



Royal Scottish Country Dance Society Dunfermline Branch

Registered Scottish Charity, Number SC027501

Trustees' Annual Report

Financial Year: 1 July 2020 – 30 June 2021

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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 2020 to 30th June 2021.

Although a relatively small branch of the Royal Scottish Country Dance Society, RSCDS Dunfermline Branch is generally a very friendly and active group.

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	Linda MacDougall	Full Year
Vice Chairman	Fhionnagh Hewitt	1 July 2020 – 1 March 2021
	Margret Plummer	1 March 2021 – 30 June 2021
Secretary	Amy Drysdale	Full Year
Treasurer	James Laird	Full Year
Committee Members	Andrea Wilson	1 July 2020 – 1 March 2021
	Margret Plummer	1 July 2020 – 1 March 2021
	Sandra Welch	Full Year
	Rebecca Witts	Full Year
	Melvyn Greig	1 March 2021 – 30 June 2021
	Christine MacRae	1 March 2021 – 30 June 2021

Impact of the COVID-19 Pandemic

During this financial year, restrictions around gatherings and social distancing restrictions meant that none of the activities generally organised by the Branch could take place. Membership subscriptions for RSCDS Dunfermline Branch were collected in September to December 2020, however with minimal expenditure during the year, it was agreed by the Trustees (and approved by members in Annual General Meeting) that any membership subscriptions paid would be carried forward into the next financial year.

With financial reserves in place, there continue to be no immediate concerns regarding the charity's financial sustainability. With the planned easing of restrictions, the Branch is hopeful of a return to some of its regular activities in the next financial year.

Ongoing Activities to Further the Objects of the Branch

Trustee (Branch Committee) Meetings

The Branch Committee have continued to meet according to its regular two-monthly schedule throughout the financial year, ensuring preparedness for the return to dancing when possible. Meetings have been held virtually to ensure compliance with Government restrictions.

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.

Fundraising

The Branch has continued to use online shopping fundraising avenues in this financial year including Amazon Smile and Give As You Live.

Branch Procedures

Following discussions at the 2019 Branch Annual General Meeting, a sub-group of committee members considered the current Branch procedures to suggest changes, clarifications or updates where required. After discussions within the Sub-Committee and among Trustees, a revised Constitution was presented to members at the virtual Annual General Meeting held 1 March 2021 and passed unanimously. The Trustees also approved a new Conflict of Interest policy for Committee Members in line with OSCR best practice.

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)
<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>
<i>2019-20 average</i>	<i>81.8%</i>	<i>30.4%</i>
<i>2020-21 average</i>	<i>N/A - no newsletters</i>	<i>N/A - no newsletters</i>

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. 6 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 2021 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: 03 / 10 / 2021

Signed: 

Appendix B: Receipts and Payments Account for the year ended 30 June 2021

SC027501

Royal Scottish Country Dance Society (Dunfermline)

Receipts and Payments Account for the Year Ended 30 June 2021

	2020/21 £	2019/20 £	2018/19 £
Receipts			
- RSCDS Subscriptions	721.00	1,018.00	970.00
- Class Fees	250.00	4,116.00	4,500.00
- Demonstrations	-	-	-
- Fundraising Events	0.00	4,349.60	4,763.00
- Other Income	5.00	9.00	10.00
- 90th Anniversary Income	20.00	1,366.75	12,315.00
Total Receipts	996.00	10,859.35	22,558.50
Payments			
- Fundraising Expenses (Bands, Catering, Halls)	0.00	4,190.54	4,987.74
- 90th Anniversary	0.00	53.48	9,859.01
Total Payments for Fundraising Expenses	0.00	4,244.02	14,846.75
Payments for Charitable Activities			
- Teachers, Musicians and Halls	26.60	3,143.60	3,422.70
- RSCDS Subscriptions Paid	721.00	1,018.00	970.00
- Class Videos and CDs	-	-	11.98
- Charitable Giving	-	-	-
- Teaching Certificate	-	-	-
- Equipment	0.00	66.00	-
- Gifts	136.40	26.29	30.00
- Postage, Stationary, Insurance	12.00	210.41	185.45
Total Payments for Charitable Activities	896.00	4,464.30	4,620.13
Governance Costs			
- Room Hire for Meetings and AGM	-	-	-
- Gift for Independent Examiner	60.00	-	30.00
Total Governance Costs	60.00	0.00	30.00
Total Payments	956.00	8,708.32	19,496.88
Surplus / (Deficit) for Year	40.00	2,151.03	3,061.62

All funds are unrestricted.

Statement of Balances as at 30 June 2021

	2020/21 £	2019/20 £	2018/19 £
Bank and Cash in Hand			
- Opening Balances	12,055.98	9,904.95	6,843.33
- Surplus / (Deficit) for Year	40.00	2,151.03	3,061.62
- Closing Balances	12,095.98	12,055.98	9,904.95
Reserves			
- General Reserves	12,095.98	12,055.98	9,904.95
- Closing Balances	12,095.98	12,055.98	9,904.95

All funds are unrestricted

Approved by the Trustees and signed on their behalf



James Laird, Treasurer

