



# **Royal Scottish Country Dance Society Dunfermline Branch**

Registered Scottish Charity, Number SC027501



## **Trustees' Annual Report**

Financial Year: 1 July 2019 – 30 June 2020

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*Front Cover Photo: RSCDS Dunfermline Branch Annual Ball (December 2019)*

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 2019 to 30th June 2020.

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.

## Impact of the COVID-19 Pandemic

On Monday 16 March 2020 at 6pm, a UK-wide lockdown was announced due to the COVID-19 pandemic. After this date, no further charity activities took place during the financial year, due to the mandated lockdown and the requirement for social distancing.

The ongoing restrictions mean that there is likely to be little or no charitable activities in the next financial year, however with financial reserves in place, there are no immediate concerns regarding the charity's financial sustainability. The restarting of activities will be challenging in a social dance setting which generally requires physical contact, however the Charity Trustees continue to meet on a regular bi-monthly basis to monitor the situation and maintain the charity's administration and contact with members.

## Charity Trustees during the Financial Year

<b>Role</b>	<b>Name</b>	<b>Applicable Dates</b>
Chairman	Linda MacDougall	Full Year
Vice Chairman	Fhionnagh Hewitt	Full Year
Secretary	Amy Drysdale	Full Year
Treasurer	James Laird	Full Year
Committee Members	Andrea Wilson	Full Year
	Margret Plummer	Full Year
	Sandra Welch	Full Year
	Rebecca Witts	Full Year

# 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 – March)

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 6-8 dancers on each evening.

## General Class (September – March)

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 2019 St Andrew's Night Dance*

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*Winter Term: c.34 dancers per night (18-19: c.37 dancers per night)  
Spring Term: c.35 dancers per night (18-19: c.39 dancers per night)  
Summer Term: cancelled due to COVID-19 restrictions (18-19: c.35 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 21 dancers at each class.

*September: Margo Priestley (24 attendees)*

*October: Rachel Shankland (18 attendees)*

*November: June Templeman (24 attendees)*

*January: Heather Cowan (19 attendees)*

*February: Janet Johnston (22 dancers)*

*The overall profit for the year was £32 (18-19: £73.33).*



*Photo: Dancers enjoying the September 2019 technique class*

### RSCDS Dunfermline Branch 90th Anniversary Book and CD

Along with actively teaching classes, in the previous financial year RSCDS Dunfermline Branch published a new book of dances to celebrate its 90th anniversary, with dances submitted from Branch members and friends. 16 dances were selected; accompanying music was either written for the dances or selected from available tunes, and recorded onto CD by Frank Thomson and his band. This involved a considerable outlay from the Branch financial reserves, and it was planned that sales of the books and CDs would help to offset this cost.

The wide variety of dances, high quality of production and inclusion of an accompanying CD has led to book and CD sales far exceeding expectations. Demand from dancers, online branch shops and bulk overseas orders to locations including Japan and Canada meant that a total of 600 books and 1000 CDs have now been produced. In the 2019-20 financial year, **81 books and 78 CDs were sold**. Accounting for all production and reprint costs, this has provided the Branch with a financial year profit of £1313.27 and a **total project profit of £2782.18** by the end of this financial year. (In the 2018-19 financial year, 394 books and 471 CDs were sold with a total profit of £1468.91.)

## 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 the competitive Newcastle Festival.

Branch Secretary Amy Drysdale was also part of the RSCDS Youth Demonstration Team which performed at the RSCDS Autumn Gathering (formerly AGM Weekend) Weekend Ball and Civic Reception, hosted by the Lord Provost of Perth.



*Photo: the RSCDS Youth Demonstration Team at the RSCDS Autumn Gathering 2019*



## 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. Funding comes from the class fees paid by attendees, while the Branch assists by subsidising the hall fees and teaching fees, at a cost of £36.80 in this financial year.

The highlight of the year for the children's class was an invitation to dance at the RSCDS Autumn Gathering (formerly the AGM Weekend) as part of the official events programme, on Saturday 2 November 2019 at Perth Concert Hall, with music provided by Frank Thomson. The class demonstrated 3 dances, including Swiss Lassie, Circassian Circle and The Flying Scotsman. The dancers were all delighted to be asked to perform at such a special event.

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



*Photo: RSCDS Dunfermline Children's Class at RSCDS Autumn Gathering, with their teacher Agnes Leighton and musician Frank Thomson*





*Photos: RSCDS Dunfermline Children's Class demonstrating at RSCDS Autumn Gathering*



## 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 2019, three Dunfermline Summer Dances were held, with well-known and popular dance bands playing.



*Photo: Dancers enjoying the 7 August 2019 Summer Dance*

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*10 July 2019: Colin Dewar's Band: 50 attendees*

*24 July 2019: Luke Brady's Band: 40 attendees*

*7 August 2019: Alan Ross' Band: 38 attendees*

*The overall loss for the year was £122.38 (2018-19: loss of £194.51).*

## 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 2019, 106 dancers attended the Ball, dancing to the music of James Coutts. (18-19: 104 dancers)



*Photo: Dancers enjoying the 2019 Dunfermline Ball*

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*The 2019 Ball provided a profit of £21.58 (18-19: £48.09).*

## Branch Demonstrations

As part of its promotion of Scottish Country Dancing, RSCDS Dunfermline Branch adult dancers occasionally provide demonstrations at local events. In this financial year, demonstrations included support for a Robert Burns and Scottish celebration for P1 and P2 level classes at Linburn Primary School (February 2020)



# Ongoing Projects to Further the Objects of the Branch

## Data Protection

The Branch continues to remain compliant with the DPA2018, and data protection remains a standing item on Branch Committee agendas.

## Safeguarding and Child Protection

All regular children's class teachers and assistants continue to be PVG-checked in line with Disclosure Scotland guidance, and the Safeguarding policy with associated procedures is promoted on the Branch website.

## Advertising

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

## Fundraising

The Branch has continued to use online shopping fundraising avenues in this financial year including Amazon Smile and Give As You Live. These have had limited success, but have resulted in a £5 donation from Amazon Smile.

## Branch Procedures

Following the Branch Annual General Meeting held Monday 11 March 2019, a sub-group of committee members was formed to look at the current Branch procedures and suggest changes, clarifications or updates where required. The work of this group has continued throughout this financial year.

## 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.

<b>E-Newsletter</b>	<b>Open Rate (% of emails sent)</b>	<b>Click Through Rate (% of email sent)</b>
<i>2017-18 average</i>	<i>63.8%</i>	<i>22.3%</i>
<i>2018-19 average</i>	<i>85.0%</i>	<i>23.5%</i>
eNews 20	81.7%	28.2%
eNews 21	82.6%	33.3%
eNews 22	81.1%	29.7%

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

In addition, a separate newsletter is sent only to Branch members, which includes information essential to their ongoing membership of the Branch. 4 emails were distributed through this method in the financial year.

# Appendix A: Independent Examiner's Report

## 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 2020 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: 30 / 01 / 2021

Signed: 



# Appendix B: Receipts and Payments Account for the year ended 30 June 2020

**SC027501**

**Royal Scottish Country Dance Society (Dunfermline)**

**Receipts and Payments Account for the Year Ended 30 June 2020**

	2019/20 £	2018/19 £	2017/18 £
<b>Receipts</b>			
- RSCDS Subscriptions	1,018.00	970.00	1,046.00
- Class Fees	4,116.00	4,500.00	4,204.10
- Demonstrations	-	-	30.00
- Fundraising Events	4,349.60	4,763.00	4,599.00
- Other Income	9.00	10.00	-
- 90th Anniversary Income	1,366.75	12,315.00	-
<b>Total Receipts</b>	<b>10,859.35</b>	<b>22,558.50</b>	<b>9,879.10</b>
<b>Payments</b>			
- Fundraising Expenses (Bands, Catering, Halls)	4,190.54	4,987.74	4,604.11
- 90th Anniversary	53.48	9,859.01	2,338.25
<b>Total Payments for Fundraising Expenses</b>	<b>4,244.02</b>	<b>14,846.75</b>	<b>6,942.36</b>
<b>Payments for Charitable Activities</b>			
- Teachers, Musicians and Halls	3,143.60	3,422.70	4,342.20
- RSCDS Subscriptions Paid	1,018.00	970.00	1,046.00
- Class Videos and CDs	-	11.98	32.37
- Charitable Giving	-	-	-
- Teaching Certificate	-	-	570.00
- Equipment	66.00	-	219.95
- Gifts	26.29	30.00	-
- Postage, Stationary, Insurance	210.41	185.45	234.63
<b>Total Payments for Charitable Activities</b>	<b>4,464.30</b>	<b>4,620.13</b>	<b>6,445.15</b>
<b>Governance Costs</b>			
- Room Hire for Meetings and AGM	-	-	-
- Gift for Independent Examiner	-	30.00	25.00
<b>Total Governance Costs</b>	<b>0.00</b>	<b>30.00</b>	<b>25.00</b>
<b>Total Payments</b>	<b>8,708.32</b>	<b>19,496.88</b>	<b>13,412.51</b>
<b>Surplus / (Deficit) for Year</b>	<b>2,151.03</b>	<b>3,061.62</b>	<b>-3,533.41</b>

All funds are unrestricted.

Statement of Balances as at 30 June 2020

	2019/20 £	2018/19 £	2017/18 £
<b>Bank and Cash in Hand</b>			
- Opening Balances	9,904.95	6,843.33	10,376.74
- Surplus / (Deficit) for Year	2,151.03	3,061.62	-3,533.41
- <b>Closing Balances</b>	<b>12,055.98</b>	<b>9,904.95</b>	<b>6,843.33</b>
<b>Reserves</b>			
- General Reserves	12,055.98	9,904.95	6,843.33
- <b>Closing Balances</b>	<b>12,055.98</b>	<b>9,904.95</b>	<b>6,843.33</b>

All funds are unrestricted  
Approved by the Trustees and signed on their behalf



James Laird, Treasurer

