



# The Royal Scottish Pipe Band Association Northern Ireland Branch

## Annual Report and Statement of Accounts

For the year to 30<sup>th</sup> September 2021

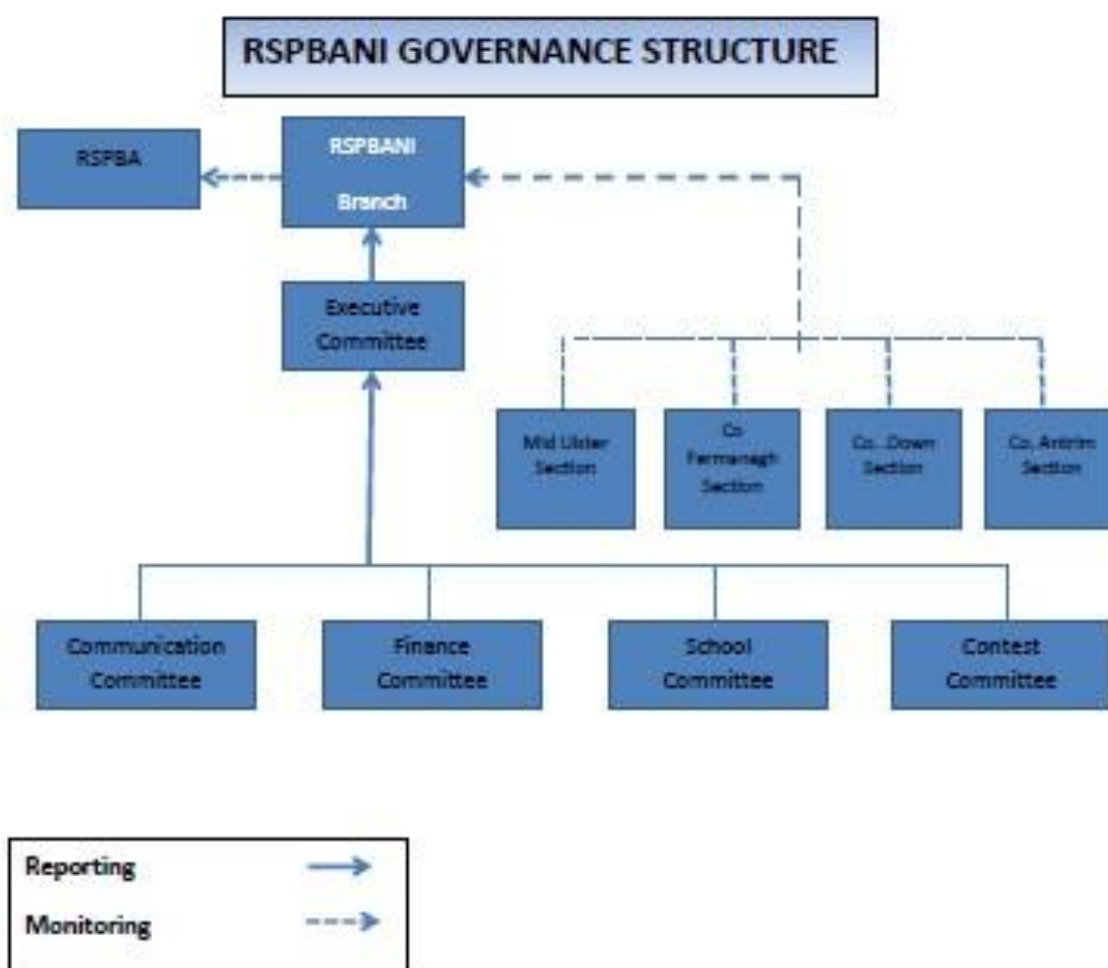
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## Structure, Governance and Management

The Royal Scottish Pipe Band Association Northern Ireland Branch is a Branch of the Royal Scottish Pipe Band association and is governed by its own Constitution.

In order to service the whole of Northern Ireland, the Branch is divided up into four sections: Co. Antrim, Co. Down, Mid Ulster and Co. Fermanagh. The Sections are made up of bands operational in their respective areas and they operate with a full structure of Office Bearers. Section meetings are held regularly throughout the year and each has an Annual General Meeting. Each Section also appoints a representative who sits on the Branch Executive in order to maintain communication throughout the organisation.

All member bands operate with committees made up of Chairman, Vice Chairman, Secretary and Treasurer. This allows the channels of communication to remain open from playing members through to the Sections and Branch to the Executive Committee which manages the Branch and consists of all the appointed Trustees.



## Pipe Band and Drum Major Championships

The Royal Scottish Pipe Band Association Northern Ireland Branch (RSPBANI) delivered no activities due to the pandemic.

The RSPBANI Branch had 45 pipe bands in membership in 2020.

## The RSPBANI Branch Piping and Drumming School

The formal education programme delivers accredited qualifications the nurturing and encouraging of young people to mix inter generationally, with those from a different background etc.

The programmes delivered by the RSPBANI Saturday Schools are through a structured education programme, delivered by highly qualified vetted tutors, with graded exams offered at the end of each term in piping and drumming. These awards include:

- ✦ Foundation Certificate (in partnership with the Music Service for Pipes and Drums and Ulster-Scots Agency)
- ✦ Piping and Drumming Qualification Board (PDQB) awards
- ✦ Scottish Qualifications Authority (SQA)/Piping and Drumming Qualifications - SCQF Levels 2-8

The RSPBANI Branch School offers access to the Scottish Qualification Authority (SQA) recognised qualifications in Bagpipes and Snare Drumming. The qualifications in Bass/Tenor Drumming and Drum Majoring are currently recognised by the Piping and Drumming Qualifications Board (PDQB). The Piping and Snare Drum qualifications are available at different levels which reference directly their place in the Scottish Credit and Qualifications Framework (SCQF). Qualifications at Level 2 – 8 are available in Bagpipes and Level 3-6 are available for Snare Drumming.

Qualifications gained under SCQF can be referenced to the Qualifications most commonly studied for in Northern Ireland. The following table outlines the local equivalent qualifications. These qualifications are nationally recognised and can be added to the Student's CV or Record of Achievement.

| Scottish Credit and Qualifications Framework | Northern Ireland Equivalent                |
|--|--|
| Level 4                                      | Low grade GCSE pass (G-D) or NVQ Level 1   |
| Level 5                                      | High grade GCSE pass (C-A*) or NVQ Level 2 |
| Level 6                                      | GCE AS and A Level or NVQ Level 3          |
| Level 7                                      | Higher National Certificate (HNC)          |
| Level 8                                      | Higher National Diplomas (HND)             |

The Branch School operated with limited numbers with tuition online

### **International Touring**

No touring took place due to the pandemic.

### **Presidents Charity**

No collections were made due to the pandemic.

### **Meetings**

The following organisation meetings were held between 1<sup>st</sup> of October 2020 and the 30<sup>th</sup> of September 2021.

- Annual General Meeting
- 12 Executive meetings
- 4 Branch Meetings
- 2 Finance Committee Meetings
- 2 Education Committee Meetings

### **Financial Management and Reserves Policy**

The Association has the following Financial Management and Procedures Policy

#### **1. Purpose**

The RSPBANI Executive Committee will be able to ensure that the assets of the Royal Scottish Pipe Band Association, Northern Ireland Branch (RSPBANI) are safely controlled and managed.

#### **2. Financial Policy**

##### **(i) The RSPBANI Executive Committee is responsible for:**

- Safeguarding the assets of the charity
- Preventing fraud
- Ensuring that adequate financial records are kept to meet Constitution requirements and any relevant legislation.
- Ensuring that Annual Accounts in accordance with the governing document and relevant legislation are prepared

##### **(ii) To enable the RSPBANI Executive Committee to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all RSPBANI Executive Committee members, staff and volunteers.**

(iii) A copy of this policy and procedures will be made available to RSPBANI Executive Committee members on their election to the Committee and it will also be made available to all relevant staff and volunteers.

3. The Finance policy and procedures will be reviewed annually by the RSPBANI Executive Committee and revised as necessary.

4. Financial Procedures

(I) Organisational Information

Financial Year 1<sup>st</sup> October to 30th September

**Bank**

Ulster Bank 18 Bow Street  
Lisburn  
BT28 1BN  
Telephone: 028 9267 6223

**Accountants**

Heanen, Stanfield and McKee  
30 Bachelor's Walk  
Lisburn  
BT28 1XN  
Phone: 028 9267 5836

(ii). **Bank Accounts**

- a. All bank accounts must be in the RSPBANI name.
- b. New accounts may only be opened by a decision of the Finance Committee and approved by the RSPBANI Executive Committee. Decisions must be recorded in the minutes of the meeting.
- c. Changes to the accounts mandate may only be made by a decision of the Finance Committee, which must be minuted.
- d. Two people should be involved in counting cash income.
- e. All cheques must be signed by two signatories.
- f. The signatories are responsible for examining the cheque for accuracy and completeness.
- g. The Treasurer is responsible for ensuring accuracy and completeness prior to transmission.
- h. The signatories are responsible for examining the payment documentation (invoices etc.) prior to signing the cheque or authorising an Internet Transfer.
- i. Blank cheques must never be signed.

(iii) **Signatories to the accounts:**

Name: Role

Mr Kenneth Crothers - RSPBANI Treasurer

Mr Ian Burrows - Project Officer

Mr George Usher - Media & Marketing Committee Chairman

(iv) **Budget**

a) An annual budget, setting out the organisation's financial plan for the year, will be prepared for approval by the Finance Committee and RSPBANI Executive Committee.

b) The draft budget will be prepared by the following three personnel:

- RSPBANI Chairman
- RSPBANI Finance Committee Chairman
- RSPBANI Treasurer

(v) **Financial Reports**

- A financial report will be prepared for every RSPBANI Executive meeting.
- The financial report will show Bank balances of General Account:
- The report will be prepared by the treasurer

(vi) **Accounting and other financial records**

(a) RSPBANI maintains an accounting system which records:

- Cheques and cash received and banked
- Cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts

(b) Every transaction will be entered into the appropriate book and will include:

- The date of the transaction
- The name of the person money was received from or paid to and the full amount
- A brief description of why the money was received or paid
- An analysis of each amount under its relevant budget heading, where applicable

(c) All documents relating to receipts and payments will be filed in the month they are input to the system.

(vii) **Authorisation and Payment**

- a. The Treasurer must approve the purchase of any item over £200.
- b. No RSPBANI Executive member or RSPBANI employee may authorise payment to themselves, their partner, or relatives.
- c. Invoices (or other receipts) should be matched and checked before payment is authorised. All goods received must be signed for; if unchecked they must be checked for completeness before payment.
- d. Before cheque or Internet payment is made, it must be suitably authorised.
- e. Two signatories must sign cheques.
- f. For Internet Bank Transfer the two signatories must sign the Authorisation form.
- g. Once payment has been made the invoice (or other receipt) should be marked "Paid", together with the cheque number and date.
- h. All payments must be entered in the accounting system.

(viii) **Payroll**

- a) All employees (including sessional and part time employees) must be asked to complete the relevant PAYE form/s before they receive any payment.
- b) All staff changes and changes to terms and conditions of employment must be authorised and minutes kept by the RSPBANI Executive
- c) Payroll and all calculations will be made by suitably qualified independent person

(ix) **Insurance**

- a) Appropriate Insurance policies will be maintained to cover:
  - Employer's Liability
  - Public Liability
  - Contents
- b) An inventory of all physical assets of the organisation will be kept and regularly updated.

**RSPBANI Reserves Policy:**



Reserves are the resources the organisation has or can make available to spend for any or all of its purposes once it has met its commitments and covered its other planned expenditure. RSPBANI needs reserves to meet its operational and programming costs for 6 months and to save towards achieving its long term corporate objectives of owing a centre of piping excellence.

RSPBANI requires restricted and unrestricted funds to meet its commitments so have created a policy for ensuring compliance. RSPBANI through its Finance Committee will agree the establishment and maintenance of reserves to meet its short-term commitments and long-term objectives. The reserves will be reviewed bi-annually through the Finance Committee and assurances reported to the Executive Committee of the RSPBANI.

The main source of income is generated through events run throughout the summer months. RSPBANI reserves are set out as follows:

### **Details**

#### *Unrestricted Funds;*

|  |           |
|--|-----------|
| Operational Costs - Wages (6 months)                   | - £15,000 |
| Office Rental & Insurance costs (6 months)             | - £4000   |
| Other Recurring Costs                                  | - £2000   |
| Programming Costs (advertising, promotions, equipment) | - £10,000 |
| Education Programme Investment                         | - £14,000 |

#### *Restricted / Designated Funds;*

|  |           |
|--|-----------|
| Capital Acquisition Savings / Premises | - £40,000 |
|--|-----------|

|                    |                  |
|--------------------|------------------|
| <b>Total Funds</b> | <b>- £85,000</b> |
|--------------------|------------------|

### **Reference and Administrative Detail Charity Name**

The Royal Scottish Pipe Band Association Northern Ireland Branch

### **Charity Number**

NIC103199

### **Address**

Unit 34 Crescent Business park  
Ballinderry Road  
Lisburn  
Co Antrim  
BT28 2GN

### **Charity Trustees**

|                       |                            |
|-----------------------|----------------------------|
| Mr Ray Hall           | - Chairman                 |
| Mrs Arlene Faulkner   | - Vice Chairman            |
| Ms Danielle McCartney | - Secretary                |
| Mr Kenny Crothers     | - Treasurer/RSPBA Director |
| Mrs Loraine Ronaldson | - RSPBA Director           |
| Mr Dessie McLaughlin  | - Mid Ulster Section       |

Rep Mr Wilby Hanna  
Mr Alistair McCleery  
Mr George Ussher  
Mr Adam Fawcett

- Co Down Section Rep  
- Co Antrim Section Rep  
- Marketing and Media Committee  
- School Convenor

### Public Benefit Statement

| Purpose  | Public Benefit Statement   | Comments  |
|--|--|---|
| <ul style="list-style-type: none"> <li>To promote and encourage the culture and advancement of Pipe Band Music.</li> <li>To facilitate and encourage the teaching and promotion of piping, drumming and Drum Majoring to the highest standard.</li> <li>To create and maintain a bond of Fellowship with all Pipe Band Personnel.</li> </ul> | <p>RSPBANI promote and encourage the culture and advancement of Pipe Band Music and the benefits flowing from the purposes are demonstrated through the outcomes of staging pipe band competitions throughout N. Ireland to advance the standard of Pipe Band Music, the provision of teaching facilities, the bond of fellowship, the devising of rules and the organising of the All-Ireland Championships for the enjoyment and benefit of all members and the general public.</p> <p>By providing 5 teaching centres throughout N. Ireland to enhance teaching learning skills associated with each discipline for the benefit of members and the general public.</p> <p>A bond of fellowship is maintained with all Pipe Band Personnel through</p> | <p>Due to the purposes of RSPBANI it was important that public benefit was clearly demonstrated flowing from the purposes. Each of the key elements as appropriate to its circumstances was addressed by using the public benefit toolkit.</p> <p>The possibility of harm, for example by physical injury incurred by participation in pipe band events is outweighed by the benefit and significantly reduced by the policies and procedures in place to address such risks, i.e. safeguarding and child protection policy, health and safety policy, code of conduct for staff and volunteers.</p> <p>Some private benefit is obtained by traders who sell food and pipe band equipment on favourable terms, but this is ancillary to the main purpose and is</p> |

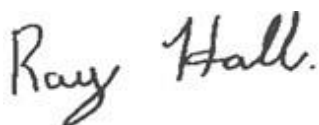
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|--|---|---|
| <ul style="list-style-type: none"> <li>• To devise and operate a proper system of local Pipe Band Contest Rules.</li> <li>• To organise, facilitate, regulate, encourage and operate Pipe Band Championships held within Northern Ireland and to cooperate in similar endeavours outside Northern Ireland.</li> <li>• The enjoyment of the rights and freedoms set forth in this Constitution shall be secured without discrimination on any ground such as sex, race, colour language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.</li> </ul> | <p>friendships and fellowships gained at competitions and our education centres.</p> <p>Local contest rules are put forward at our AGM by notice of motion and voted on for the benefit of the membership and general public</p> <p>RSPBANI organises 8 or 9 Pipe Band Championships each year to encourage competition, which are regulated by RSPBA rules. The All Ireland Championships is jointly run alongside the Irish Pipe Band Association and is alternated yearly between the two countries. Members of both associations and the general public benefit from this.</p> <p>RSPBANI is an equal opportunity organisation and membership and all activities and purposes are open to benefit any member of society</p> | <p>greatly outweighed by the gains in public benefit. No harm arises from these purposes.</p> |
|--|---|---|

### Chairman's Summary

The RSPBANI Branch was largely inactive due to the pandemic in 2021.

As an organisation we value our membership bands and will continue to provide a governing structure where democracy is transparent right across the pipe band community.

The RSPBANI Branch has strong governance and has a sound financial standing.



RSPBANI Branch Chairman