The Royal Scottish Country Dance Society

Trustees' report and financial statements
for the year ended 31 March 2018

Scottish Charity Number: SC016085
Company number: SC480530

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Reference and administrative details

Charity name:	The Royal Scottish Country Dance Society
Scottish Charity registration number:	SC016085
Company limited by guarantee:	SC480530

Registered Office
The registered office of The Royal Scottish Country Dance Society (herein after referred to as the Society) is 12 Coates Crescent, Edinburgh EH3 7AF.

Trustees
The following persons held office as Trustees, wholly or partially, during the period 1 April 2017, through the Annual General Meeting, on 4 November 2017 in Perth, and up to 31 March 2018.

Helen Russell	Chairman	
Andrew Kellett	Chairman Elect	
Anselm Lingnau	Convenor, Membership Services C'ttee	
Malcolm Brown	Convenor, Education & Training C'ttee	
Anne McArthur	Convenor, Youth Services C'ttee	
William Cant	Treasurer	
Richard Austin		
Tom Halpenny		demitted office 4 November 2017
Bernie Hewitt		demitted office 4 November 2017
Isobel McMillan		demitted office 4 November 2017
Paul Plummer		
Clive Warren-Smith		
Trevor Clarke		
Sue Ronald		appointed 4 November 2017
Paul Youlten		appointed 4 November 2017
David MacDonald		appointed 4 November 2017
Theresa MacVarish Clark		appointed 4 November 2017
Linda Gaul		appointed 4 November 2017

Executive Management

Chris Milne	Executive Officer	appointed 8 November 2017 resigned 30 May 2018

Advisors
The Society's principal professional advisors are:

Accountants	Henderson Loggie	11-15 Thistle Street, Edinburgh EH2 1DF
Auditors	Alexander Sloan	50 Melville Street, Edinburgh EH3 7HF
Bankers	Bank of Scotland	52 Shandwick Place, Edinburgh EH2 4SB
Solicitors	Lindsays WS	19A Canning Street, Edinburgh EH3 8HE
	Gillespie Macandrew LLP	5 Atholl Crescent, Edinburgh EH3 8EJ
Investment Managers	Standard Life Wealth	1 George Street, Edinburgh EH2 2LL

Trustees' report

STRUCTURE, GOVERNANCE AND MANAGEMENT

Historical information

The Society was formed in 1923 as the Scottish Country Dance Society, becoming The Royal Scottish Country Dance Society in 1951. The Royal Scottish Country Dance Society was, until 1 April 2015, an unincorporated association, recognised as a Scottish Charity (SC016085) since 1969. The Net Assets of the unincorporated association were transferred to the charitable company, The Royal Scottish Country Dance Society (company number SC480530) on 1 April 2015 and the Society has operated as a charitable company from that date.

Governance structure

The Society is governed in accordance with relevant UK laws and regulations, including those specifically applicable to Scottish charities; and in further order of precedence:-

a) The Society's Articles of Association;
b) special resolutions passed by the Society in General Meeting;
c) decisions made by the Management Board (hereinafter referred to as the Board).

The Board is the governing body of the Society and meets at least four times per year. Management of the Society's operations and staff is delegated to the Executive Officer, who is a full-time employee but not a Trustee. The Executive Officer has defined executive responsibilities and reports to the Board.

Appointment of Trustees

Elections are held annually by the Society in General Meeting. Only Society members aged 18 or over can be elected to the Board and, when elected, automatically become Trustees. The Chairman Elect is elected for two years then confirmed as Chairman for two years. Management Committee Convenors and up to nine ordinary members of the Board are elected for 1-3 years.

On 31 March 2018 there were nine ordinary current members of the Board. All Trustee positions are voluntary and unpaid, as are all positions on the Management Committees, working groups and panels.

Society membership

The Society is based in Scotland with a single office in Edinburgh and a worldwide membership. Members form autonomous Local Associations traditionally named Branches, which link to the Society by a licence agreement. Many UK Branches are registered charities. Most members pay their Society subscription through their branch, a small number pay subscriptions direct to the office. Traditionally, they are known as HQ members. Membership is open to all persons aged 12 years and over with an interest in the Society's objectives.

Figures for Society membership for recent membership years are:-

Description	2018	2017	2016	2015	2014
Branch members	10,879	11,334	11,463	11,818	12,269
HQ members	252	287	292	301	818
Total members	11,131	11,621	11,755	12,119	13,087
Branches/Local Associations	158	158	161	159	165
Affiliated Groups	317	314	317	316	323
Teachers' Associations	3	3	3	3	3

Trustees' report *(continued)*

STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

Society membership *(continued)*

Description	2018	2017	2016	2015	2014
Annual adult members	10,074	10,539	10,688	10,976	11,460
Annual joint members % of above	30%	30%	30%	30%	27%
Young adult (18-24)	104	107	86	95	98
Youth (12-17)	71	60	59	56	48
Half-year adults	115	126	107	96	178
Total paying members	10,364	10,832	10,940	11,223	11,784
Life members	767	789	815	896	1303
Total members	11,131	11,621	11,755	12,119	13,087

There has been a drop in total membership of 490 (134 in 2016-17) in the current membership year.

Committee structure
Convenors, Convenors Elect (elected at the beginning of the final year of each Convenor's tenure) and Committee members are elected by the Society in General Meeting. The Society Chairman and Chairman Elect can attend and participate in any Committee or other meeting, but have no voting rights.

On 1 April 2017, three Committees advised and implemented policies as delegated to them by the Board, with each Convenor sitting as a member of the Board.

The Committees and their responsibilities are:

Education and Training Committee

Remit: to advise the Board on matters concerning the standards and performance of Society dances, examinations and tests; implementing policy on education and training, including organising Scottish country dancing schools; running examinations for future teachers of Scottish country dancing (herein after referred to as SCD) and administering medal tests for children and young people (herein after referred to as CYP). The Committee currently comprises a Convenor, the Schools Director (who is appointed by the Board), and eight other members.

Membership Services Committee
Remit: to develop and update instructional literature and other relevant material pertinent to the interests of the Society; conducting and disseminating research in furtherance of the Society's objectives; and dealing with matters relating to members, Branches and Affiliated groups. The Committee currently comprises a Convenor, Covener Elect, the Music Director (who is appointed by the Board), and five other members.

Youth Services Committee
Remit: to advise the Board on policies and strategies to engage CYP with SCD and music worldwide; researching, developing and evaluating the impact of activities and services for CYP; supporting and promoting continuing professional development training and activities for teaching CYP and developing SCD and music within a contemporary Arts environment. The Committee currently comprises a Convenor and six other members.

Trustees' report *(continued)*

STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

Panels and Working Groups

Finance and Governance Advisory Panel
Remit: to meet on at least two occasions each year to support and monitor the processes for internal and external audit and to scrutinise organisational plans and arrangements for good corporate governance (including risk management) along with the annual budget and financial audit. The Group currently comprises the Treasurer (a trustee) and four members approved by the Board.

Several other Panels and Working Groups, as required by the Board, meet regularly to plan and provide advice on a range of issues including the Ceilidh working group, AGM working group and website working group.

OBJECTIVES AND ACTIVITIES

The principal objective of the Society is to promote and develop Scottish country dancing worldwide for the benefit of present and future generations.

The Society aims to achieve its objectives by:-

- Promoting and encouraging Scottish country dancing for all ages and abilities;
- Providing technical support to Scottish country dancing by maintaining high standards of teaching, training musicians and publishing explanatory documentation;
- Supporting and widening the network of The Royal Scottish Country Dance Society Branches and other Scottish dance groups.

A Mission and set of Strategic Aims to 2020 were agreed between the Management Board, staff and members in 2015. These are reported on every year, with a progress update presented to members at the AGM on 4 November 2017. These are:

Mission: To grow a vibrant worldwide community of Scottish Dance and Music through the following **Strategic Aims:**

1. To promote Scottish Country Dance and related dance forms as inclusive and exciting activities;
2. To build the number, capacity and networking of branches and other dance groups who share the Society's Aims, to help them grow and deliver SCD activity;
3. To maintain and develop high standards of teaching of Scottish Country Dance and music, including the development of dance and music for all ages and abilities;
4. To enable enjoyable and high quality Scottish Country Dance opportunities for all ages and abilities worldwide;
5. To strengthen and improve the Society, including its governance and long term financial viability, to enable it to deliver on the above Aims.

ACHIEVEMENTS AND PERFORMANCE DURING THE YEAR

Alongside the work progressed by Staff, Committees and Working Groups as outlined in the sections below, in 2017 – 18, discussion on priorities for marketing, development of a new website and links with government and educational establishments were progressed. New initiatives included:

1. The introduction of a matched funding initiative to co-fund branches to undertake new charitable events or projects in the wider community. This led to 6 applications.
2. Offering free affiliation for one year to SCD groups and clubs not previously affiliated to The Royal Scottish Country Dance Society. This produced 12 new affiliations.
3. Running community ceilidh dancing events at two new venues; at the AGM/Conference weekend and, with the help of Glasgow Branch, at Oran Mor in Glasgow.

Trustees' report *(continued)*

ACHIEVEMENTS AND PERFORMANCE DURING THE YEAR *(continued)*

PARTICIPATION

Events

The annual **Summer School** was held over four weeks in St Andrews. 694 dancers and musicians attended. There were two courses for Musicians, one with an emphasis on playing ensemble SCD music for social dancing, which attracted twenty-five musicians, and the other with the emphasis on playing for classes, which had eight students. A highlight was Junior Summer School (see the section on CYP below).

The **AGM and Conference weekend** in Perth had a slightly different format, with a Teachers' conference attracting over seventy participants. There was a choice of two halls on the Friday evening. The ceilidh dancing hall attracted sixty-two non-RSCDS dancers from the local community, but quite a few dancers from the main hall joined in. The Friday night dance had 389 dancers and the Ball had 436 dancers.

The Society has run another successful **Winter School** in Pitlochry, with 132 people attending, taking morning classes taught by four of the UK's teachers, and social dances in the evening, culminating in a ball at Blair castle.

Spring Fling in Glasgow was attended by 145 young dancers from around the world and a considerable number of more mature 'Spring Fringers.' The Friday night dance had 112 dancers. The Saturday night saw 150 dancers and 84 people attended the Oran Mor community ceilidh.

The Society ran a highly successful ceilidh in conjunction with the Celtic Connections festival in Glasgow.

The social element of such events, combining physical exercise with meeting and talking with people from all over the world, lies at the very heart of the Society's work.

Children and Young People

In addition to Spring Fling the Youth Services Committee have been involved in several major activities during 2017/2018.

In August, we held the second Junior Summer School, a week of dance classes, crafts and performing. The dancers included twenty-five 8 – 11year olds and thirty-one 12 – 16 year olds. Most of the young children undertook a medal test at the end of the course. Some of the older children had the opportunity to dance in the New Book DVD. The integration of the young people with adults at major events is a key part of what the Society are sure will support a lifelong interest in SCD

In November, the dance Pudsey Bear, the music and a recording of the dance was made available for download in time for groups of young dancers to perform it for BBC TV's 'Children in Need' appeal in the UK.

In January, Global Youth Week celebrated its third year. Over 20 Branches & Affiliated Groups from around the world took part. Development Grants of £500 were offered for innovative projects that encourage young people to experience SCD. During 2017-18 the three Development Grants awarded the previous year achieved positive outcomes. A group of young people in Glasgow were given the opportunity to complete the Unit 1 and 2 examinations and they are now working with classes in the Glasgow area. Children in the Borders had the opportunity to learn SCD in school and participate in a regional day of dance. The third grant allowed a group in Germany to set up a Spring Fling follow up weekend of workshops and dances. We are looking forward to another successful Global Youth Week in 2019 when the event will be held in September.

A new venture – a virtual festival - has been launched for October 2018.

Publications, Recordings and Music

The Membership Services committee collaborated with Harper Collins to produce 'The Little Book of Scottish Dance', which was launched in August 2017. Book 51, along with its accompanying music, was published in the summer of 2017.

Trustees' report *(continued)*

ACHIEVEMENTS AND PERFORMANCE DURING THE YEAR *(continued)*

PARTICIPATION

The Society continues to sponsor a trophy at the *National Accordion and Fiddle Club Festival* and also to support the annual *MG Alba Scots Trad Music Awards event.*

Publications, Recordings and Music *(continued)*
Teaching tracks for Books 51 have been produced and also a set of resources (including Teaching Tracks) for Unit 2, which will go live soon.

Digital Downloads available via ITunes etc. are now available for; *Graded Books 1,2,3, Dancing Through The Miscellanies, Collins Book Vol 1*

Examinations and Teachers
Examinations for new teachers were held in several continents, with 235 candidate entries for Units 1 – 5. 71 (Unit 1) 66 (Unit 2) 61 (Unit 3) 17 (Unit 4) 20 (Unit 5). These newly qualified teachers will support established groups, and by starting new classes, help to promote SCD to new dancers. A revised and updated Syllabus has been developed which is more internally consistent and which will be used for exams from the beginning of July. Work also continued to develop a Core Teaching Qualification with greater emphasis on practical teaching and less on the individual's technical dancing ability.

Medal Tests and the Dancing Achievement Award (DAA)
The Society has continued to hold graded dancing tests for children in the UK and North America. Known as "Medal Tests", the children are awarded medals for each grade achieved, which encourages them improve their knowledge as well as their standard of dancing. 233 children took the Tests during the year.

The number of adults being assessed for the "Dancing Achievement Award" has continued to increase, with 112 participating during the year in the UK, Australia and North America. The Awards encourage dancers to improve their own dancing and achieve the standards set by the Society.

ENGAGEMENT

Website and Social Media

Work continued with The Lane Agency in Edinburgh to develop a new website, which should be launched in 2018. Meanwhile we saw 30,000 new visitors to our existing website. Our social media presence is aimed at boosting awareness of the Society and informing dancers of events and news relating to the Society. The audiences for our Facebook, Twitter and You Tube channels increased during the year with over 200,000 viewings.

Scottish Country Dancer magazine

Two issues of the members' magazine, *'The Scottish Country Dancer'* were produced. This publication connects members worldwide. As well as keeping the readership abreast of the Society's activities and initiatives, it is a showcase for the activities of branches and gives members a forum to express their individual views.

Marketing

Two of our flagship events had official sponsors this year. Mackie's of Scotland sponsored Summer School and Hamlyns of Scotland sponsored Winter School. As well as providing financial support to the Society and samples to dancers, the Society benefitted from widespread social media collaboration which resulted in increased traffic on our social media accounts and the website.

Trustees' report *(continued)*

ACHIEVEMENTS AND PERFORMANCE DURING THE YEAR *(continued)*

ENGAGEMENT *(continued)*

Archive

The Society continues to see active interest in the work of the Archive. The Oral History initiative continues to generate interest, with several more interviews taking place. 75 new entries were added to the catalogue, with a further 100 new objects digitised and placed online. Further investment was made in digital technology and storage, to support ongoing maintenance of the archive.

OPERATIONS

Premises

A ten year schedule of maintenance exists and will continue to be reviewed. Apart from the replacement of a down pipe at 12 Coates Crescent, there has been no major repair or maintenance necessary.

Data Protection

The training day for committee members in January 2018 included a section on the implications of GDPR for the Society. Since then work has been done on staff training and giving information to branches, including a series of webinars to inform branch officials of their legal obligations in respect of storing, transferring and processing personal data of members.

Policy

Risk Management

Having reviewed the Society's Risk Management Plan twice in 2016 it was not formally reviewed in 2017. It was subsequently reviewed in June 2018. During the year the Board worked to the 2016/17 Plan which had identified key risks to the Society as:

- The continued decrease in membership;
- The shortage of volunteers on the Board and Management Committees who have relevant skills and experience;
- The need to appoint and retain staff with appropriate skills;
- The aim of building stronger relationships with Branches

Among the measures taken in response to these risks the Society kept its subscription rate at the previous year's level; ran a training day for the Board, Committee members and staff; appointed a new EO and launched the Matched Funding Initiative.

Governance

Key Management Personnel

The Trustees consider the Board and senior management team as the Key Management Personnel (KMP) with regard to directing, controlling and running the charity's daily activities. Details of the total remuneration paid to the KMP: Chris Milne (Executive Officer – resigned 30 May 2018) and Sandra Parish (Finance and Office Manager) are disclosed in Note 11.1 to the accounts. The salaries of the KMP are reviewed by the Board annually. The Trustees serve voluntarily. No Trustee remuneration was paid during the year. Details of Trustees' expenses and related party transactions are disclosed in Notes 12 and 27 to the accounts.

Trustees' report *(continued)*

ACHIEVEMENTS AND PERFORMANCE DURING THE YEAR *(continued)*

OPERATIONS *(continued)*

Trustee Activities

Each year, on election, new Trustees receive an Induction Pack containing essential information for the effective performance of their role and responsibilities. In addition, a training event is organised for Trustees and Committee members. In January 2018, this was held in Edinburgh and focused on GDPR and the understanding of financial documents. The Society working groups pursued a number of projects. The website group took forward the plans for the structure and content of the new website. The Branch Guidance Group reviewed, updated and added to the documentation necessary for administering branches. The constitutional panel answered queries from branches on constitutional matters. The group working on aim 5 of the business plan reviewed the wording of both the Articles of Association and the Rules and Procedures, ensuring that they were in accord with each other. This group also reviewed the Licence Agreement for branches to reflect current legislation. The trustees delegated the setting up of GDPR to the EO and this was successfully completed by the compliance date. The ceilidh working group investigated opportunities for running outward facing ceilidhs at music and other festivals. Savings have been made in governance costs by making greater use of video conferencing.

Legal status

On 1st April 2015, the Society changed its legal form from that of an unincorporated association to that of a "company limited by guarantee" with company number SC480530. Working with all our external advisors, best practice was followed in managing this change. The Society name, patron, registered office, charity number and objectives remain the same. The Society is now subject to UK company law as well as Scottish charity law. Each Branch is obliged to appoint at least two Delegates, who become company law members entitled to call for, attend and vote at General Meetings. Delegates guarantee the Society up to a maximum amount of one pound sterling. All members of the Board, whether elected or appointed, are now both charity Trustees and company Directors. The Society's mode of operation and activities remain unchanged.

PLANS FOR THE FUTURE

During 2017 and early 2018 the Board met several times to discuss future strategy and priorities for the period 2017-20. Financial procedures continue to be rigorous and will be reviewed and maintained in the coming years. A new website is about to be launched, which will allow the Society to expand the range of activities and training it offers to support dancers and Branches to grow and develop. Future efforts will also concentrate on implementing marketing and communication priorities to the wider public, branches and members. The newly reviewed Health Benefits paper will form the core of the promotion of SCD as an activity which brings long term positive health and wellbeing outcomes. Encouraging branches and affiliated groups to increase Society membership, by publicising case studies and success stories from a variety of branches is also a priority. Further contact with the Scottish Government will be pursued, particularly with politicians who have a responsibility for Education and Skills and Culture. Discussions with two teacher training establishments are underway, as are two pilot schemes in primary schools. It is hoped eventually to offer SCD teacher training to teacher trainees on a wider basis. Work continues to review the Society's teacher training courses, to encourage people of all ages to dance, to engage with more schools and to have a presence at local festivals and community events. By strengthening the online presence, the Society aim to reach as diverse an audience as possible and to inform them of the opportunities SCD can offer them.

Trustees' report *(continued)*

FINANCIAL REVIEW for the year 1 April 2017 to 31 March 2018

At 31 March 2018, the Society's net worth of £1,797,068 (2017: £1,736,651) was represented by the undernoted Funds:

Fund	31 March 2018	31 March 2017
General Fund	723,570	644,830
Jean Milligan Memorial Fund	185,777	193,723
Aitkenhead Fund	2,126	-
Development Fund	202,783	254,392
Designated Assets Fund	676,492	632,077
Restricted Funds	6,320	11,629
Total net worth	**£1,797,068**	**£1,736,651**

The value of these funds is supported by the value of the Society's holdings of investments, property, (12 Coates Crescent) and cash at hand and on deposit at banks, all shown in the Balance Sheet.

Results for the year
The results for the year ended 31 March 2018 are that, as indicated within the Statement of Financial Activities on page 15, the Society reported a surplus of £81,627 (*2017: £28,671*) before losses on investments of £21,210 (*2017: gains of £125,230*). This year's result is very reassuring and reflects continuing efforts to ensure that the Society operates in a sustainable manner.

The Management Board continues to be engaged in a Business Planning process to strengthen the long term finances of the Society. The finances continue to benefit from an active review of income and expenditure with almost all areas of income and expenditure performing positively in comparison to the previous year and to the budget.

The Society's main source of income is the annual subscription. The subscriptions received for the year, £208,073 *(2017: £211,850)* shows a modest fall year on year reflecting the modest decline in membership and timing issues. Actual membership numbers shown elsewhere in this report are indicative of the membership trends. We are always very appreciative to receive donations and legacies. The totals of those received during the period are shown, allocated to the appropriate fund.

Investment income was higher at £34,677 (*2017: £32,800*) which reflected a continuing good level of income from the Society's portfolio with Standard Life Wealth and a useful increase in Royalties. Cash on deposit, which is significant, reflecting the Society's irregular cash flow, continues to earn an insignificant return.

Contributions
The Society runs events and activities, which require substantial administrative effort (staff time) and other resources (website / database / accounting). A continually reviewed and refined cost allocation scheme has been used and the non-statutory Appendices attached to this Report and Accounts have been modified to reflect this and give some indication of the relative contributions from various activities. This approach has been developed over the last few years and has allowed the Management Board to identify areas where improved returns are required. These schedules are attached as appendices 1 to 3 on pages 33 to 37.

Increased income from Summer School, up from the previous year, combined with careful control of costs resulted in an increased contribution. Winter School saw a slight decrease in numbers, but more realistic pricing resulted an improved contribution. It is essential that these events, which represent such a high proportion of the Society's income and expenditure, make a reasonable contribution to the financial wellbeing of the Society.

Income from Examinations and training was up, reflecting increased activity in that area but, as the expenses also rose, this resulted in a similar net result to the previous year. Revenue from the sale of books, CDs and other products was £80,537, slightly up on 2017 (£79,512) but direct costs were down reflecting revaluations of stock in previous years.

Trustees' report *(continued)*

FINANCIAL REVIEW for the year 1 April 2017 to 31 March 2018 *(continued)*

Operating costs
Income generated over the Conference weekend fell slightly reflecting a reduction in ticket sales for the dances while direct costs remained at a similar level. Magazine income and costs continue to be carefully managed, but costs are slightly up on last year. The initiative of offering an optional "pdf" version of the magazine, to reduce postage costs, continues to be investigated.

The main operating cost is employee salaries and benefits. This shows a 7% increase over the previous period reflecting additional costs related to recruitment and temporary staff. Property costs have decreased with no major maintenance required. The cost of accounting support again fell as more work has been able to be undertaken inhouse. Governance costs are down from the previous year reflecting a reduction in the audit fee and reduced meeting expenses with increased use of video communications.

Development Fund
Significant work has been undertaken during the period to create a new website to increase the profile and income of the Society. The cost of this development has been funded by the Development Fund. The value of the work undertaken to date, £49,510, has been transferred from the Development Fund to the Designated Assets Fund where it will be depreciated over the next three years in line with the Society's accounting policies.

Investment Policy and Returns
All of the Society's investments are managed by Standard Life Wealth and they have performed reasonably well, broadly in line with markets. The investments increased in value for the first nine months but were caught by the market sell off in the first quarter of 2018 resulting in a 2% fall in the value of the funds. These investments are held in the SLW (Offshore) Income Fund on our behalf by Standard Life Wealth. The risk profile is medium high, as a result of its weighting in equities, and this has supported the good level of income. Quarterly reports are received measuring performance against a series of benchmarks. These reports are summarised and are reviewed by the Management Board quarterly and by FGAP at each meeting. In December, the holding in Personal Assets Trust was sold due to the increased cost of holding this investment. The sale generated a realised gain of £6,312. The proceeds were used to add to the holding of the SLW (Offshore) Income Fund.

Reserves Policy
The Reserves Policy was regularly reviewed to clarify our position on unrestricted and designated reserves. Unrestricted reserves of at least 6 months are to be held to fully cover contractual commitments of the Society, including staff costs and other contracted costs with suppliers plus the costs of paying for the annual Summer School at St Andrews. For the end of year results for this financial year, we have met this required target of reserves which would be the equivalent of £520,000 (2017: £500,200). The Trustees consider it prudent to also set a minimum reserve in the designated fund, of £100,000 in the JMMF fund and £100,000 in the Development Fund, to ensure that the Society can invest these sums to generate income for the Society and to ensure the long-term ability to deliver on the aims of these designated funds.

The Board has concluded that the current level of reserves, taking account of planned expenditure, meet with the reviewed policy both in the unrestricted and designated funds.

Conclusion
The nature of the Society's operations means that a modest increase or decrease in Summer School, Winter School, or AGM numbers can have a disproportionate impact on the year end outcome. This year's surplus of £81,627 is reassuring, reflecting a determined effort by the Management Board and staff during the period. Effort continues to be required to ensure a consistent operating surplus to support the Society's aims and objectives.

Trustees' report *(continued)*

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period.

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing financial statements giving a true and fair view, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charity's auditors are unaware, and
- the Trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

AUDITORS

Alexander Sloan, Accountants and Statutory Auditors, are the auditors to the charity and a resolution proposing their reappointment will be put to the Annual General Meeting on 3 November 2018.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was formally approved by the Trustees on 24 August 2018 and signed on their behalf by:

Helen S. Russell

H Russell
Trustee/Chairman

Independent Auditor's Report to the Members and Trustees of The Royal Scottish Country Dance Society

Opinion
We have audited the financial statements of The Royal Scottish Country Dance Society for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information
The Trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report, other than the financial statements and our Auditor's Report thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent Auditor's Report to the Members and Trustees of The Royal Scottish Country Dance Society *(continued)*

Opinion on other matter prescribed by the Companies Act 2006
In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report, for the financial year for which the financial statements are prepared, is consistent with the financial statements, and
- the Trustees' Annual Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and take advantage of the small companies exemption in preparing the Strategic Report.

Responsibilities of Trustees
As explained more fully in the Trustees' Responsibilities Statement (set out in the Trustees' Annual Report), the Trustees (who are also the Directors of the charitable company for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements
This report is made solely to the charitable company's Members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charity's Trustees, as a body, in accordance with Section 44 (1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the Members and Trustees those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, its Members as a body and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

We have been appointed as Auditor under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Independent Auditor's Report to the Members and Trustees of The Royal Scottish Country Dance Society *(continued)*

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's Report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Alan Cunningham C.A., (Senior Statutory Auditor)
for and on behalf of
Alexander Sloan
Accountants and Statutory Auditor

50 Melville Street
Edinburgh
EH3 7HF

Date: 29 August 2018

Alexander Sloan is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.

Statement of financial activities *(including income and expenditure account)*

for the year ended 31 March 2018

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds	Total 2018 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2017 £
Income									
Donations and legacies	2	**7,245**	**9,838**	**-**	**17,083**	4,274	11,617	-	15,891
Other trading activities	3	**3,582**	**-**	**-**	**3,582**	2,481	-	-	2,481
Charitable activities	4	**824,070**	**-**	**-**	**824,070**	791,396	-	-	791,396
Investment income	5	**28,909**	**5,625**	**143**	**34,677**	27,382	5,286	132	32,800
Total income		**863,806**	**15,463**	**143**	**879,412**	825,533	16,903	132	842,568
Expenditure									
Raising funds	6	**(4,178)**	**(1,079)**	**-**	**(5,257)**	(3,882)	(931)	-	(4,813)
Charitable activities	7	**(762,730)**	**(24,163)**	**(5,635)**	**(792,528)**	(773,169)	(35,915)	-	(809,084)
Total expenditure		**(766,908)**	**(25,242)**	**(5,635)**	**(797,785)**	(777,051)	(36,846)	-	(813,897)
Net income/(expenditure) before other recognised gains and losses		**96,898**	**(9,779)**	**(5,492)**	**81,627**	48,482	(19,943)	132	28,671
Net gains/(losses) on investments		**(18,158)**	**(3,235)**	**183**	**(21,210)**	101,833	22,797	600	125,230
Net income/(expenditure) before transfers		**78,740**	**(13,014)**	**(5,309)**	**60,417**	150,315	2,854	732	153,901
Gross transfers between funds		**-**	**-**	**-**	**-**	-	-	-	-
Net movement in funds		**78,740**	**(13,014)**	**(5,309)**	**60,417**	150,315	2,854	732	153,901
Reconciliation of funds									
Total funds brought forward		**644,830**	**1,080,192**	**11,629**	**1,736,651**	494,515	1,077,338	10,897	1,582,750
Total funds carried forward		**723,570**	**1,067,178**	**6,320**	**1,797,068**	644,830	1,080,192	11,629	1,736,651

The notes on pages 18 to 31 form an integral part of these financial statements.

Balance sheet

as at 31 March 2018

	Notes	2018 £	2018 £	2017 £	2017 £
Fixed assets					
Intangible assets	*13*		**49,510**		-
Tangible assets	*14*		**626,982**		632,077
Investments	*15*		**892,753**		916,106
			1,569,245		1,548,183
Current assets					
Stocks	*16*	**31,302**		32,543	
Debtors	*17*	**24,203**		20,595	
Cash in bank and at hand	*18*	**616,149**		569,965	
		671,654		623,103	
Creditors:					
amounts falling due within one year	*19*	**(443,831)**		(434,635)	
Net current assets			**227,823**		188,468
Total net assets			**1,797,068**		1,736,651
Funds					
Unrestricted income funds:					
General	*23*		**723,570**		644,830
Designated	*24*		**1,067,178**		1,080,192
Restricted income funds	*25*		**6,320**		11,629
Total Charity Funds			**1,797,068**		1,736,651

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved and authorised for issue by the Trustees on 24 August 2018 and signed on their behalf by:

Helen S. Russell

H Russell
Trustee/Chairman

WA Cant
Trustee/Treasurer

The notes on pages 18 to 31 form an integral part of these financial statements

Cash flow statement

for the year ended 31 March 2018

	2018 £	2018 £	2017 £	2017 £
Cash flows from operating activities				
Net income		**60,417**		153,901
Losses/(gains) on investments		**21,210**		(125,230)
Amortisation of intangible assets		**-**		12,900
Depreciation charge		**5,095**		5,836
Investment income less investment management fees		**(29,420)**		(27,987)
Decrease in stock		**1,241**		1,880
(Increase)/decrease in debtors		**(3,608)**		17,455
Increase in creditors		**9,196**		73,367
Other movements on investments		**88**		-
Cash provided by operating activities		**64,219**		112,122
Cash flows from investing activities				
Investment income received	**34,677**		32,800	
Payments to acquire investments	**(45,705)**		-	
Receipts from sale of investments	**56,972**		-	
Movement on cash in investments	**(14,469)**		-	
Purchase of intangible asset	**(49,510)**		-	
Net cash from investing activities		**(18,035)**		32,800
Increase in cash and cash equivalents in the year		**46,184**		144,922
Cash and cash equivalents at the beginning of the year		**569,965**		425,043
Total cash and cash equivalents at the end of the year		**616,149**		569,965
Cash and cash equivalents comprise:				
Cash at bank		**616,149**		569,965

Notes to the financial statements

for the year ended 31 March 2018

1. Accounting policies

The following accounting policies have been applied consistently in dealing with the items which are considered material in relation to the charity's financial statements.

Charity status and statutory information
In June 2014, the registered charity formed *The Royal Scottish Country Dance Society*, a company limited by guarantee which on 1 April 2015, acquired the activities, assets, liabilities and commitments of the previous unincorporated association of the same name.

The assets acquired by the charitable company included the office premises at 12 Coates Crescent, Edinburgh which were valued independently and transferred to the charitable company's ownership at that valuation.

The registered office and principal place of business is 12 Coates Crescent, Edinburgh, EH3 7AF.

Basis of preparation and statement of compliance
The financial statements have been prepared under the historic cost convention. The charity is a company limited by guarantee, incorporated in Scotland. The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice FRS102 (SORP FRS102) – "Accounting and Reporting by Charities" (revised 2015) and comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Companies Act 2006 (as amended).

The charity meets the definition of a public benefit entity under FRS 102.

The financial statements are presented in UK sterling, and rounded to the nearest whole pound.

Going concern
The financial statements have been prepared on a going concern basis which assumes that the charitable company will continue in operational existence for the foreseeable future. Having considered the future operations of the charitable company, the Trustees consider that the going concern basis is appropriate for the preparation of these financial statements.

Fund accounting
Funds are classified as either Restricted Funds or Unrestricted Funds, defined as follows:

Restricted Funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Unrestricted Funds are expendable at the discretion of the Trustees in furtherance of the objects of the charity. If parts of the Unrestricted Funds are earmarked at the discretion of the Trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the Trustees' discretion to apply the fund.

Income
All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

1. Accounting policies *(continued)*

Income *(continued)*
Donations are recognised when the charity has evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably. Entitlement usually arises immediately upon receipt, however, in the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacy gifts must be recognised when it is probable that it will be received. This is normally following the granting confirmation, when the administrator/executor of the estate has communicated in writing both the amount and settlement date and any conditions attached to the legacy are either within the control of the charity or have been met. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Income from government and other grants, whether 'capital' or 'revenue' in nature, are recognised when the charity has unconditional entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Unconditional entitlement will be achieved once any performance or other conditions attached to the grants have been met, or fulfilment of those conditions is wholly within the control of the charity. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the Balance Sheet as deferred income to be released.

Income tax recoverable on Gift Aid donations is recognised when the respective donation has been recognised and the recoverable amount of income tax can be measured reliably; this is normally when the donor has completed the relevant Gift Aid declaration form. Income tax recoverable on Gift Aid donations is allocated to the same fund as the respective donation unless specified by the donor.

Income from charitable activities includes income earned both from the supply of goods or services under contractual arrangements and from performance-related grants which have conditions that specify the provision of particular goods or services to be provided by the charity. Income from charitable activities is recognised as earned (as the related goods or services are provided).

Income from other trading activities includes income earned from both trading activities to raise funds for the charity and income from fundraising events and is recognised when the charity has entitlement to the funds, it is probable that these will be received and the amounts can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Dividends are recognised when the shareholder's right to receive payment is established, measured at the fair value receivable. Generally, this is upon notification by the investment advisor once the dividend has been declared.

Other income represents income that cannot be reported under the other analysis headings provided within the Statement of Financial Activities and is recognised when the charity is entitled to the income, it is probable that it will be received and the amount can be measured reliably by the charity.

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

1. Accounting policies *(continued)*

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured or estimated reliably.

Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date. The exception is that certain financial instruments must be adjusted to their present value; these include financial liabilities where settlement is deferred for more than 12 months after the reporting date.

Expenditure on raising funds includes all expenditure incurred by a charity to raise funds for its charitable purposes. It includes the costs of all fundraising activities and events together with those costs incurred in seeking donations, grants and legacies and investment management costs.

Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities. The costs of charitable activities presented in the Statement of Financial Activities includes the costs of both direct service provision and the payments of grant awards if applicable.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities and is recognised when it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Support costs are incurred supporting the charity's activities and include expenditure associated with administrative and finance functions, business support, HR, IT and governance. These support functions are shared across the charity's activities and are apportioned across those activities in order to arrive at the full cost for each reported activity. The method of apportionment adopted by the charity are outlined in the notes to the financial statements.

Governance costs (which are included as a component of support costs in accordance with the SORP) comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include those related to constitutional and statutory requirements, external scrutiny (audit or independent examination), strategic management, and other legal and professional fees.

The charity is partially exempt for VAT. A separate expenditure category is included for any VAT which cannot be fully recovered.

Financial instruments
The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at the carrying value plus accrued interest less repayments. The financing charge to expenditure is at a constant rate calculated using the effective interest method.

Intangible assets
At the year end, the charity's new website was under construction. Once operational, the website will be amortised to write off its cost in equal instalments over its estimated useful life.

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

1. Accounting policies *(continued)*

Tangible fixed assets
Tangible fixed assets are measured initially at cost. The charity's property was revalued at 1 April 2015 on the charity becoming a charitable company. The valuation at 1 April 2015 is regarded as the property's deemed cost. The charity has a policy of capitalising individual assets costing more than £1,000. Depreciation is provided at the following rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 33% straight line
Land and buildings are not depreciated

The charity's building is not depreciated as it is deemed to have a useful life in excess of 50 years and an estimated residual value which would make any depreciation charged immaterial. The Trustees have assessed the appropriateness of the estimate residual value at the year end and believe that the net book value does not exceed the recoverable amounts of the building.

Fixed asset investments
Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market value. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

Stock
Stock is valued at the lower of cost and estimated net realisable value. Provision is made for slow-moving stock where year-end stock quantities are in excess of three times sales made in the last full year.

Debtors
Debtors are measured at their recoverable amounts, being the amount the charity anticipates it will receive in settlement of the debt (net of any discounts offered and provision against bad debt). Prepayments are valued at the amount prepaid at the reporting date.

Cash and Cash equivalents
Cash at bank and in hand includes all cash equivalents held in the form of short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors
Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of economic benefit - generally in the form of a cash payment - to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due. If there is an unconditional right to defer payment for more than 12 months from reporting date then they are presented as non-current liabilities.

Deferred income
The charity receives income during the accounting year from Membership subscriptions in furtherance of the charity's objectives. Where such income is deferred, it is accounted for as a liability, shown on the Balance Sheet as deferred income and released to income in the reporting period to which the Membership subscriptions relate. Deferred income also includes income received for the charity's Spring Fling (20 to 22 April 2018) and the Summer School (15 July to 12 August) which will be released to income during the year ending 31 March 2019. See also Note 20.

Notes to the financial statements *(continued)*

for the year ended 31 March 2018

1. Accounting policies *(continued)*

Pensions

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

Operating lease

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

Judgements and estimates

In preparing the financial statements, the Trustees are required to make estimates and assumptions which affect reported income, expenses, assets, and liabilities. Use of available information and application of judgement are inherent in the formation of estimates, together with past experience and expectations of future events that are believed to be reasonable under the circumstances. Actual results in the future could differ from such estimates.

2. Donations and legacies

	Unrestricted £	Designated £	Restricted £	Total 2018 £	Total 2017 £
Donations	**6,545**	**9,838**	**-**	**16,383**	3,189
Legacies	**700**	**-**	**-**	**700**	12,702
	7,245	**9,838**	**-**	**17,083**	15,891

3. Other trading activities

	Unrestricted £	Designated £	Restricted £	2018 £	2017 £
Advertising	**3,582**	**-**	**-**	**3,582**	2,481

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

4. Income from charitable activities

	Unrestricted £	Designated £	Restricted £	2018 £	2017 £
Subscriptions					
Membership subscriptions	**208,073**	-	-	**208,073**	211,850
Generated income					
Educational events and activities					
Summer School	**405,133**	-	-	**405,133**	352,556
Winter School	**98,177**	-	-	**98,177**	104,118
Spring Fling	**1,314**	-	-	**1,314**	10,580
Examinations and training	**7,385**	-	-	**7,385**	4,173
Medal tests	**6,472**	-	-	**6,472**	4,107
Sales of CDs, music and books	**80,537**	-	-	**80,537**	79,512
	599,018	-	-	**599,018**	555,046
Information and dancing services					
Conference weekend	**16,013**	-	-	**16,013**	19,915
Special events	**966**	-	-	**966**	4,585
	16,979	-	-	**16,979**	24,500
Total	**824,070**	-	-	**824,070**	791,396

5. Investment income

	Unrestricted £	Designated £	Restricted £	2018 £	2017 £
Income from listed investments	**24,619**	**5,625**	**143**	**30,387**	30,321
Interest received	**796**	-	-	**796**	895
Royalties and commission	**3,494**	-	-	**3,494**	1,584
	28,909	**5,625**	**143**	**34,677**	32,800

6. Raising funds

	Unrestricted £	Designated £	Restricted £	2018 £	2017 £
Investment management costs	**4,178**	**1,079**	-	**5,257**	4,813

Notes to the financial statements *(continued)*

for the year ended 31 March 2018

7. Expenditure on charitable activities

	Unrestricted	Designated	Restricted	2018	2017
	£	£	£	£	£
Activities undertaken directly					
Educational events and activities					
Summer School	**271,521**	**8,760**	-	**280,281**	244,086
Winter School	**55,204**	-	-	**55,204**	69,134
Spring Fling	**486**	**682**	-	**1,168**	7,583
Examinations and training	**11,286**	-	-	**11,286**	5,797
Medal tests	**4,330**	-	-	**4,330**	3,713
Cost of sales of CDs, music and books	**24,186**	-	-	**24,186**	37,902
Royalties and commission	**4,539**	-	-	**4,539**	5,428
	371,552	**9,442**	-	**380,994**	373,643
Information and dancing services					
Conference weekend	**11,150**	-	-	**11,150**	11,193
Special events	**2,762**	**9,626**	-	**12,388**	10,997
Magazine	**33,039**	-	-	**33,039**	31,317
Marketing consultancy	**11,568**	-	-	**11,568**	11,841
Publicity	**3,966**	-	-	**3,966**	2,474
Website	-	-	-	-	2,550
Archives	**1,700**	-	**5,635**	**7,335**	2,627
	64,185	**9,626**	**5,635**	**79,446**	72,999
Support costs					
Staff costs (Note 11.1)	**204,729**	-	-	**204,729**	191,241
Property	**18,237**	-	-	**18,237**	22,631
Insurance	**6,219**	-	-	**6,219**	5,937
Printing and stationery	**4,449**	-	-	**4,449**	7,193
Postage and telephone	**12,402**	-	-	**12,402**	10,605
Equipment, software and support	**14,479**	-	-	**14,479**	15,906
Accounting support	**6,401**	-	-	**6,401**	8,723
Depreciation	-	**5,095**	-	**5,095**	18,736
Banking charges	**11,360**	-	-	**11,360**	10,641
Irrecoverable VAT (on office overheads)	**22,869**	-	-	**22,869**	37,032
Governance costs:					
Legal fees	**345**	-	-	**345**	749
Trustee indemnity insurance	**824**	-	-	**824**	821
Auditor's remuneration	**7,050**	-	-	**7,050**	8,060
Management Board and Committee meetings	**17,629**	-	-	**17,629**	21,641
Regional forum expenses	-	-	-	-	2,526
	326,993	**5,095**	-	**332,088**	362,442
Total expenditure on charitable activities	**762,730**	**24,163**	**5,635**	**792,528**	809,084

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

8. Net income for the year

	2018 £	2017 £
Net income is stated after charging:		
Depreciation and other amounts written off tangible assets	**5,095**	5,836
Depreciation and other amounts written off intangible assets	**-**	12,900
Auditor's remuneration:		
Audit fee	**7,050**	8,060
Accountancy services	**-**	3,130

9. Analysis of charitable expenditure by activity

	Activities undertaken directly £	Support costs £	2018 Total £	2017 Total £
Activity				
Education events and activities	**380,994**	**232,462**	**613,456**	627,352
Information and dancing	**79,446**	**99,626**	**179,072**	181,732
	460,440	**332,088**	**792,528**	809,084

10. Analysis of support costs by charitable activity

	Staff £	Premises £	Office overheads £	Depreciation £	Governance £	2018 Total £	2017 Total £
Activity or programme							
Educational activities (70%)	**143,310**	**17,119**	**50,372**	**3,567**	**18,094**	**232,462**	253,709
Information and dancing (30%)	**61,419**	**7,337**	**21,588**	**1,528**	**7,754**	**99,626**	108,733
	204,729	**24,456**	**71,960**	**5,095**	**25,848**	**332,088**	362,442

Support costs are allocated to educational activities and information and dancing services on the basis of staff time spent on each activity.

11. Employee information

11.1 Employees

	2018 Number	2017 Number
Number of employees		
The average monthly number of employees (based on head count) during the year was:		
Support staff	**7**	8

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

11.1 Employees *(continued)*

	2018	2017
	£	£
Employment costs		
Wages and salaries	**161,958**	169,437
Social security costs	**12,087**	11,369
Pension costs	**9,059**	8,159
Recruitment	**10,260**	1,860
Temporary staff	**9,774**	416
Staff training	**1,591**	-
	204,729	191,241

There were no employees who received remuneration of over £60,000 in the period.

The Key Management Personnel comprise the Trustees, the Executive Officer and the Finance and Office Manager. The total employee benefits of the key management personnel were £50,454 (*2017: £69,048*).

11.2 During the year ended 31 March 2018, the charity made employer contributions totalling £9,059 (*2017: £8,159*) for seven employees into a qualifying workplace pension scheme administered by NEST.

12. Trustees' remuneration and expenses

Thirteen Trustees were reimbursed expenses of £9,524 (*2017: 13 Trustees, £9,503*) for attending meetings and £547 (*2017: £Nil*) for conducting examinations or training courses. See also Note 27.

Trustee indemnity insurance was purchased on behalf of all the Trustees at a cost of £824 (*2017: £821*).

13. Intangible fixed assets

	Website costs
	£
Cost	
At 1 April 2017	**26,976**
Additions	**49,510**
At 31 March 2018	**76,486**
Amortisation	
At 1 April 2017 and 31 March 2018	**26,976**
Net book value	
At 31 March 2018	**49,510**
At 31 March 2017	-

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

14. Tangible fixed assets

	Land and buildings freehold £	Fixtures fittings and equipment £	Total £
Cost			
At 1 April 2017 and 31 March 2018	625,000	18,749	643,749
Depreciation			
At 1 April 2017	-	11,672	11,672
Charge in year	-	5,095	5,095
At 31 March 2018	**-**	**16,767**	**16,767**
Net book value			
At 31 March 2018	**625,000**	**1,982**	**626,982**
At 31 March 2017	625,000	7,077	632,077

15. Investments

15.1 Fixed asset investments

	Listed investments £	Total £
Fair value (market value)		
At 1 April 2017	916,106	916,106
Additions	45,705	45,705
Disposals	(56,972)	(56,972)
Revaluations	(21,210)	(21,210)
Other movement	9,124	9,124
At 31 March 2018	**892,753**	**892,753**
Historic cost		
At 31 March 2018	**835,143**	**835,143**

15.2 Analysis of investments

	2018 £	2017 £
Market value at year end		
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	**883,441**	916,006
Cash held as part of the investment portfolios	**9,312**	100
Total	**892,753**	916,106

15.3 Material investment holdings

The following holdings represent more than 5% of the charity's total investments:

	2018 £	2017 £
Standard Life Wealth Offshore Income Fund	**892,753**	869,143
Personal Assets Trust	**-**	46,341

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

16. Stocks

	2018	2017
	£	£
Stocks (CDs, music, books, etc.)	**67,179**	67,486
Provision for slow-moving stocks	**(35,877)**	(36,122)
Work in progress	**-**	1,179
	31,302	32,543

17. Debtors

	2018	2017
	£	£
Trade debtors	**8,148**	3,925
VAT recoverable	**-**	409
Other debtors	**43**	1,050
Prepayments and accrued income	**16,012**	15,211
	24,203	20,595

18. Bank and cash

	2018	2017
	£	£
Current accounts	**75,567**	170,440
Deposit accounts	**540,476**	399,435
Cash at hand	**106**	90
	616,149	569,965

19. Creditors: Amounts falling due within one year

	2018	2017
	£	£
Trade creditors	**11,647**	15,398
Other taxes and social security costs	**15,900**	3,845
Deferred income (see Note 20)	**382,866**	374,719
Other creditors	**3,506**	15,152
Accruals	**29,912**	25,521
	443,831	434,635

20. Deferred income

	1 April 2017	Receipts in year	Released in year	31 March 2018
	£	£	£	£
Membership subscriptions	54,702	**203,192**	**(208,073)**	**49,821**
Spring Fling	-	**15,098**	**(1,314)**	**13,784**
Summer School	320,017	**404,377**	**(405,133)**	**319,261**
	374,719	**622,667**	**(614,520)**	**382,866**

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

21. Financial instruments

	2018	2017
	£	£
Carrying amount of financial assets		
Financial assets measured at fair value through profit and loss	**892,753**	916,106
Financial assets measured at amortised cost	**624,340**	575,349
Carrying amount of financial liabilities		
Financial liabilities measured at amortised cost	**(45,065)**	(56,071)
	1,472,028	1,435,384

Financial assets measured at fair value comprise listed investments. Financial assets measured at amortised cost comprise cash, trade debtors and other debtors.

Financial liabilities measured at amortised cost comprise trade creditors, accruals, and other creditors.

22. Analysis of net assets between funds

Fund balances at 31 March 2018 as represented by:

	Unrestricted	Designated	Restricted	2018	2017
	£	£	£	£	£
Intangible fixed assets	-	**49,510**	-	**49,510**	-
Tangible fixed assets	-	**626,982**	-	**626,982**	632,077
Investment assets	**722,327**	**166,053**	**4,373**	**892,753**	916,106
Current assets	**445,074**	**224,633**	**1,947**	**671,654**	623,103
Current liabilities	**(443,831)**	-	-	**(443,831)**	(434,635)
	723,570	**1,067,178**	**6,320**	**1,797,068**	1,736,651

23. Unrestricted Funds

	1 April 2017	Income	Expenditure	Transfers	Investment losses	31 March 2018
	£	£	£	£	£	£
General Fund	644,830	**863,806**	**(766,908)**	-	**(18,158)**	**723,570**

Purposes of Unrestricted Funds

General Fund
The General Fund represents the charity's accumulated reserves and encompasses all income and expenditure relating to the charity's primary focus activities other than those for which funding is restricted.

Notes to the financial statements *(continued)*
for the year ended 31 March 2018

24. Unrestricted Designated funds

	1 April 2017	Income	Expenditure	Transfers	Investment losses	31 March 2018
	£	£	£	£	£	£
Jean Milligan Memorial Fund	193,723	**12,743**	**(17,503)**	**-**	**(3,186)**	**185,777**
Development Fund	254,392	**35**	**(2,134)**	**(49,510)**	**-**	**202,783**
Designated Assets Fund	632,077	**-**	**(5,095)**	**49,510**	**-**	**676,492**
Aitkenhead Fund	-	**2,685**	**(510)**	**-**	**(49)**	**2,126**
	1,080,192	**15,463**	**(25,242)**	**-**	**(3,235)**	**1,067,178**

Purposes of Designated Funds

Jean Milligan Memorial Fund

The Fund was set up in memory of one of the Society's co-founders and is used at the discretion of the Society to promote the aims of the Society. Disbursements are administered by the Jean Milligan Memorial Fund panel.

Development Fund

The Fund was set up in order to fund investments and spending designed to promote SCD and music and The Royal Scottish Country Dance Society membership in the long term. It is the policy of the Board that legacies and donations received in the year exceeding £1,000 which have no restrictions on their use are designated to this Fund.

Designated Assets Fund

The Fund represents the net book value of the charity's fixed and intangible assets that are not readily convertible into cash.

Aitkenhead Fund

The Fund was set up during the year ended 31 March 2018 in memory of a previous Chairman of the Society and is used, at the discretion of the Society, to support young people and their families to participate in Scottish Country Dancing events.

25. Restricted funds

	1 April 2017	Income	Expenditure	Transfers	Investment gains	31 March 2018
	£	£	£	£	£	£
Porter Bequest	5,994	**143**	**-**	**-**	**183**	**6,320**
Archivist	5,635	**-**	**(5,635)**	**-**	**-**	**-**
	11,629	**143**	**(5,635)**	**-**	**183**	**6,320**

Purposes of Restricted Funds

Porter Bequest

The Porter Bequest is a permanent Endowment Fund from which the generated income provides a restricted scholarship to the Society's Summer School for dancers from the Canadian Maritime Provinces.

Archivist

This Fund represents funding from Heritage Lottery Fund (HLF) towards the employment costs of an Archivist and archive development costs. This HLF Funding was spent and augmented in 2014-15 and in 2015-16 with the Society's designated funds which were transferred into Restricted Funds for use in the archive project. The Fund was expended at 31 March 2018.

Notes to the financial statements *(continued)*

for the year ended 31 March 2018

26. Financial commitments

At 31 March 2018, the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2018	2017
	£	£
Not later than one year	**940**	1,094
Later than one year and not later than five years	**1,800**	2,380
Later than five years	**-**	360
Total commitment	**2,740**	3,834

27. Related party transactions

A Trustee received £100 for his role as a member of the band that played at the AGM ceilidh on 3 November 2017. The Trustee retired on 4 November 2017 being the end of his three year period of office.

During the year, the husband of a Trustee who is a member of the Management Services Committee, was reimbursed travel expenses of £116 for attendance at a Committee Meeting (*2017: Nil*).

Notes to the financial statements *(continued)*

for the year ended 31 March 2018

The following pages do not form part of the statutory financial statements:

Appendices

Appendix 1 Detailed Income statement – All Funds

Appendix 2 Detailed Income statement – General Fund only

Appendix 3 General Fund Allocation matrix

Appendix 1 - All Funds
Detailed income statement
for the year ended 31 March 2018

	Restricted Funds		Designated Funds				Unrestricted	
	Porter Bequest	Archivist	Jean Milligan Fund	Fixed Assets Fund	Development Fund	Aitkenhead Fund	General Fund	2018 Total
	£	£	£	£	£	£	£	£
Generated income								
Membership subscriptions	-	-		-	-		208,073	**208,073**
Donations	-	-	7,118	-	35	2,685	6,545	**16,383**
Legacies	-	-	-	-	-	-	700	**700**
Investment income	143	-	5,625	-	-	-	25,415	**31,183**
Royalties & commissions	-	-	-	-	-	-	(1,045)	**(1,045)**
	143	-	12,743	-	35	2,685	239,688	**255,294**
Educational events								
Summer School	-	-	-	-	-	-	60,219	**60,219**
Winter School	-	-	-	-	-	-	16,908	**16,908**
Spring Fling	-	-	-	-	-	-	(7,878)	**(7,878)**
	-	-	-	-	-	-	69,249	**69,249**
Educational activities								
Summer School	-	-	(8,250)	-	-	(510)	-	**(8,760)**
Examinations and training	-	-	-	-	-	-	(35,823)	**(35,823)**
Medal Tests	-	-	-	-	-	-	(6,564)	**(6,564)**
Sales of CDs, music & books	-	-	-	-	-	-	18,625	**18,625**
	-	-	(8,250)	-	-	(510)	(23,762)	**(32,522)**
Information & dancing								
Conference weekend	-	-	-	-	-	-	(9,647)	**(9,647)**
Special events	-	-	(8,174)	-	(2,134)	-	(4,698)	**(15,006)**
Other events	-	-	*(8,174)*	-	*(2,134)*	-	*(14,345)*	***(24,653)***
Magazine	-	-	-	-	-	-	(30,257)	**(30,257)**
Marketing consultancy	-	-	-	-	-	-	(10,768)	**(10,768)**
Publicity	-	-	-	-	-	-	(3,966)	**(3,966)**
Website	-	-	-	-	-	-	-	**-**
Archives	-	(5,635)	-	-	-	-	(1,700)	**(7,335)**
	-	*(5,635)*	-	-	-	-	*(46,691)*	***(52,326)***
	-	(5,635)	(8,174)	-	(2,134)	-	(61,036)	**(76,979)**
Central Costs								
Staff	-	-	-	-	-	-	(68,584)	**(68,584)**
Property	-	-	-	-	-	-	(6,109)	**(6,109)**
insurance	-	-	-	-	-	-	(2,083)	**(2,083)**
Printing & Stationery	-	-	-	-	-	-	(1,490)	**(1,490)**
Postage & telephone	-	-	-	-	-	-	(4,155)	**(4,155)**
Equipment, software & support	-	-	-	-	-	-	(4,851)	**(4,851)**
Accounting support	-	-	-	-	-	-	(2,144)	**(2,144)**
Depreciation	-	-	-	(5,095)	-	-	-	**(5,095)**
Banking charges	-	-	-	-	-	-	(3,806)	**(3,806)**
Irrecoverable VAT	-	-	-	-	-	-	(3,993)	**(3,993)**
	-	-	-	(5,095)	-	-	(97,215)	**(102,310)**

Appendix 1 - All Funds *(continued)*

Detailed income statement *(continued)*

for the year ended 31 March 2018

	Restricted Funds			Designated Funds			Unrestricted	
	Porter Bequest	Archivist	Jean Milligan Fund	Fixed Assets Fund	Development Fund	Aitkenhead Fund	General Fund	2018 Total
	£	£	£	£	£	£	£	£
Governance Costs								
Trustees indemnity insurance	-	-	-	-	-	-	(824)	**(824)**
Investment management costs	-	-	(1,079)	-	-	-	(4,178)	**(5,257)**
Legal and professional	-	-	-	-	-	-	(345)	**(345)**
Audit	-	-	-	-	-	-	(7,050)	**(7,050)**
AGM event and delivery/travel and accom	-	-	-	-	-	-	(5,058)	**(5,058)**
Management Board & FGAP meetings	-	-	-	-	-	-	(5,833)	**(5,833)**
E&T meetings	-	-	-	-	-	-	(2,486)	**(2,486)**
MS meetings	-	-	-	-	-	-	(1,629)	**(1,629)**
YS meetings	-	-	-	-	-	-	(150)	**(150)**
Schools Committee meetings	-	-	-	-	-	-	(955)	**(955)**
Business Planning Working Group	-	-	-	-	-	-	(116)	**(116)**
Annual Away Day/Training	-	-	-	-	-	-	(1,402)	**(1,402)**
Regional Forum expenses	-	-	-	-	-	-	-	**-**
	-	-	(1,079)	-	-	-	(30,026)	**(31,105)**
Net income/(expenditure)	143	(5,635)	(4,760)	(5,095)	(2,099)	2,175	96,898	**81,627**

Appendix 2 - General Fund only
Detailed income statement
for the year ended 31 March 2018

	Year ended 31 March 2018				Year ended 31 March 2017			
	Income	**Direct costs**	**Overhead allocation**	**Net result**	Income	Direct costs	Overhead allocation	Net result
	£	**£**	**£**	**£**	£	£	£	£
Generated income								
Membership subscriptions	**208,073**	**-**	**-**	**208,073**	211,850	-	-	211,850
Donations	**6,545**	**-**	**-**	**6,545**	2,774	-	-	2,774
Legacies	**700**	**-**	**-**	**700**	1,500	-	-	1,500
Investment income	**25,415**	**-**	**-**	**25,415**	25,798	-	-	25,798
Royalties & commissions	**3,494**	**(4,539)**	**-**	**(1,045)**	1,584	(5,428)	-	(3,844)
	244,227	**(4,539)**	**-**	**239,688**	243,506	(5,428)	-	238,078
Educational events								
Summer School	**405,133**	**(271,521)**	**(73,393)**	**60,219**	352,556	(236,256)	(74,477)	41,823
Winter School	**98,177**	**(55,204)**	**(26,065)**	**16,908**	104,118	(69,134)	(28,385)	6,599
Spring Fling	**1,314**	**(486)**	**(8,706)**	**(7,878)**	10,580	(7,583)	(8,937)	(5,940)
	504,624	**(327,211)**	**(108,164)**	**69,249**	467,254	(312,973)	(111,799)	42,482
Educational activities								
Examinations and training	**7,385**	**(11,286)**	**(31,922)**	**(35,823)**	4,173	(5,797)	(32,770)	(34,394)
Medal Tests	**6,472**	**(4,330)**	**(8,706)**	**(6,564)**	4,107	(3,713)	(8,937)	(8,543)
Sales of CDs, music & books	**80,537**	**(24,186)**	**(37,726)**	**18,625**	79,512	(37,902)	(38,728)	2,882
	94,394	**(39,802)**	**(78,354)**	**(23,762)**	87,792	(47,412)	(80,435)	(40,055)
Information & dancing								
Conference weekend	**16,013**	**(11,150)**	**(14,510)**	**(9,647)**	19,915	(11,193)	(14,895)	(6,173)
Special events	**966**	**(2,762)**	**(2,902)**	**(4,698)**	4,585	(2,330)	(2,979)	(724)
Other events	**16,979**	**(13,912)**	**(17,412)**	**(14,345)**	24,500	(13,523)	(17,874)	(6,897)
Magazine	**2,782**	**(33,039)**	**-**	**(30,257)**	2,481	(31,317)	-	(28,836)
Marketing consultancy	**800**	**(11,568)**	**-**	**(10,768)**		(11,841)	-	(11,841)
Publicity	**-**	**(3,966)**	**-**	**(3,966)**	-	(2,474)	-	(2,474)
Website	**-**	**-**	**-**	**-**	-	(2,550)	-	(2,550)
Archives	**-**	**(1,700)**	**-**	**(1,700)**	-	(1,945)	-	(1,945)
Other events	**3,582**	**(50,273)**	**-**	**(46,691)**	2,481	(50,127)	-	(47,646)
	20,561	**(64,185)**	**(17,412)**	**(61,036)**	26,981	(63,650)	(17,874)	(54,543)

Appendix 2 - General Fund only *(continued)*

Detailed income statement *(continued)*

for the year ended 31 March 2018

	Year ended 31 March 2018				Year ended 31 March 2017			
	Income	**Direct costs**	**Overhead allocation**	**Net result**	Income	Direct costs	Overhead allocation	Net result
	£	**£**	**£**	**£**	£	£	£	£
Central Costs								
Staff	**-**	**(204,729)**	**136,145**	**(68,584)**	-	(191,241)	127,175	(64,066)
Property	**-**	**(18,237)**	**12,128**	**(6,109)**	-	(22,631)	15,050	(7,581)
Insurance	**-**	**(6,219)**	**4,136**	**(2,083)**	-	(5,937)	3,948	(1,989)
Printing & Stationery	**-**	**(4,449)**	**2,959**	**(1,490)**	-	(7,193)	4,783	(2,410)
Postage & telephone	**-**	**(12,402)**	**8,247**	**(4,155)**	-	(10,605)	7,052	(3,553)
Equipment, software & support	-	**(14,479)**	**9,628**	**(4,851)**	-	(15,906)	10,578	(5,328)
Accounting support	-	**(6,401)**	**4,257**	**(2,144)**	-	(8,723)	5,801	(2,922)
Depreciation	-	-	-	-	-	-	-	-
Bank and exchange charges	-	**(11,360)**	**7,554**	**(3,806)**	-	(10,641)	7,076	(3,565)
Irrecoverable VAT	-	**(11,921)**	**7,928**	**(3,993)**	-	(25,032)	16,645	(8,387)
Irrecoverable VAT directly attributable to Winter School	-	**(10,948)**	**10,948**	-		(12,000)	12,000	-
	-	**(301,145)**	**203,930**	**(97,215)**	-	(309,909)	210,108	(99,801)
Governance Costs								
Trustees indemnity insurance	-	**(824)**	-	**(824)**	-	(821)	-	(821)
Investment management costs	-	**(4,178)**	-	**(4,178)**	-	(3,882)	-	(3,882)
Legal and professional	-	**(345)**	-	**(345)**	-	(749)	-	(749)
Audit	-	**(7,050)**	-	**(7,050)**	-	(8,060)	-	(8,060)
AGM event and delivery/travel and accom	-	**(5,058)**	-	**(5,058)**	-	(3,933)	-	(3,933)
Management Board & FGAP meetings	-	**(5,833)**	-	**(5,833)**	-	(6,150)	-	(6,150)
E&T meetings	-	**(2,486)**	-	**(2,486)**	-	(2,860)	-	(2,860)
MS meetings	-	**(1,629)**	-	**(1,629)**	-	(2,493)	-	(2,493)
YS meetings	-	**(150)**	-	**(150)**	-	(1,971)	-	(1,971)
Schools Committee meetings	-	**(955)**	-	**(955)**	-	(1,382)	-	(1,382)
Business Planning Working Group	-	**(116)**	-	**(116)**	-	(604)	-	(604)
Annual Away Day/Training	-	**(1,402)**	-	**(1,402)**	-	(2,248)	-	(2,248)
Regional Forum expenses	-	-	-	-	-	(2,526)	-	(2,526)
	-	**(30,026)**	-	**(30,026)**	-	(37,679)	-	(37,679)
Net income /(expenditure)	**863,806**	**(766,908)**	-	**96,898**	825,533	(777,051)	-	48,482

Appendix 3 - General fund
Allocation matrix
for the year ended 31 March 2018

	2018 Overhead allocation £	2017 Overhead allocation £
Total central costs per Appendix 2	**301,145**	309,909
Less: Irrecoverable VAT directly attributable to Winter School	**-**	(12,000)
Total central costs to be apportioned	**301,145**	297,909
Educational events		
Summer School	**25.0%**	25.0%
Winter School	**5.5%**	5.5%
Spring Fling	**3.0%**	3.0%
	33.5%	33.5%
Educational activities		
Examinations and training	**11.0%**	11.0%
Medal tests	**3.0%**	3.0%
Sales of CDs, music and books	**13.0%**	13.0%
	27.0%	27.0%
Information and dancing		
Conference weekend	**5.0%**	5.0%
Special events	**1.0%**	1.0%
	6.0%	6.0%
Total allocated as percentage	**66.5%**	66.5%