting and working with film. These sessions will take place on zoom initially but we are looking into a collaboration with a Glasgow based youth filmmaking organisation with premises in the city centre when restriction allow. These sessions are likely to be longer in length.

### Zoom Workshops

At the time of writing this report we are still very much in the grip of the COVID19 Pandemic. As this has prevented us from meeting safely face to face, we have embraced the "zoom culture" and this has given young people from a much wider area the opportunity to take part in our sessions. Although we very much hope to launch face to face sessions in 2021, we really do not want to lose this little community that we've built so for this reason we plan to continue our Scotland wide Weekly Zoom sessions in some form for the next financial year.

### Tailored 1:1 Session's

Parents have requested that we undertake additional one to one sessions allowing them to be tailored to align with the individual's needs and abilities. This view is fully supported by the facilitation team. The proposed sessions will take place virtually (via zoom) affording us the opportunity to work with this niche group in geographical communities right across Scotland.

Some of our facilitators are also accomplished musicians. One compared individual voice sessions to developing and refining instrumental skills before coming together in an orchestra. We propose to offer these tailored sessions, delivered in blocks of five or ten sessions, to provide opportunity for any individual issues to be addressed. This will complement and enhance participation in the weekly group sessions.

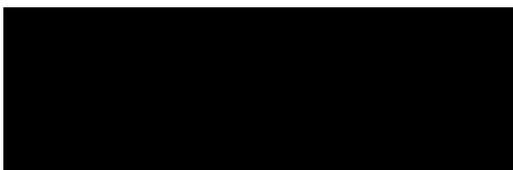
We will continuously evaluate our progress, refining our activities and involving the young people in shaping the workshop content, delivery, and outputs. We will also give our young participants the opportunity to be involved in writing, sharing their stories, and creating and performing their own pieces.

## THANKS....

We would like to take this opportunity to say a big thank you to the Board of Trustees and volunteers as well as all our participants, parents, friends, and supporters for their ongoing support during this challenging year and for the help they have given us in getting this project underway. We would like to extend particular thanks to [REDACTED] and [REDACTED] of Partners in Advocacy and to [REDACTED] and her colleagues at Cerebral Palsy Scotland.

## APPROVAL

This report was approved by the trustees on 19 March 2021 and signed on their behalf by:



Trustee

# INDEPENDENT EXAMINER'S REPORT

## FOR THE PERIOD ENDED 28 NOVEMBER 2020

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### Independent Examiner's Report to the Trustees of Speech Bubble

I report on the accounts of the charity for the year ended 28 November 2020, which are set out on pages 12 to 15.

### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

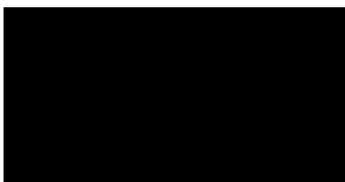
### Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. 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 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 accounts.

### Independent Examiner's Statement

In connection with my examination, no matter came 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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave 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.



  
Community Accountancy Scotland C.I.C (CAS)  
Inverclyde Community Hub  
75 – 81 Cathcart Street  
Greenock  
PA15 1DE  
22 March 2021

## STATEMENT OF RECEIPTS & PAYMENTS

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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	Note	Unrestricted Funds	Restricted Funds	Total 2020
<b>Receipts</b>		£	£	£
Donations		61	-	<b>61</b>
Grants	5	350	5,000	<b>5,350</b>
		<b>411</b>	<b>5,000</b>	<b>5,411</b>
<b>Payments</b>				
Charitable Activities	6	167	1,573	<b>1,740</b>
		167	1,573	<b>1,740</b>
Purchase of Fixed Assets		-	479	<b>479</b>
		167	2,052	<b>2,219</b>
<b>Net movement in funds</b>	7	244	2,948	<b>3,192</b>
Transfers between funds		-	-	-
<b>Surplus/(Deficit) for year</b>		<b>244</b>	<b>2,948</b>	<b>3,192</b>

This is the first year of the charity and therefore, no comparative figures.

The Notes on pages 14 to 15 form an integral part of these accounts.

# STATEMENT OF BALANCES

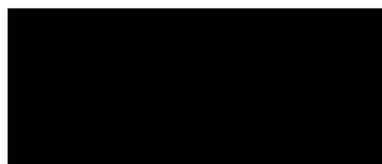
AS AT 28 NOVEMBER 2020

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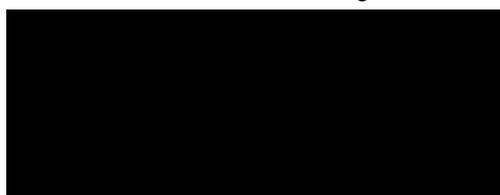
	Unrestricted	Restricted	Total
Note	Funds	Funds	2020
<b>Funds Reconciliation</b>	£	£	£
Balance as at 29 November 2019	-	-	-
Surplus/(Deficit) for year	244	2,948	<b>3,192</b>
Balance as at 28 November 2020	244	2,948	<b>3,192</b>
<b>Bank &amp; Cash Balances</b>			
Cash at Bank	244	2,948	<b>3,192</b>
	244	2,948	<b>3,192</b>
<b>Other Assets</b>			
Dell Laptop	-	479	<b>479</b>
	-	479	<b>479</b>
<b>Liabilities</b>			
Independent Examination	-	350	<b>350</b>
	-	350	<b>350</b>

The Notes on pages 14 to 15 form an integral part of these accounts.

These accounts were approved by the trustees on 19 March 2021 and signed on their behalf by:



Trustee



Trustee

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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## 1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

There have been no changes to the basis of preparation or to the previous year's accounts.

## 2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 8.

## 3. Taxation

- (a) The charity is not liable to income tax or capital gains tax on its charitable activities.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.

## 4. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees or any persons connected with them during the year.
- (b) No expenses were reimbursed to the trustees during the year.
- (c) The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.

## 5. Grants Received

	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£
Glasgow Credit Union	350	-	350
Awards for All	-	5,000	5,000
	350	5,000	5,350

## 6. Payments relating to Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£
Postage	27	-	27
Administration	101	113	214
IT/Website	39	-	39
Workshops	-	1,360	1,360
Training	-	100	100
	167	1,573	1,740

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 28 NOVEMBER 2020

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### 7. Movements in Funds

	As at				As at
	28/11/2019	Receipts	Payments	Transfers	28/11/2020
	£	£	£	£	£
<u>Unrestricted Funds</u>					
General Fund	-	411	(128)	-	<b>283</b>
<u>Restricted Funds</u>					
Awards for All	-	5,000	(2,091)	-	<b>2,909</b>
	-	5,000	(2,091)	-	<b>2,909</b>
Total Funds	-	5,411	(2,219)	-	<b>3,192</b>

### 8. Purpose of Funds

Awards for All

Restricted Funds to be expended for the delivery of Drama workshops.