



Royal Scottish Country Dance Society Dunfermline Branch

Registered Scottish Charity, Number SC027501



Trustees' Annual Report

Financial Year: 1 July 2021 – 30 June 2022

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Front Cover Photo: RSCDS Dunfermline Branch General Class (November 2021)

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 2021 to 30th June 2022.

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	Linda MacDougall	1 July 2021 – 22 November 2021
	Margret Plummer	22 Nov 2021 – 30 June 2022
Vice Chairman	Margret Plummer	1 July 2021 – 22 November 2021
	<i>Vacant</i>	22 Nov 2021 – 30 June 2022
Secretary	Amy Drysdale	Full Year
Treasurer	James Laird	Full Year
Committee Members	Sandra Welch	1 July 2021 – 22 November 2021
	Rebecca Witts	1 July 2021 – 22 November 2021
	Melvyn Greig	Full Year
	Christine MacRae	Full Year
	Sheena Bedborough	22 Nov 2021 – 30 June 2022
	Patricia Paton	22 Nov 2021 – 30 June 2022

Impact of the COVID-19 Pandemic

During this financial year, a relaxation of the social distancing regulations designed to safeguard people during the pandemic meant that some dancing activities could restart, while following the guidance issued by Sport Scotland and the Royal Scottish Country Dance Society.

There was both a reduction in the number of activities undertaken, and in the number of dancers participating in the activities which did go ahead, meaning that there was a financial loss during this year. The Trustees felt that it was important that dancers were given the opportunity to participate in dance classes for their general wellbeing however, and the financial loss was deemed acceptable under these unique circumstances. With financial reserves in place, there continue to be no immediate concerns regarding the charity's financial sustainability.

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)

Although the Branch was unable to run this class during the 2021-22 financial year, it is planned to restart in September 2022.

General Class (September – March)

The Branch General Class is the most popular class offered by the Branch. Each week, around 20 dancers (*pre-Covid: around 35 dancers*) attend the class to learn new dances and enjoy old favourites.

This year, class numbers were inevitably affected by the continued concerns around Covid-19. Class numbers were significantly lower than in previous years, which meant that the classes made a loss on each term (since class fee income did not cover the cost of hall hire, teacher fees and musician fees). Under the circumstances of Covid however, the loss was deemed acceptable to offer dancing opportunities for those who were comfortable in attending. The location of the class was changed to Woodmill High School for the 2021-22 financial year as our normal venue was in use as a Covid testing centre throughout this period.



Photo: Dancers enjoying a class night at Woodmill High School

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. 4 monthly classes were held during this financial year, with an average of 15 dancers (*pre-Covid: 21 dancers*) at each class.

Due to the reduction in attendee numbers, all classes made a financial loss. An alternative venue was also required, with the B-P Hall in Inverkeithing use, after structural issues were discovered in the pre-Covid venue of Our Lady of Lourdes church hall, Aberdour Road, Dunfermline.

October: Rachel Shankland (18 attendees)

November: Heather Cowan (15 attendees)

January: Fiona Mackie – cancelled due to Covid restrictions

February: Andrew Nolan (15 attendees)

March: Janet Johnston (12 attendees)

The Next Generation of Dancers

As part of its charitable aims, RSCDS Dunfermline Branch provides financial support to run a Children's Class.

Funding comes from the class fees paid by attendees, while the Branch assists by subsidising the hall fees and teaching fees.

Pre-Covid, the class had around 11 regular members, however this has dropped since a return to classes, which were held during school terms from September 2021 to June 2022.

Promoting the Enjoyment of Scottish Country Dancing and Music

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

Due to continued concerns regarding health and wellbeing, the Branch class social dances usually held in November and March were cancelled during this financial year.

The Dunfermline Ball

The Dunfermline Ball is usually 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.

Unfortunately, although plans were in place to run the Ball in December 2021, this had to be cancelled due to low numbers and increasing cases of Covid-19. It is planned to run this event again in December 2022. *(2019: 106 dancers attended the Ball).*

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, no demonstrations took place.

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 RSCDS Autumn Gathering and the RSCDS Edinburgh Branch Ball.

Ongoing Projects 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, with meetings held virtually to ensure compliance with any Government restrictions which may be in place.

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.

With upcoming revisions to the documentation required by Sport Scotland and the RSCDS to hold children's classes, work will be required on the current Branch documentation in the next financial year to maintain compliance with these requirements.

Advertising

Advertising takes place through a range of media, including newsletters, social media 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.

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>
eNews 23	82.5%	23,7%

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. 10 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: 14 / 11 / 2022

Signed: 

Appendix B: Receipts and Payments Account for the year ended 30 June 2022

SC027501

Royal Scottish Country Dance Society (Dunfermline)

Receipts and Payments Account for the Year Ended 30 June 2022

	2021/22 £	2020/21 £	2019/20 £
Receipts			
- RSCDS Subscriptions	674.00	721.00	1,018.00
- Class Fees	1,857.50	250.00	4,116.00
- Demonstrations	-	-	-
- Fundraising Events	(7.00)	0.00	4,349.60
- Other Income	94.00	5.00	9.00
- 90th Anniversary Income	0.00	20.00	1,366.75
Total Receipts	2,618.50	996.00	10,859.35
Payments			
- Fundraising Expenses (Bands, Catering, Halls)	0.00	0.00	4,190.54
- 90th Anniversary	0.00	0.00	53.48
Total Payments for Fundraising Expenses	0.00	0.00	4,244.02
Payments for Charitable Activities			
- Teachers, Musicians and Halls	2,739.10	26.60	3,143.60
- RSCDS Subscriptions Paid	674.00	721.00	1,018.00
- Class Videos and CDs	-	-	-
- Charitable Giving	-	-	-
- Teaching Certificate	-	-	-
- Equipment	0.00	0.00	66.00
- Gifts	0.00	136.40	26.29
- Postage, Stationary, Insurance	55.79	12.00	210.41
Total Payments for Charitable Activities	3,468.89	896.00	4,464.30
Governance Costs			
- Room Hire for Meetings and AGM	-	-	-
- Gift for Independent Examiner	0.00	60.00	-
Total Governance Costs	0.00	60.00	0.00
Total Payments	3,468.89	956.00	8,708.32
Surplus / (Deficit) for Year	(850.39)	40.00	2,151.03

All funds are unrestricted.

Statement of Balances as at 30 June 2022

	2021/22 £	2020/21 £	2019/20 £
Bank and Cash in Hand			
- Opening Balances	12,095.98	12,055.98	9,904.95
- Surplus / (Deficit) for Year	(850.39)	40.00	2,151.03
- Closing Balances	11,245.59	12,095.98	12,055.98
Reserves			
- General Reserves	11,245.59	12,095.98	12,055.98
- Closing Balances	11,245.59	12,095.98	12,055.98

All funds are unrestricted

Approved by the Trustees and signed on their behalf



James Laird, Treasurer

