



Royal Scottish Country Dance Society Dunfermline Branch

Registered Scottish Charity, Number SC027501



Trustees' Annual Report

Financial Year: 1st July 2017 – 30th June 2018

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This report has been prepared on behalf of the Trustees and is an accurate record of the activities of the charity during the named financial year.



Amy Drysdale

Honorary Secretary, Royal Scottish Country Dance Society Dunfermline Branch

Introduction

This Report covers the financial year from 1st July 2017 to 30th June 2018.

Although a relatively small branch of the Royal Scottish Country Dance Society, RSCDS Dunfermline Branch is a very friendly and active group. This report is designed to give the reader an idea of the types of activity undertaken by the Branch over the course of the year.

The constitutional aim of RSCDS Dunfermline Branch is to advance the education of the public in the area of Dunfermline and its neighbourhood in traditional Scottish Country Dancing. To do this, the Branch undertakes to:

- a) preserve and further the practice of traditional Scottish Country Dancing
- b) provide or assist in providing instruction in dancing of Scottish Country Dances
- c) promote the enjoyment and appreciation of Scottish Country Dancing and Music by any suitable means, and
- d) generally do such other lawful things as are or may be considered by the Local Association to further the foregoing objects of the Society in the district or area to which it relates.

Charity Trustees during the Financial Year

Role	Name	Applicable Dates
Chairman	Lynda Laird	Full Year
Vice Chairman	Linda MacDougall	Full Year
Secretary	Amy Drysdale	Full Year
Treasurer	David Welch	1 July 2017 – 26 February 2018
	James Laird	26 February 2018 – 30 June 2018
Committee Members	James Laird	1 July 2017 – 26 February 2018
	Kirsty Molnar	Full Year
	Andrea Wilson	26 February 2018 – 30 June 2018
	Sandra Ritchie	1 April 2018 – 30 June 2018

The Teaching of Scottish Country Dancing

RSCDS Dunfermline Branch provides a range of classes to encourage the learning of Scottish Country Dancing (SCD) and its dances. Each class is taught by a fully qualified RSCDS teacher. In some instances, a trainee teacher may teach a class while supervised by a qualified teacher, as part of the Branch commitment to providing opportunities to the SCD teachers of the future.

Beginners / Improvers Class (September – May)

The Branch runs a small class aimed at new and early-stage dancers, which provides a supportive and fun atmosphere for individuals to learn the basics of SCD. Over the course of this year, the class had an average of around 8 dancers on each evening.

General Class (September – May)

The Branch General Class is the most popular class offered by the Branch. Each week, around 35 dancers attend the class to learn new dances and enjoy old favourites. At the end of each term, the Beginners / Improvers class and General Class come together to enjoy a fun social dance.



Photo: Dancers enjoying the 2017 St Andrew's Night Dance

Winter Term: c.37 dancers per night: £45.96 profit from St Andrew's Night Dance (16-17: £89.90)
Spring Term: c.40 dancers per night: £65.85 profit from the Spring Dance (16-17: £86.55)
Summer Term: c.30 dancers per night

Technique Class (September – February)

The Technique Class is aimed at more experienced dancers, providing expert tuition from a range of external qualified teachers in the East and Central Scotland area. 5 monthly classes were held during this financial year, with an average of 25 dancers at each class. This year, the Branch invited Rachel Shankland to teach, as part of the Branch's policy of supporting new and emerging teachers.

September: Janet Johnston (25 attendees)

October: June Templeman (21 attendees)

November: Heather Cowan (20 attendees)

January: Margo Priestley (29 attendees)

February: Rachel Shankland (31 dancers)

The overall profit for the year was £108.06.

Book 51 Teach In (September)

As part of its commitment to provide instruction, the Branch organises a 'teach-in' class to learn new dances when published by the Royal Scottish Country Dance Society.

On 23 September 2017, Margo Priestley taught this class at the North Queensferry Community Centre, assisted by Alan Ross on accordion. 19 dancers attended the workshop, which resulted in a small loss of £9.49 (possibly due to similar events held in nearby locations).



Photo: Dancers enjoying the Book 51 Teach In class

The Next Generation of Dancers

The RSCDS Dunfermline Branch Children's Class has around 11 regular members.

As part of its charitable aims, RSCDS Dunfermline Branch provides financial support to the class. Although some funding comes from the class fees paid by attendees, the Branch assists by subsidising the hall fees and teaching fees, at a cost of around £200 each financial year.

On Saturday 9th June, 9 class members participated in the RSCDS Medal Tests to examine their dancing. Two children received a Pass, three received Credit awards and four were awarded a Distinction.

The young dancers have also attended other events, including the RSCDS Edinburgh Children's Ball, to enjoy dancing with other groups. They have participated in public dancing demonstrations, including in Edinburgh's Princes St Gardens, the Kingsgate Shopping Centre and High Street in Dunfermline, and the Limekilns Church Showcase.

One of the class members enjoyed success in a competition run by RSCDS Edinburgh Branch, to devise a dance for their Children's Ball. Alice Reddie was the successful deviser, and her dance 'A Reel For Chocolate Bourbons' was danced at the Ball by attendees. Alice's own story can be found at: <http://www.rscds-dline.org.uk/dance-competition-success-for-alice/>

We hope that all of the class members will continue to enjoy Scottish Country Dancing for many years to come!



Photo: Alice Reddie with Iain MacPhail, who devised a tune to accompany Alice's dance

Promoting the Enjoyment of Scottish Country Dancing and Music

Over the course of the year, the Branch arranged a number of social dances, which provide fun and enjoyment and encourage dancers to travel to Dunfermline from across Fife and Central Scotland.

Summer Dances

In July and August 2017, three Dunfermline Summer Dances were held, with well-known and popular dance bands playing.



Photo: Dancers enjoying the 5 July 2017 Summer Dance

5 July 2017: Alan Ross's Band: 54 attendees / £13.14 profit (16-17: £46.96 profit)
19 July 2017: Susan MacFadyen's Band: 43 attendees / £16 loss (16-17: £64 profit)
2 August 2017: James Coutts' Band: 43 attendees / £17.99 loss (16-17: £78.60 profit)

The overall loss for the year was £33.99.

The Dunfermline Ball

The Dunfermline Ball is the highlight of the dancing calendar in Dunfermline. This annual Ball, held in Dunfermline every December in the Glen Pavilion, attracts dancers from across Scotland – and even further afield!

In 2017, 101 dancers attended the Ball, dancing to the music of Lindsay Weir. (16-17: 125 dancers)



Photo: Dancers enjoying the 2017 Dunfermline Ball

The 2017 Ball provided a profit of £15.49 (16-17: £134.94).

Branch eNewsletter

The Branch produces an electronic newsletter for members and friends, highlighting what events are happening in Dunfermline and news items of interest. This has generated good feedback.

E-Newsletter	Open Rate (% of emails sent)	Click Through Rate (% of email sent)
eNews 12	57.5%	22.5%
eNews 13	65.1%	12.1%
eNews 14	66.7%	44.2%
eNews 15	66.2%	13.8%
eNews 16	63.6%	18.9%

In line with the EU General Data Protection Regulations and Data Protection Act 2018 which were implemented in May 2018, the Branch has always implemented an 'opt-in' approach to its newsletter distribution, requiring specific consent from all recipients prior to sending.

RSCDS Dunfermline Branch – At Home and Abroad

As a small but friendly Branch, members of RSCDS Dunfermline Branch attend a range of events to engage with the wider world of Scottish Country Dancing. This benefits dancers in the local community, as it enables the Branch to identify potential teachers for technique classes and promote our own events to dancers outwith the local area.

Events attended in this financial year included:

Royal Scottish Country Dance Society Summer School (July-August, St Andrews)

The residential Summer School is a flagship event for the RSCDS, held over four weeks in the Fife town of St Andrews since 1927. Branch Secretary Amy Drysdale was invited to teach at the event, while dancers from Dunfermline also attended classes as students.



Other events with RSCDS Dunfermline Branch attendees included:

- The Helensburgh Dance Weekend
- Oban Weekend
- Youth Branch Weekend (Oslo)
- The competitive Newcastle Festival

Branch 90th Anniversary Preparation

Again throughout this financial year, preparations have been underway for the Branch's 90th anniversary celebrations in 2019.

90th Anniversary Book

A new book of dances will be published to celebrate this anniversary, with dances submitted from Branch members and friends during a competition in the previous financial year.

During this financial year, work on the 90th anniversary book included:

- Dance testing sessions to choose the winning dances for publication
- Drafting and design of the 90th anniversary book, text and music by volunteers
- Recording of the associated CD of music by Frank Thomson (£1200 for studio hire and musician fees)

It is planned that sales of the books and CDs in the next financial year will help to offset the considerable outlay from the Branch reserves.

Ongoing Projects to Further the Objects of the Branch

Gift Aid

Although the Branch registered to claim Gift Aid, the amount which could be reclaimed was relatively low, and it was agreed by the Branch Committee that the cost in time would be too great for the financial return.

Data Protection

The Branch has worked towards the implementation of the new General Data Protection Regulations and Data Protection Act 2018, including collecting consent for the distribution of the Branch electronic newsletter. The Branch is now compliant with the DPA2018, and data protection remains a standing item on Branch Committee agendas.

Safeguarding and Child Protection

With the running of a Children's Class, the Branch has looked at what additional requirements should be in place to ensure a safe environment for everyone. All regular children's class teachers and assistants are now PVG-checked in line with Disclosure Scotland guidance, and a new Safeguarding policy with associated procedures has been completed and launched.

Advertising

Advertising takes place through a range of media, including local newsletters and posters in the local area.

Support of New Teachers

The Branch agreed that, in line with its charitable objectives, it would part fund the cost of Branch Member Fhi Hewitt undertaking the RSCDS Teaching Certificate Unit 5. This involves a two week residential course at the RSCDS Summer School in St Andrews, with final exams completed at the end of the fortnight.

Cost to the Branch £570, with the RSCDS providing a scholarship for the additional £570 required.

New Sound System

To ensure that the Branch is able to provide music for classes even when a musician is unavailable, a new sound system was purchased which includes a tablet with digitised music, and a high quality Bluetooth speaker. This has been used on multiple occasions throughout the year and proven its value over the traditional CD player with CDs.

Cost to the Branch: £220

Appendix A: Independent Examiner's Report to the Trustees of the Royal Scottish Country Dance Society Dunfermline Branch

I report on the accounts of the charity for the year ended 30 June 2018 which are set out in the following pages.

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 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts 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 statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) regulations 2006. 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

1. In the course of my examination, no matter has come to my attention:
 - 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 accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have 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.

Matters Arising

None

Name : Christine Tuffy CPFA

Address : 69 Dover Drive,
Dunfermline
Fife
KY11 8HQ

Date: 12/02/19

Signed : *Christine Tuffy*

Appendix B: Receipts and Payments Account for the year ended 30 June 2018

SC027501

Royal Scottish Country Dance Society (Dunfermline)

Receipts and Payments Account for the Year Ended 30 June 2018

	2017/18 £	2016/17 £
Receipts		
- RSCDS Subscriptions	1,046.00	1,114.00
- Class Fees	4,204.10	4,149.00
- Demonstrations	30.00	-
- Fundraising Events	4,599.00	5,584.00
- Investment Income	0.00	19.90
- Other Income	0.00	0.00
Total Receipts	9,879.10	10,866.90
Payments		
Fundraising Expenses (Bands, Catering, Halls)	4,604.11	5,064.00
90th Anniversary	2,338.25	
Total Payments for Fundraising Expenses	6,942.36	5,064.00
Payments for Charitable Activities		
- Teachers, Musicians and Halls	4,342.20	4,035.85
- RSCDS Subscriptions Paid	1,046.00	1,114.00
- Class Videos and CDs	32.37	36.10
- Charitable Giving	-	30.00
- Teaching Certificate	570.00	-
- Equipment	219.95	
- Postage, Stationary, Insurance	234.63	274.15
Total Payments for Charitable Activities	6,445.15	5,490.10
Governance Costs		
- Room Hire for Meetings and AGM	-	-
- Gift for Independent Examiner	25.00	25.00
Total Governance Costs	25.00	25.00
Total Payments	13,412.51	10,579.10
Surplus / (Deficit) for Year	-3,533.41	287.80

All funds are unrestricted.

Statement of Balances as at 30 June 2018

	2017/18 £	2016/17 £
Bank and Cash in Hand		
- Opening Balances	10,376.74	10,088.94
- Surplus / (Deficit) for Year	-3,533.41	287.80
- Closing Balances	6,843.33	10,376.74
Reserves		
- General Reserves	6,843.33	10,376.74
- Investment Account	0.00	0.00
- Closing Balances	6,843.33	10,376.74

All funds are unrestricted

Approved by the Trustees and signed on their behalf



James Laird, Treasurer

OSCR

Scottish Charity Regulator

www.oscr.org.uk

Registered Charity
SC027501