

## HAWICK COMMON GOOD FUND APPLICATION FOR FINANCIAL ASSISTANCE

<p><u>Applicant Details</u>          Name and Address of Applicant/Organisation:           Telephone No:           Email:</p>	<p>(RSCDS.) HAWICK PRIMARY CEILIDH GROUP           SHONA MORISON</p>
<p>Address to which payment should be made:</p>	<p>TREASURER ROXBURGH, SELKIRK + PEEBLES BRANCH          GRAHAM DENHOLM</p>
<p><u>Activities</u>          Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>LOCAL VOLUNTEERS WHO ARE MEMBERS OF THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY VISIT ALL FEEDER PRIMARY SCHOOLS FOR HAWICK HIGH SCHOOL <sup>TO TEACH</sup> SCOTTISH COUNTRY DANCES. THE VISITS ARE WEEKLY TO A PARTICULAR CLASS OR AGE GROUP OVER A PERIOD OF 6 WEEKS AND THEN ALL THE CHILDREN ARE INVITED TO A CEILIDH IN HAWICK TOWN HALL WHERE THEY DANCE TOGETHER. EACH DANCE TAUGHT AND PRACTISED (OVER 200 CHILDREN ATTEND). THIS PROVIDES THE CHILDREN WITH AN INSIGHT TO PART OF THEIR SCOTTISH CULTURE, IMPROVES THE SKILLS INVOLVED IN DANCING, AND PROVIDES A FEW WAY TO EXERCISE</p>
<p><u>Assistance Requested</u>          Please indicate the sum requested and the purpose for which it will be used:</p>	<p>IT IS NECESSARY TO PROVIDE TRANSPORT SO THAT SOME OF THE CHILDREN ARE ABLE TO ATTEND AND THE MONEY REQUESTED WOULD BE USED FOR THAT PURPOSE.           £400</p>
<p>When will the donation be required:</p>	<p>CEILIDH ON 30<sup>th</sup> NOV. 2018.           ST. ANDREW'S DAY CEILIDH.</p>
<p>If this is a one-off project then please give the following details -           Date (s):           Estimated total cost:           Funds already raised by applicant's own efforts:           Funds raised or expected to be raised from other sources (please state sources):</p>	<p>ROXBURGH, SELKIRK + PEEBLES BRANCH OF THE RSCDS HAVE ORGANISED A DANCE TO BE HELD IN MELROSE ON 1ST OF FEBRUARY 2019. THE PROCEEDS FROM THIS WILL BE DIVIDED BETWEEN THE CEILIDHS ORGANISED IN HAWICK, GALASHIELS AND KELSO.</p>

Other information

If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:

HAWICK PRIMARY CEILIDH HAS BEEN ORGANISED FOR AT LEAST 8 YEARS AND NO HELP HAS BEEN REQUESTED UNTIL NOW. THE COST OF TRANSPORT IS INCREASING MAKING THE FUNDING DIFFICULT. THIS IS A JOINT PROJECT WITH THE ACTIVE SCHOOLS CO-ORDINATOR WHO PROVIDES THE COST OF HIRING THE TOWN HALL. RSCDS (HAWICK PRIMARY CEILIDH GROUP) IS RESPONSIBLE FOR SNACKS, PROVIDING A MUSICIAN AND TRANSPORT.

Equal Opportunities

State how you take account of equal opportunities legislation by including all sections of the community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).

WE FEEL IT IS IMPORTANT THAT ALL FEEDER PRIMARY SCHOOLS GET TO PARTICIPATE INCLUDING DENHOLM AND NEWCASTLETON.

Declaration

I hereby make application for assistance as set out above and certify that the information I have provided is accurate

Signed:

Position Held: Co-ordinator for Hawick primary ceilidh group.

Date: 29/11/18

**Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Completed application forms, accounts and any supporting documents are circulated with the agenda and are available on the Council's public website. Following the event/project the evaluation form must be completed and returned.**

This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556

# **The Royal Scottish Country Dance Society**

## **Roxburgh, Selkirk, and Peebles Branch**

### **Report and Accounts for the year ended 31 March 2018**

**Charity No: SC027178**

## Reference and Administrative Details

Charity Name: Royal Scottish Country Dance Society Roxburgh Selkirk and Peebles Branch  
Charity Registration Number: SC027178  
Contact Address:

### Trustees:

The following trustees served during the year ended 31 March 2018

Mrs Olive Stillie	Chairman
Mr Graham Denholm	Honorary Treasurer and Membership Secretary
Miss Eleanor Wood	Honorary Secretary

### Independent Examiner:

Mr Martyn Buckley CPFA

### Bankers:

Clydesdale Bank  
9 High Street  
Galashiels  
TD1 1RY

# **Trustees' Annual Report**

## **Year ended 31 March 2018**

### **Structure, Governance and Management**

#### **Governing Document**

Constitution.

The Royal Scottish Country Dance Society (RSCDS), Roxburgh, Selkirk and Peebles Branch (hereafter called the Branch) is a charitable unincorporated association and the purposes and administration arrangements are set out in the Constitution.

#### **Recruitment and Appointment of Trustees**

The Branch's trustees who are the Office Bearers of Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer, are appointed or reappointed at the Annual General Meeting of the Branch which is held in May each year.

The trustees and representatives of each club form a Committee of Management which oversees the running of the Branch.

Each member of the Committee is eligible for re-election every year, but the Chairman can only be in office for a maximum of three years.

#### **Objectives and Activities**

The objects of the Branch, as recorded in the Constitution, are to advance the education of the public in the areas of Roxburgh, Selkirk and Peebles in traditional Scottish Country Dancing and in the furtherance thereof.

- a To preserve and further the practice 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 Dancing and music by any suitable means.
- d Generally to do other things as are or may be considered by the Branch to further the objects of the Society.

There are 19 clubs running in the Branch area, each with a qualified teacher, and open to anyone who wishes to learn to dance for a very modest cost (typically £20 to £25 per term).

The Committee occasionally organises extra classes in the autumn to teach new dances published by RSCDS, and/or a day school with a visiting teacher.

Every year there is an annual Ball held in different halls throughout our area which are open to anyone, whether a Branch member or not. The Ball in 2017, held in Innerleithen Memorial Hall, celebrated our 60<sup>th</sup> Anniversary as an RSCDS Branch, when over 70 dancers enjoyed an evening of music and dance to Stuart Anderson's Scottish Dance Band.

#### **Achievements and Performance**

Our year really started in May 2017 when we held our 60<sup>th</sup> Anniversary Ball. We were delighted to have our President, Anne Naismith and our Vice President, Connie Irvine, able to join us and to cut our Anniversary cakes.

We enjoyed a great evening of music, dance and good food. The music was provided by Stuart Anderson and the catering by our old friend, Graham Coulson.

During the evening I was delighted to present a Branch Award to Margaret Pritchard from Selkirk, our Youth Co-ordinator. Margaret has been an indefatigable supporter of Scottish Country Dancing, especially with children, for over forty years. She is very deserving of this award.

Our Autumn Classes for Book 51 were led by Marjory Ballantyne, with music provided by Roddy Johnston and Stuart Anderson, and were well attended.

Our Day School was held in the Corn Exchange, Melrose in October and was led by Ruby Wilkinson again with Stuart Anderson providing the music. Both the classes and the evening dance were much enjoyed by all who attended, although it is a bit disappointing that the numbers for both events seem to be dropping year by year.

Once again I was pleased to be invited to the school children's ceilidhs held in Galashiels, Hawick and Ednam. These events go from strength to strength and we, as a Branch, are very grateful indeed to Margaret Pritchard and all the volunteers who put in a great deal of time and effort with the children.

Margaret Pritchard applied for one of the grants given by the RSCDS for the promotion of Scottish Country Dancing especially with young people and was the recipient of £500. This grant has enabled Margaret to extend the scope of her work with the primary schools which can be rather costly especially as transport has to be provided to enable the outlying school pupils to attend the various events.

We were all saddened with the news that our friend and fellow dancer, Julia Sharp, is no longer with us. Julia died in December following a severe stroke and will be much missed, not only in Innerleithen where she taught, but also throughout the wider community of Branch dancers.

On a happier note we were pleased to congratulate Isobel Halliday from the Hawick Trinity Class on her award of the British Empire Medal in the New Year Honours List. This is a well deserved accolade which acknowledges Isobel's services to the Children's Hospice Association of Scotland.

The Branch Committee Dance was held in February in the Corn Exchange, Melrose with Ian Shepherd once again providing the music and the Committee undertaking the catering. This dance proved to be one of our most successful with over eighty dancers attending. The revenue from this event is most useful in helping to fund the various Youth Projects run by the Branch.

Most of the Friday night class dances are still well supported although we had a couple of cancellations this year due to the very severe weather. Some of the weekly classes are finding it difficult to recruit new members and this does not appear to be a problem easily solved. Our Branch, this coming year, hopes to find some means of encouraging new members, especially among younger people, and our Youth Co-ordinator is, at present, working on an initiative with this in mind.

Once again, I am indebted to the help and support I receive from my fellow Office Bearers and all the members of the Branch Committee.

## **Memberships**

There were 71 Annuals, 20 Joint, 1 Associate and 6 Life memberships.

## **Trustees' Annual Report (cont)**

### **Year ended 31 March 2018**

#### **Financial Review**

##### **Style of financial statement**

To comply with the requirements of the Office of the Scottish Charities Regulator the Financial Statement has been prepared in the form of Receipts and Payments Accounts, in accordance with the Charities Accounts (Scotland) regulations 2006.

##### **Review**

The Branch held a number of events which attracted a large number of dancers, This significantly boosted income. However, significant costs had to be met in order to fund teacher training activities, and also the provision of a number ceilidhs and dance festivals for school children. This resulted in a very modest increase in funds.

##### **Reserves Policy**

The Branch continues to hold a small balance in unrestricted funds which is enough to ensure activities can be undertaken for the foreseeable future. In planning each activity, a budget is prepared based on a very conservative number of participants, thus avoiding any substantial losses from any individual activity.

#### **Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those statements the trustees are required to a) select suitable accounting policies and then apply them consistently; b) make judgements and estimates that are reasonable and prudent; c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

Approved by the Trustees and signed on their behalf,

Date: 14/05/2018



# Roxburgh, Selkirk, and Peebles Branch RSCDS

SC027178

## Report of the Independent Examiner

### Independent Examiner's Report to the Trustees of the Roxburgh, Selkirk, and Peebles Branch

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on 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

In the course of my examination, no matter has come to my attention [~~other than disclosed below\*~~]

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 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.

Name:

Date:

\* Please delete the words in brackets if they do not apply

## Roxburgh, Selkirk, and Peebles Branch

### RSCDS

#### Receipts and Payments Account

#### Year to 31 March 2018

		<b>Unrestricted Funds Year to 31/03/18</b>	<b>Restricted Funds Year to 31/03/18</b>	<b>Total Year to 31/03/18</b>	<b>Total (restated) Year to 31/03/17</b>
<b>Receipts</b>	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Branch Membership		435.00	0.00	435.00	510.00
Activities for Generating Funds	<b>3</b>	2,550.38	0.00	2,550.38	3,109.83
Youth Coordination		0.00	1,180.20	1,180.20	0.00
James McLean Trust		0.00	0.00	0.00	0.00
Sale of Goods/Cassettes		0.00	0.00	0.00	0.00
Other Receipts		122.08	0.00	122.08	0.00
<b><u>Total Receipts</u></b>		<b>3,107.46</b>	<b>1,180.20</b>	<b>4,287.66</b>	<b>3,619.83</b>
<b><u>Payments</u></b>	<b>4</b>				
Costs of generating funds		0.00	0.00	0.00	0.00
Charitable activities		2,788.07	686.10	3,474.17	4,093.24
Governance costs		198.00	0.00	198.00	90.00
<b><u>Total Payments</u></b>		<b>2986.07</b>	<b>686.10</b>	<b>3,672.17</b>	<b>4,183.24</b>
<b>Excess of Receipts over Payments for the year before transfers</b>		<b>121.39</b>	<b>494.10</b>	<b>615.49</b>	<b>(563.41)</b>
<b>Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess of Receipts over Payments for the year</b>		<b>121.39</b>	<b>494.10</b>	<b>615.49</b>	<b>(563.41)</b>

**Roxburgh, Selkirk and  
Peebles Branch RSCDS**

**Statement of Balances**

**At 31 March 2018**

	Note	Unrestricted Funds £	Res- tricted Funds £	Total 31/03/18 £	Total 31/03/17 £
<b><u>Bank &amp; Deposit Balances</u></b>					
Bank & deposit balances brought forward		5,941.59	1,086.53	7,028.12	7,591.53
<b><u>Movement in year</u></b>					
Excess of Receipts over Payments for the year		121.39	494.10	615.49	(563.41)
Bank & deposit balances carried forward		<u>6,062.98</u>	<u>1,580.63</u>	<u>7,643.61</u>	<u>7,028.12</u>
<b><u>Assets</u></b>					
		<u>0.00</u>	<u>00.00</u>	<u>0.00</u>	<u>0.00</u>
		<u>0.00</u>	<u>00.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Liabilities</u></b>					
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

The accounts were approved by the Trustees on 14/05/2018  
For and on behalf of the Trustees

## Roxburgh, Selkirk and Peebles Branch RSCDS

### Notes to the Accounts

#### 1 Trustee Remuneration and Related Party Transactions

During the year, two trustees received reimbursement of expenses totalling £153. No other trustee received any remuneration or reimbursement of expenses during the year.

No trustee or a person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

#### 2 Movements in Funds

	At 1 April 2017 £	Receipts £	Payments £	Transfers £	At 31 March 2018 £
<b>Unrestricted funds</b>					
General Fund	4,488.49	3,107.46	2,986.07	0.00	4,609.88
Teaching Fund	1,453.10	0.00	0.00	0.00	1,453.10
	<u>5,941.59</u>	<u>3,107.46</u>	<u>2,986.07</u>	<u>0.00</u>	<u>6,062.98</u>
<b>Restricted funds</b>					
James McLean Trust	962.49	0.00	77.20	0.00	885.29
Youth Coordinator	124.04	1,180.20	608.90	0.00	695.34
	<u>1,086.53</u>	<u>1,180.20</u>	<u>686.10</u>	<u>0.00</u>	<u>1,580.63</u>
<b>Total funds</b>	<u>7,028.12</u>	<u>4,287.66</u>	<u>3,672.17</u>	<u>0.00</u>	<u>7,643.61</u>

#### Purposes of Funds

##### Unrestricted Funds

**Teaching Fund** This fund is money earmarked for the training of teachers in Scottish Country Dance from amongst branch members

##### Restricted Funds

**James McLean Trust** This grant was made to the Branch in order to raise standards, foster and develop skills in Scottish Country Dancing in young people across the Branch area, and including the Continuous Professional Development of teaching staff in schools

**Youth Coordinator** This fund was acquired from the profits and donations from fund raising events and functions in order to facilitate the work of the Youth Coordinator in the provision of ceilidhs for young people.

	<b>Unrestricted Funds 17/18 £</b>	<b>Restricted Funds 17/18 £</b>	<b>Total 17/18 £</b>	<b>Restated Total 16/17 £</b>
<b>3 Activities for Generating Funds</b>				
Committee Dance	362.00	0.00	362.00	315.50
Autumn Classes	42.10	0.00	42.10	0.00
Day School	499.00	0.00	499.00	898.33
Ball	1,647.28	0.00	1,647.28	1,896.00
	<u>2,550.38</u>	<u>0.00</u>	<u>2,550.38</u>	<u>3,109.83</u>

#### 4 Analysis of Payments

<b>Costs of generating funds</b>	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

#### Charitable activities

Committee Dance	64.80	0.00	64.80	96.76
Autumn Classes	67.20	0.00	67.20	0.00
Day School	525.40	0.00	525.40	616.60
Ball	1,574.40	0.00	1,574.40	1,699.00
Youth Coordination	0.00	608.90	608.90	1,285.70
HQ Subscriptions	0.00	0.00	0.00	0.00
James McLean Trust	0.00	77.20	77.20	0.00
Sale of books etc	0.00	0.00	0.00	0.00
Other expenses (printing etc)	556.27	0.00	556.27	350.18
Teacher Training	0.00	0.00	0.00	0.00
	<u>2,788.07</u>	<u>686.10</u>	<u>3,474.17</u>	<u>4,093.24</u>

#### Governance costs

Independent examiner's fees	60.00	0.00	60.00	50.00
RSCDS AGM	138.00	0.00	138.00	40.00
Trustee expenses	0.00	0.00	0.00	0.00
	<u>198.00</u>	<u>0.00</u>	<u>198.00</u>	<u>90.00</u>

#### 5 Subscriptions collected on behalf of 3<sup>rd</sup> parties

	<b>17/18 £</b>	<b>16/17 £</b>
RSCDS Membership subscriptions collected and paid	<u>1,740.00</u>	<u>1,888.00</u>

