

APPENDIX 1

OSCR

Office of the Scottish Charity Regulator

Reference and administration details

Charity name	Royal Scottish Country Dance Society West Lothian			
Other names charity is known by	RSCDS West Lothian			
Registered charity number	SC009088			
Charity's principal address	Mrs Sandra Cheyne			
	90 Eagles View			
	Livingston			
	West Lothian			Postcode EH54 8AJ

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Mr Graham Dickson	Chairman		
2 Mrs Sandra Cheyne	Secretary		
3 Ms Rona McLeod	Treasurer		
4 Mrs Linda Cullen	Committee Member		
5 Mrs Margaret Fairgrieve	Committee Member		
6 Mrs Jean Finch	Committee Member		
7 Mr Brian MacRae	Committee Member		
8 Mrs Marjorie MacRae	Committee Member		
9 Mrs Yvonne Munro	Committee Member		
10 Mr John Philp	Committee Member		
11 Mrs Shirley Sim	Committee Member		
12 Mrs Moira Stephen	Committee Member		
13			
14			
15			
16			
17			
18			
19			
20			

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Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing document

Constitution

Royal Scottish Country Dance Society West Lothian is a Local Association with the Royal Scottish Country Dance Society and is an autonomous body consisting of members of the Royal Scottish Country Dance Society.

Trustee recruitment and appointment

All Trustees are appointed annually at the Annual General Meeting

Objectives and activities

Charitable purposes

To provide Scottish Country Dancing in West Lothian and the neighbouring area
To promote the objects set out in the Constitution

Summary of the main activities in relation to these objects

Weekly instruction class
Dinner Dance
Weekly summer social dancing and monthly during the winter
Workshops as requested and when required
Assist in promoting Scottish Country Dancing
Interact with neighbouring Clubs and Local Associations

Achievements and performance

Summary of the main achievements of the charity during the financial period

Social dancing was held on Thursdays throughout the Summer and once a month on a Saturday during the winter. Numbers have improved this year.

We returned to the Park Hotel in Montrose at the end of October.

Our annual dance was held on Saturday the 6th December.

The weekly class in the afternoon has low numbers but enjoyed by all and felt worthwhile having.

Financial review

Brief statement of the charity's policy on reserves

All events organised are costed and aim to be self-funding as far as possible. Membership fees are set to cover administration costs. The balance is maintained to cover any small losses and unexpected expenditure.

Details of any deficit

General Fund. Deficit of £105 for branch class. This equates to £5.25 per class. It had been decided to keep the costs low for the class to encourage more members to attend.

Donated facilities and services (if any)

Members are available and when requested donate their time to assist at events held by the branch and other outside agency, i.e Youth Groups. They undertake MC duties for other groups when invited.

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Other optional information

Many members travel and dance with other groups to promote Scottish Country Dancing and spread their love of dance and to enjoy fellowship with others.

A warm welcome is always extended to dancers from out with West Lothian to all our functions.

We are celebrating our 90th anniversary this year with events over the year.

This all helps with keeping the membership fit and having interaction with others.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mr Graham Dickson	
Position (e.g. Chair)	Chairman	
Date	16/7/26	

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	May	2025		30	April	2026

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Gross Trading Receipts	4,244	9,232			13,476	10,231
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	4,244	9,232	-	-	13,476	10,231
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	4,244	9,232	-	-	13,476	10,231
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	3,908	8,588			12,496	9,428
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Honoraria	80	40			120	120
Meetings	32				32	77
A3 Sub total	4,020	8,628	-	-	12,648	9,625
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	4,020	8,628	-	-	12,648	9,625
Net receipts / (payments)	224	604	-	-	828	606
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	224	604	-	-	828	606

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

[illegible]

Type of activity or project supported

[illegible]

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

[illegible]

Authority under which paid

Authority under which paid	£
Honoraria to Secretary Mrs Sandra Cheyne	4
Honoraria to Treasurer Ms Rona McLeod	4
Honoraria to Co-ordinator for Weekend Mrs Shirley Sim	4
Margaret Fairgrieve remuneration for social dancing nights	3
Moiria Stephen remuneration for social dancing nights	3
Yvonne Munro remuneration for social dancing nights	3

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

[illegible]

Number of trustees

	Number of trustees	£
Moirs Stephen Printing and Photocopying	one	5

Nature of relationship

Nature of relationship	Nature of transaction	amount (£)	outstanding at period end (£)
son-in-law of trustee	Catering	720	

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	4,361	3,748			8,109	7,504
	Surplus / (deficit) shown on receipts and payments account	225	604			829	606
						-	
						-	
	Cash and bank balances at end of year	4,586	4,352	-	-	8,938	8,110
	(Agree balances with receipts and payments account(s))						

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total		

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total			

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total		

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total		

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of
approval

[Signature]
[Signature]

SHIRLEY SIM
LINDA CULLEN

16/7/26
16/7/26

Analysis of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Gross Trading Receipts	4,195	9,232			13,427	10,167
Interest	49				49	64
					-	
					-	
Total	4,244	9,232	-	-	13,476	10,231

reference

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
			-	
			-	
			-	
			-	
Total	-	-	-	

[illegible]

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Outgoings for Charitable Activities	3,908	8,588			12,496	9,505
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	3,908	8,588	-	-	12,496	9,505

reference error

SC009088

Additional analysis (2)**5 Breakdown of unrestricted funds**

	Unrestricted fund 1 - enter name of fund below RSCDS WL Main Account	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	121				121	213
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts	4,074				4,074	3,059
Interest	49				49	64
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	4,244	-	-	-	4,244	3,336
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	4,244	-	-	-	4,244	3,768
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	2,713
Investment management costs					-	
Payments relating directly to charitable activities	3,796				3,796	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Honoraria	80				80	80
Meetings	32				32	77
Sub total	3,908	-	-	-	3,908	2,870
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	3,908	-	-	-	3,908	2,870
Net receipts / (payments)	336	-	-	-	336	466
Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	336	-	-	-	336	466

Nature and purpose of funds

The sum of £1165.00 in respect of membership fees collected and remitted to RSCDS Headquarters 12 Coates Crescent Edinburgh EH3 7AF have not been included in the accounts.

Additional analysis (3)**6 Breakdown of restricted funds**

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
RSCDS WL Weekend account						
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts	9,232				9,232	6,085
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	9,232	-	-	-	9,232	6,085
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	9,232	-	-	-	9,232	6,085
Payments						
Expenses for fundraising activities					-	
Gross trading payments	8,588				8,588	6,847
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Honoraria	40				40	40
Sub total	8,628	-	-	-	8,628	6,887
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	8,628	-	-	-	8,628	6,887
Net receipts / (payments)	604	-	-	-	604	(802)
Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	604	-	-	-	604	(802)

Nature and purpose of funds

This account is used for the collection of monies and payment of expenses relating to the weekend held annually in Montrose (October).
Moneys collected and paid for September 2025
Deposit moneys also collected for montrose weekend to be held in october 2026. Deposit and final payment to hotel for oct 2026 due later in year.

APPENDIX 3

OSCr

Office of the Scottish Charity Regulator

Report to the
trustees/members ofRegistered charity
number
On the accounts of the
charity for the period

Set out on pages

Respective
responsibilities of
trustees and examinerBasis of independent
examiner's statementIndependent examiner's
statementRelevant professional
qualification(s) or body
(if any):

Address:

Independent examiner's report on the accounts

Charity name

Royal Scottish Country Dance Society West Lothian

SC009088

Period start date

Day Month Year
01 May 2025

to

Period end date

Day Month Year
30 April 2026

1 - 11

(remember to include the page
numbers of additional sheets)

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Name:

ALISON KANE

Date: 28.5.26

RETIRED BANK MANAGER
1 INGLEWOOD ST
LIVINGSTON
EH34 5BA

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose