

Trustees Report 2017 – 2018

The focus of our Executive Committee continues to be on our core activities and meeting our aims and objectives. Addressing lack of attendance at some of our events has proven to be fruitful, both socially and financially however classes attendance continues to be a challenge, particularly in securing venues which meet our requirements. The reserves within our General Fund have decreased from £42,625 to £40,741 however this fully meets our operational costs of £27,237 and the Trustees consider the level of the General Fund to be more than adequate.

Governance has continued to be a high priority with the Trustees as we prepared for the changes being introduced by the General Data Protection Regulations (GDPR). We are grateful for the assistance provided by both the Royal Scottish Country Dance Society (RSCDS) and the Information Commissioners Office which allowed us to be better prepared in advance of new legislation coming into force. We are confident that all our data is stored securely and that we have processes in place to ensure that changes to Trustees will be managed well. Our new Privacy Policy ensures that members and supporters are informed about how we use and manage their personal information.

Our Risk Management plan is regularly reviewed and the key risks identified are:

- the ongoing decrease in membership, which has a long term impact on the sustainability of the Branch
- the need to ensure recruitment of Trustees with the relevant experience and skills to ensure sound governance of the Branch

To aid this, we continue to offer membership of the Branch at a low cost, and where possible pricing of classes and events is set to encourage membership. Additionally, we are in the process of upskilling our Trustees and volunteers' particularly in marketing where we recognise a skills gap.

The new Trustees appointed at our AGM in 2017 are now experienced members of our management team and their enthusiasm and fresh ideas are very welcome. Our new Membership Secretary has quickly and efficiently organised our data to ensure that all of our records meet the best practice standards set by the Information Commissioners Office. In addition, our Membership Secretary has overseen the changes required for GDPR.

We continue to take a prudent approach to our Investments and to invest in line with this policy, ongoing reviews of our Investment performance are undertaken.

Our Classes over the past year have had mixed results. Our Monday evening Beginners class in Murrayfield continues to be popular with both dancers in the local area and from further afield. Many new dancers from this class choose to become members and therefore support the ongoing work of the RSCDS and Edinburgh Branch.

We expected to get similar results from our Tuesday Beginners class in a city centre location however this has not proved to be the case. An advert within the Edinburgh Evening News in January enticed no new dancers and a review of our classes advertising material is being undertaken. The Trustees are committed to continue running classes for Beginners.

Two teachers returning after a period shared the teaching of our Intermediate class and this has been very successful. They have worked to provide the class with a seamless transition each week and this has proved to be a popular class with dancers improving their technique and dancing ability. Our use of the hall at Cluny Centre has been under threat for some time, and the hall eventually closed its doors at Christmas. The Advanced class relocated to Greenbank Parish Church but this has been unpopular with our dancers. There is currently a lack of suitable alternatives; however we continue to seek new venues.

The Advanced Plus class offers experienced dancers an opportunity to continue dancing at a high level. Dancers are encouraged to attend our classes on a weekly basis each term to benefit from our progressive teaching however flexible payment options are available for those unable to make a regular weekly commitment.

Teacher training opportunities continue to be offered wherever possible to aspiring teachers. We are indebted to the musicians who play for our classes ensuring that the music and dance, together, continue to be a part of our culture.

Regrettably, overall numbers attending Branch classes this year has declined, despite increased numbers in some classes. In addition, occasional workshops have been poorly attended and have been temporarily

suspended. Classes and workshops help all of us gain and maintain a high standard of dancing. The Trustees will continue to assess the position and review our advertising. We welcome anyone with ideas as to how we can grow our classes to ensure that Scottish country dancing remains a popular pastime. Growing our classes will ensure that our events are sustainable and that dancers gain confidence to dance socially, this in turn assists other local groups and clubs.

The Trustees have focussed on ensuring that our events are successful, with dance programmes suitable for all, excellent bands and a warm welcome.

The tone of our events for the year was set when we welcomed dancers from neighbouring Branches to the Joint Lothians dance in Edinburgh and continued through to our Nice'n'Easy dance where all ages and abilities enjoyed dancing together.

The Ceilidh for Canada was a special event run jointly with the RSCDS to celebrate the 150th Anniversary of the founding of Canada. This free event to promote Scottish dancing and the many links between Scotland and Canada attracted over 300 participants, many of them visitors to Edinburgh. It was a fantastic event promoting Scottish dancing to lots of new dancers and we were pleased to host this on behalf of the RSCDS.

Our Ball is always the highlight of the year in Greyfriars Kirk and it's proving to be a popular venue for our Festival Ceilidh. We welcomed dancers from around the world to both events. Our ceilidh promotes Scottish country dancing to a worldwide audience and is perfectly timed to promote our classes to local dancers.

It is pleasing to see a small profit from our Functions. Special thanks must go to our sponsors – Walkers Shortbread, Blacketyside Farm and Teashop and Findlays of Portobello for their ongoing support.

Losses of £361 on Children's activities continue to be acceptable to the Trustees and are seen as an investment in the future of Scottish country dancing. We have a small group of keen children and committed parents which have allowed the class to compete in the Perth Festival and entertain us at our Nice'n'Easy dance. The children are currently working hard to demonstrate in Princes Street Gardens. We are indebted to our teachers, musicians and helpers who ensure that this class continues every week.

Our Children's Ball moved to a new venue at the Lauriston Hall. This proved very popular and attracted new groups to the ball. A competition to devise a dance was a hit with the children; we had lots of entries and the winning dance was published in our recent magazine 'Dancing Forth' and had a tune especially composed for it.

A pilot with Central Library where we ran a series of Children's workshops on Saturday mornings was successful and we are considering how we could sustain this over a longer period of time. Activity with local schools is currently under discussion as we review the best use of our limited time.

The demonstration team have continued to promote Scottish dancing within Edinburgh. Ceilidh events for visitors to the city continue to be popular and we are grateful to our teachers and musicians who undertake these events on our behalf. The highlight of the year was filming the dances from our 90th Anniversary book in the City Chambers. The stunning venue is matched by the dancing and making these dances freely available on YouTube, as a teaching resource, encourages a worldwide audience to dance our dances and is excellent publicity for our Branch and Demonstration group. The project was funded from our 90th Anniversary fund to promote Scottish country dancing for the benefit of many.

A display of items from our Archive was held in Central Library throughout August and September 2017. The display was excellent and well received. The timing of the event ensured that visitors to the city with an interest in Scottish dance were able to view this and we have had positive feedback from many attendees. As well as creating the display a small team started the process to digitalise our archive, and we are grateful to their contributions to ensure that these documents, photographs and memorabilia is preserved for the future. We regularly release items of interest via Social media.

Marketing our classes and events is a large part of our role, and we particularly focus on the health benefits of Scottish country dancing, as evidenced in the RSCDS Health Strategy, for recruitment and retention activities. We contact GP surgeries annually and lots of our Social Media content relates to the

fun, fitness and friendship Scottish dancing provides. Social Media is a powerful marketing tool which we use fully and our Facebook "likes" have grown from 1,110 to 1,366 over the past year. We also have over 520 Twitter followers and a growing network on YouTube and Instagram which helps to expand our reach. Our recently published 90th Anniversary Dances on YouTube have had over 10,600 views collectively to date.

The Branch website continues to support these channels and is the first point of contact for classes and membership enquiries. Direct mailing remains a cost effective method of distribution and our magazine 'Dancing Forth' reaches a wide network of local dancers.

Our Trustees continue to focus on the strategic direction and management of the Branch and we are already taking steps to plan ahead towards our 100th Anniversary in 2024. The use of email to reduce the cost of physical meetings and makes better use of our Trustees time.

Running regular weekly classes, planning and running workshops, dances, the annual ball, demonstration team practices as well as other ad hoc activities takes a considerable amount of work, so special thanks are due to those who work both in front and behind the scenes throughout the year.

If you feel you could assist the Branch by serving as a Trustee or helping in any other way, any of the committee would be delighted to speak with you.

David Watson

David Watson, Chairman, May 2018.

Statement of Financial Activities to 31st March 2018

Statutory Information

Royal Scottish Country Dance Society (Edinburgh Branch)
SC016958 c/o 95 Overton Crescent, East Calder, EH53 0RJ

Regulated by Constitution since January 1924.

The **OBJECTS** of the branch shall be to advance the education of the public in the Edinburgh area in traditional Scottish Country Dancing and in furtherance thereof:-

- a) to preserve and promote the dancing of traditional Scottish Country Dances and modern dances of merit in the traditional style;
- b) to provide or assist in providing instruction in the dancing of Scottish Country Dances;
- c) to promote the enjoyment and appreciation of Scottish Country Dances by suitable means which may include the giving of demonstrations and theatrical performances;
- d) generally to do such other things as are or may be considered by the Branch to be incidental or conducive to foregoing objects or any one of them.

BANKERS: Bank of Scotland, Corstorphine West Branch, 206 St John's Rd, Edinburgh EH12 8SH

INDEPENDENT EXAMINER:

Martin J Gill ACA, Partner, BDO LLP, Citypoint, 65 Haymarket Terrace, Edinburgh, EH12 5HD

TRUSTEES: The Trustees for 2017/18 are made up of the Executive Committee, which consists of:

David Watson	Chairman
Elizabeth Harry	Treasurer
Susan Ross	Membership Secretary since 21st June 2017
Brian Harry, Rena Mulholland and Susan Ross until 21st June 2017	
Christine MacRae and Ian Auld	
Stephen Carr, Alex Dyet and Melvyn Grieg since 21st June 2017	

Trustees are elected as per the Constitution in General Meeting.

POLICIES:

Income Reserves – The Executive Committee consider that the ideal value of reserves required to be held should be equivalent to one year's operational expenditure. The current value of the reserves is £40,741, which is considerably more than one year's expenditure.

Selection of Investments - Professional advice is sought, when the need arises. Investments are selected to provide income as well as maintaining the capital sum.

Grants - From time to time the Executive Committee may make grants available to supporters, to assist in furthering the objects of the Charity. Each event is considered on its own merits and criteria for applying are published.

Investment Powers – Funds in excess of the day to day requirements are invested in accordance with powers granted in General Meeting. Professional advice is sought when the need arises. The investments have been selected to provide income as well as maintaining capital value of the funds.

Relationship to HQ – The Branch is an independent Charity recognised as such by OSCR and the HM Revenue and Customs, and holds a License Agreement with the Royal Scottish Country Dance Society (a Scottish based charity with worldwide membership).

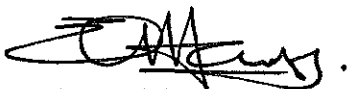
David Watson

David Watson, Chairman, May 2018

BALANCE SHEET

as at 31 March 2018

	Note	2018 £	2017 £
Investments at Valuation	5	<u>37,873</u>	<u>38,506</u>
		<u>37,873</u>	<u>38,506</u>
Prepayments and accrued income		192	467
Stock		2,989	3,158
Bank and cash		<u>11,449</u>	<u>11,466</u>
		<u>14,630</u>	<u>15,091</u>
Less Creditors			
Amounts falling due within one year		-	-
Other creditors and accruals		<u>4,192</u>	<u>4,842</u>
		<u>4,192</u>	<u>4,842</u>
Net Current Assets		<u>10,438</u>	<u>10,249</u>
Total Assets Less Current Liabilities		48,311	48,755
Creditors		-	-
		<u>48,311</u>	<u>48,755</u>
Funds			
Restricted Fund		-	-
General Fund		40,741	42,625
Designated Funds		<u>7,570</u>	<u>6,130</u>
		<u>48,311</u>	<u>48,755</u>



Elizabeth Harry
Treasurer
May 2018

STATEMENT OF FINANCIAL ACTIVITIES
as at 31st March 2018

STATEMENT OF FINANCIAL ACTIVITIES

	†Restricted	General	Demonstration	‡Designated Youth	90th Anniv	2018	2017
	Funds £	Funds £	Funds £	Funds £	Funds £	Total £	Total £
Income and expenditure:							
Incoming from							
Supporters	-	1,774	1,615	70	503	3,962	2,561
Charitable activities	-	23,128	3,252	-	-	26,380	26,574
Investment income	-	1,278	-	-	-	1,278	1,297
Gift Aid	-	129	-	-	-	129	124
Total income	-	26,309	4,867	70	503	31,749	30,556
Expenditure on							
Charitable activities	-	(24,758)	(2,310)	(526)	(1,164)	(28,758)	(33,547)
Governance	-	(1,210)	-	-	-	(1,210)	(1,331)
Administration expenditure	-	(1,592)	-	-	-	(1,592)	(1,233)
Total resources expended	-	(27,560)	(2,310)	(526)	(1,164)	(31,560)	(3,611)
Net (outgoing) resources	-	(1,251)	2,557	(456)	(661)	189	(5,555)
Other recognised gains and (losses):							
Movement in Investments	-	(633)	-	-	-	(633)	3,606
Net movement in funds	-	(1,884)	2,557	(456)	(661)	(444)	(1,949)
Funds at 1 April 2017	-	42,625	681	902	4,547	48,755	50,704
Funds at 31 March 2018	-	40,741	3,238	446	3,886	48,311	48,755

‡Designated Funds.

Johnnie Walker Demonstration Fund

"to be used for Demonstration team costs".

Youth Fund

"to be used to support Scottish country dancing activities for young dancers in the Edinburgh area".

90th Anniversary Fund

"to be used to meet the costs of specific projects which promote Scottish Country Dancing for the benefit of many"

The Royal Scottish Country Dance Society
Edinburgh Branch

NOTES TO THE ACCOUNTS

as at 31st March 2018

4. Branch Shop	2018	2017
	£	£
INCOME		
Sales	764	379
Opening Stock	(3,158)	(3,322)
Purchases	(255)	(153)
	<u>(3,413)</u>	<u>(3,475)</u>
Less Closing Stock	<u>2,989</u>	<u>3,158</u>
Cost of Sales	<u>(424)</u>	<u>(317)</u>
Gross Profit/(loss)	<u>340</u>	<u>62</u>

The Trustees have reviewed the stock position and no further stock has been written down/off.

5. INVESTMENTS – LISTED	31st March 2018	31st March 2017
	£	£
Market value		
At 1 April	38,506	34,900
Investment/Disposal in year	-	-
Increase/(decrease) in market value in year	<u>(633)</u>	<u>3,606</u>
At 31 March	<u><u>37,873</u></u>	<u><u>38,506</u></u>
Values at 31 March 2018		
Temple Bar Investment Fund	10,640	10,754
Fidelity Funds Sterling Bonds	7,498	7,635
Murray International Trust	2,631	2,647
Schroders Charity Fixed Interest Fund	17,459	17,725
Cash	<u>(355)</u>	<u>(255)</u>
	<u><u>37,873</u></u>	<u><u>38,506</u></u>

NOTES TO THE ACCOUNTS

as at 31st March 2018

1. Accounting Policies

The accounts are prepared under the historical cost convention and in accordance with the Charities SORP (effective 1 January 2015).

Income

Income is accounted for on an accruals basis recognising when the service is provided

Expenditure

Expenditure is recognised on an accruals basis

Depreciation

Depreciation is provided on computers and printers at rates calculated to write off the cost of each asset evenly over its expected useful life of four years.

Amortisation of Investments

Listed investments are carried at market value.

Stock

Stock, which comprise items held for resale, are stated at the lower of cost and net realisable value.

2. Tuition/Classes/Demonstration

	2018 £	2017 £
INCOME		
Fees	11,157	13,120
Youth Classes and Events	1,726	1,637
Demonstrations	3,252	3,197
	<u>16,135</u>	<u>17,954</u>
EXPENDITURE		
Hall rent	(4,150)	(4,503)
Teachers & Musicians	(6,491)	(7,502)
Administration	(448)	(425)
Youth Classes and Events	(2,087)	(2,512)
Cost of Demonstrations	(1,852)	(2,937)
Total expenditure	<u>(15,028)</u>	<u>(17,879)</u>
SURPLUS/(DEFICIT)	<u>1,107</u>	<u>75</u>

3. Functions

	2018 £	2017 £
INCOME		
Ticket sales and other income	9,481	8,043
	<u>9,481</u>	<u>8,043</u>
EXPENDITURE		
Hall rent	(2,730)	(1,865)
Staff	(2,986)	(3,082)
Catering	(3,280)	(3,445)
Miscellaneous	(411)	(467)
Total Expenditure	<u>(9,407)</u>	<u>(8,859)</u>
SURPLUS/(DEFICIT)	<u>74</u>	<u>(816)</u>

INCOME AND EXPENDITURE ACCOUNT
as at 31 March 2018

	Note	2018 £	2017 £
<u>Income</u>			
Income from supporters			
Subscriptions		1,396	1,505
Donations		2,566	1,056
		<u>3,962</u>	<u>2,561</u>
<u>Charitable activities</u>			
Tuition fees	2	12,883	14,757
Functions	3	9,481	8,043
Demonstrations	2	3,252	3,197
Advertising		-	198
Sale of books, CDs	4	764	379
		<u>26,380</u>	<u>26,574</u>
<u>Other Income</u>			
Interest and Dividends		1,278	1,297
Gift Aid		129	124
		<u>1,407</u>	<u>1,421</u>
Total Income		<u>31,749</u>	<u>28,088</u>
<u>Expenditure</u>			
<u>Charitable expenditure</u>			
Tuition/classes	2	(13,176)	(14,942)
Functions	3	(9,407)	(8,859)
Cost of demonstrations	2	(1,852)	(2,937)
Cost of Sales	4	(424)	(317)
Newsletter		(1,558)	(1,580)
Annie Bain fund disbursements		-	(1,429)
Demonstration Fund Disbursements		(458)	(2,879)
Youth Fund Disbursements		(526)	(170)
90th Anniversary Fund Disbursements		(1,164)	(422)
Sundries		(193)	(12)
Charitable Expenditure		<u>(28,758)</u>	<u>(33,547)</u>
<u>Governance</u>			
Meetings + Branch AGM		(460)	(581)
Trustee Expenses		-	-
Accountancy Services		(750)	(750)
		<u>(1,210)</u>	<u>(1,331)</u>
<u>Support Costs</u>			
Office Admin & Sundries		(1,413)	(929)
Insurance		(179)	(304)
Depreciation		-	-
Administration Expenditure		<u>(1,592)</u>	<u>(1,233)</u>
Total Expenditure		<u>(31,560)</u>	<u>(36,111)</u>
Net Income/(Deficit) for the year		<u>189</u>	<u>(5,555)</u>

NOTES TO THE ACCOUNTS

as at 31st March 2018

Independent Examiner's Report to the Trustees of the Royal Scottish Country Dance Society (Edinburgh Branch)

I report on the accounts of The Royal Scottish Country Dance Society (Edinburgh Branch) for the year ended 31 March 2018 set out on pages 9 to 13

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for preparation of the accounts in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to c 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 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 the course of my examination, no matter has come 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 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts 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.

Martin Gill

15 June 2018

**Martin J Gill ACA
Relevant Professional Body/Qualification: ACA
Edinburgh, UK**