

Entity Information

RSCDS New Zealand Branch For the year ended 31 August 2020

'Who are we?', 'Why do we exist?'

Legal Name of Entity

RSCDS New Zealand Branch

Entity Type and Legal Basis

The Branch is an Incorporated Society registered under the Incorporated Societies Act 1908

Registration Number

NZBN: 9429042989646

Incorporated Society Registration Number: 1054547

Branch's Purpose or Mission

To promote and support Scottish Country Dancing in New Zealand

Branch Structure

The Branch is governed by a Management Committee elected at the Annual General Meeting. Branch members are members of Regions in which they live, each Region has voting rights at the AGM proportional to their membership.

Main Sources of Branch's Cash and Resources

The main sources of the Branch's income are membership fees, Summer Schools attended by RSCDS members, donations and interest earned on funds. The Branch also collects annual subscriptions from members to on pay to the Royal Scottish Country Dance Society (a Scottish Charity), these are accounting for separately and do not form part of Branch income.

Main Methods Used by Entity to Raise Funds

The Branch is not an active fund raiser. Summer School organisers may seek grants to help with costs and to provide scholarships.

Entity's Reliance on Volunteers and Donated Goods or Services

All the Branch's activities are dependent on volunteers who donate their time and expertise. Members of the Management Committee are reimbursed for travel related to their roles and the Branch Secretary and Branch Treasurer are offered small Honoraria. The Editor of the Branch magazine is also offered a small Honorarium. Teachers and Musicians at Summer Schools are volunteers reimbursed for travel and provided with a small amount intended to cover their teaching and music resources as is the School Organiser; bands who play at Summer School are paid.

Contact

www.dancescottish.org.nz

Statement of Service Performance

RSCDS New Zealand Branch For the year ended 31 August 2020

'What did we do?', 'When did we do it?'

Outcomes and Outputs

The object of the Branch in simple terms is to preserve and further the practice of Scottish Country Dancing and music. It does this through regular newsletters, an annual magazine and a Junior Associate Member newsletter that ensure members know what is happening throughout the country; by conducting a cycle of examinations for the Units of the RSCDS Teaching Certificate, by holding courses to prepare exam candidates, through the organising of a Summer School, by funding scholarships and by looking after historical records relating to Scottish Country Dance in New Zealand.

Individual reports by those organising activities give more information but here is an overview

	This Year	Last Year
Magazine Pages - printed in colour	32	36
Number of Newsletters	3	3
Examination Units Offered and Preparation Courses Held	Unit 1 and Unit 5	Unit 1
Branch Candidates for Exam Units	Unit 1 Oct 2019 - 3 candidates Unit 5 Jan 2020 - 5 candidates	
Participants in Unit 1 Preparation Course	Aug - Oct 2019 3 candidates	Aug - Oct 2018 1 candidate
Number of Registered Attendees at Summer School	Cambridge 174	Nelson 142
Value of Scholarships given	\$6,925	\$6,500

Statement of Financial Performance

RSCDS New Zealand Branch For the year ended 31 August 2020

'How was it funded?' and 'What did it cost?'

	NOTES	2020	2019
Revenue			
Donations and Grants Received	1	5,827	2,125
Membership Fees	1	32,971	31,089
School Registrations, Shop Sales, Advertising Revenue and Course Fees	1	212,533	141,310
Interest	1	5,667	6,263
Other revenue	1	634	235
Total Revenue		257,632	181,021
Expenses			
Management Committee and other Volunteer Costs	2	8,428	10,268
Costs of Schools, Shop Sales, Courses, Magazine, Medal Tests and other Services for Members	2	208,878	162,290
Other expenses	2	5,545	4,887
Total Expenses		222,851	177,445
Surplus/(Deficit) for the Year		34,781	3,576



Statement of Financial Position

RSCDS New Zealand Branch As at 31 August 2020

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 AUG 2020	31 AUG 2019
Assets			
Current Assets			
Bank accounts and cash	3	175,238	213,789
Debtors and prepayments	3	68	2,970
Inventory	3	10,691	11,785
Other Current Assets	3	227,927	176,443
Total Current Assets		413,924	404,987
Total Assets		413,924	404,987
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	15,087	39,775
Other current liabilities	4	6,066	10,082
Total Current Liabilities		21,153	49,857
Total Liabilities		21,153	49,857
Total Assets less Total Liabilities (Net Assets)		392,771	355,130
Accumulated Funds			
Accumulated surpluses or (deficits)	6	149,154	145,758
Reserves	6	243,617	209,372
Total Accumulated Funds		392,771	355,130

The Financial Report has been approved by the Management Committee on behalf of the Royal Scottish Country Dance Society New Zealand Branch Inc.

Date:	6 December 2020	6 December 2020
Signature:		
Name:	Quentin Currall	Linda Glavin
Position	Hon. Treasurer	President

Statement of Cash Flows

RSCDS New Zealand Branch For the year ended 31 August 2020

'How the Branch has received and used cash'

	2020	2019
Cash Flows from Operating Activities		
Donations, grants and other similar receipts	6,577	2,125
Fees from members	32,971	31,089
Receipts from providing goods or services	228,411	177,073
Interest receipts	5,667	6,263
Cash receipts from other operating activities	634	235
GST	(8,888)	-
Payments to suppliers and employees	(243,422)	(175,445)
Cash flows from other operating activities	-	(2,000)
Total Cash Flows from Operating Activities	21,950	39,339
Cash Flows from Investing and Financing Activities		
Receipts from maturing Term Deposits	203,443	18,625
Payments to purchase Term Deposits	(259,927)	(68)
Cash flows in RSCDS Subscriptions Account	(4,016)	451
Total Cash Flows from Investing and Financing Activities	(60,500)	19,007
Net Increase/(Decrease) in Cash	(38,551)	58,346
Bank Accounts and Cash		
Opening cash	(213,789)	(155,443)
Closing cash	(175,238)	(213,789)
Net change in cash for period	38,551	(58,346)

Statement of Accounting Policies

RSCDS New Zealand Branch For the year ended 31 August 2020

'How did we do our accounting?'

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST for the separate Summer School operation. All amounts are stated exclusive of any recoverable/payable goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

RSCDS New Zealand Branch is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cheque and savings account balances.

Changes in Accounting Policies

In previous years the results of Summer Schools, the Shop(s) and the Special Funds have been reported in detail separately and included in the main financial statements as a single "net surplus/(deficit)" or "net movement" for each. The Statement of Financial Performance and associated notes now includes all income and expenditure "line by line" with similar types of income and expenditure across the activities aggregated. The previous period figures have been reconfigured to report them in the same way for comparatives. Apart from this all Policies have been applied on a consistent basis with those of the previous reporting period.

The table below shows how the net surplus/deficit for each area of operation reported in 2019 has been shown in the 2019 comparative figures for 2020. Please note that the net increase or decrease in Region funds are now not shown as part of the surplus for the year and an adjustment was necessary for a "grant" from Schools Fund made to the Nelson Summer School. This was previously reported as a cost to Schools Fund in the 2018 year and as income from Schools in the 2019 year. As it was from one part of the Branch activities to another it is overall neither income nor expenditure.

As shown in 2020 as comparative figures-----

	2019 As Prev Shown	<i>Donation and Grants</i>	<i>Memb Fees</i>	<i>Sch Inc, Shop, Adv etc</i>	<i>Interes t</i>	<i>Other Income</i>	<i>Mgmt Ctee and Vol Costs</i>	<i>Costs of School, shop etc</i>	<i>Other Costs</i>	<i>Not Income*</i>	Total
Gen Act	(2,023)		31,089	1,527	3,935	235	(10,268)	(24,635)	(3,907)		(2,023)
Shops	(1,714)			12,966				(14,200)	(480)		(1,714)
Region	(222)									(222)	(222)
MS Beq	(1247)				353			(1,600)			(1,247)
Mem	840	125			765				(50)		840

Mus	1423				3			1,420			1,423
School	9,601	2,000		126,817	810			(123226)	(500)	3,700	9,601
Youth	396				396						396
Total	7,054	2,125	31,089	141,310	6,263	235	(10,268)	(162240)	(4,937)	3,478	7,054

Notes to the Performance Report

RSCDS New Zealand Branch For the year ended 31 August 2020

	2020	2019
1. Analysis of Revenue		
Donations and Grants Received		
External Grants to Summer School	5,000	2,000
Donations	827	125
Total Donations and Grants Received	5,827	2,125
Membership Fees		
Membership Fees	32,771	30,649
JAMs Fees	200	440
Total Membership Fees	32,971	31,089
School Registrations, Shop Sales, Advertising Revenue and Course Fees		
School Registrations	197,874	122,341
Door Takings	-	3,365
Other Summer School Income	5,211	1,111
JAMs Medal Test Fees	-	188
Magazine Advertisements	60	510
Other Sales	-	830
Shop Sales - Books and CDs	9,338	12,966
Workshop and Course Fees	50	-
Total School Registrations, Shop Sales, Advertising Revenue and Course Fees	212,533	141,310
Interest		
Interest Income	5,667	6,263
Total Interest	5,667	6,263
Other revenue		
Exam Fees Received	634	235
Total Other revenue	634	235
	2020	2019

2. Analysis of Expenses

Management Committee and Other Volunteer Costs		
Honoraria	-	2,000
Mgmt Committee AGM Travel	575	680
Mgmt Committee AGM/SS Fees	6,540	6,100
President's Travel	713	888
Editor's Honorarium	600	600
Total Management Committee and Other Volunteer Costs	8,428	10,268
Costs of Schools, Shop Sales, Courses, Magazine and Other Services for Members		
Summer School only costs	176,532	121,624
President's Ball Costs	93	896
Scholarships	6,925	6,500

	2020	2019
Exam Costs	1,900	-
Workshop and Course Costs	290	730
JAMs Newsletters	336	542
JAMs - Other Expenses	-	2,000
Kiwi News Postage	187	1,505
Kiwi News Printing	925	1,484
Magazine Postage	2,378	2,042
Magazine Printing	3,683	3,673
Other Branch Event Costs	-	2,281
Other General Costs	2,471	2,470
Postage (General)	1,045	792
Printing & Stationery (General)	1,202	1,014
Bank Fees	807	1,130
Website and Social Media	156	156
Shop only Costs	9,948	13,450
Total Costs of Schools, Shop Sales, Courses, Magazine and Other Services for Members	208,878	162,290
Other expenses		
Advertising and Promotion	-	311
Audit or Review	1,961	1,785
Exam Fees Expense	626	235
Insurance	1,948	1,948
Membership Fees Collections Costs	-	10
Mid-Year and Other Meeting Costs	370	599
Other AGM Costs	639	-
Total Other expenses	5,545	4,887
	2020	2019

3. Analysis of Assets

Bank accounts and cash

General Funds Bank Accounts	20,142	20,540
M S Bequest Fund Savings	770	2,029
Memorial Fund Savings	1,369	3,589
Musicians Fund Savings	5,466	3,963
Schools Fund Bank Accounts	19,584	35,737
Youth Fund Savings	3,643	2,818
Shop Bank Accounts	6,911	8,789
Summer School Banks Accounts	24,365	40,681
RSCDS Subscriptions Accounts	6,066	10,082
Region Funds	86,922	85,561
Total Bank accounts and cash	175,238	213,789

Debtors and prepayments

Prepayments	-	2,970
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	2020	2019
Shop Debtors	68	-
Total Debtors and prepayments	68	2,970
Inventory		
Shop Stock on Hand	10,691	11,785
Total Inventory	10,691	11,785
Other current assets		
Advances made to Summer School	-	5,000
Term Deposits - General Funds	131,471	121,337
Term Deposits - Memorial Fund	23,053	20,041
Term Deposits - MS Bequest Fund	10,007	10,008
Term Deposits - Schools Fund	53,383	10,038
Term Deposits - Youth Fund	10,013	10,019
Total Other current assets	227,927	176,443

	2020	2019
4. Analysis of Liabilities		
Creditors and accrued expenses		
Accruals	441	199
GST	42	-
Provision for Summer School Costs	14,311	39,576
Shop Creditors	293	-
Total Creditors and accrued expenses	15,087	39,775
Other current liabilities		
RSCDS Subs - Opening Balance	10,052	9,631
RSCDS Subs - Current Year	(3,990)	437
RSCDS Subs - Interest	4	14
Total Other current liabilities	6,066	10,082

5. Property, Plant and Equipment

RSCDS New Zealand Branch owns no property plant and equipment, has no donated assets either recorded or unrecorded of significant monetary value.

Assets of no monetary value are:

- Historical records of Scottish Country Dancing in New Zealand
- A wooden "presentation" stirring spoon

	2020	2019
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	355,130	348,076

	2020	2019
Accumulated surpluses or (deficits)	3,396	(923)
Reserves		
Reserves		
Memorial Fund	792	840
MS Bequest Fund	(1,260)	(1,247)
Musician's Fund	1,502	1,423
Region Held Funds	1,361	(222)
Schools Fund	32,353	9,601
Shops reserves	(1,322)	(2,814)
Youth Fund	819	396
Total Reserves	34,246	7,977
Total Reserves	34,246	7,977
Total Accumulated Funds	392,771	355,130
Total Accumulated Funds	392,771	355,130
	2020	2019

7. Breakdown of Reserves

Reserves		
Memorial Fund	24,423	23,630
MS Bequest Fund	10,777	12,036
Musician's Fund	5,466	3,963
Region Held Funds	86,922	85,561
Schools Fund	83,123	50,770
Shops reserves	19,251	20,574
Youth Fund	13,656	12,837
Total Reserves	243,617	209,372

- The Memorial Fund was established with a primary purpose of bringing an examiner from HQ at regular intervals and for any other purpose consistent with the desire to maintain high standards of dancing.
- The Mirth Smallwood Bequest Fund is to assist with the provision and costs of RSCDS Teaching examination classes.
- The Musicians Fund is for bringing overseas Musicians and Teachers to NZ Branch Schools, it is funded by a levy taken from dancers attending Summer Schools.
- The Youth Fund is to provide funds for events, activities or resources that encourage or facilitate youth Scottish Country Dancing in NZ
- Shops reserves are part of General Funds but relate to the operations of the Shop(s).
- Region Held Funds are the funds held by the autonomous Regions, they are not under the direct control of the Branch.

8. Commitments

There are no commitments as at 31 August 2020 (Last year - nil).

9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 August 2020 Last year - nil).

10. Assets Held on Behalf of Others

RSCDS NZ Branch operates a subscription account that holds funds from members to cover subscriptions to RCSDS in Scotland. These funds are fully disclosed in the Statement of Financial Position as part of Bank Balances with an equal and opposite Liability amount.

11. Related Party Transactions

Transactions with members of the Management Committee

Name	Position	Nature of Transaction	2020	2019
Elaine Laidlaw	President to Dec 2019	Travel & Accom	\$1,199	\$1,320
		President's Travel	\$713	\$888
Linda Glavin	President from Jan 2020 Vice President to Dec 19	Travel & Accom	\$1,238	\$88
Michele Miller	Secretary	Travel & Accom	\$1,100	\$1,350
		Honorarium		\$1,000
Quentin Currall	Treasurer from Jan 2019	Travel & Accom	\$184	\$146
		Supplying Xero subscription (at cost)	\$284	
Margaret Cantwell	Treasurer to Dec 2018	Travel & Accom		\$1,084
		Honorarium		\$1,000
Lee Miller	E&T Co-ordinator	Travel & Accom	\$1,100	\$1,350
Sue Lindsay	Communication and Publicity Co-Ordinator	Travel & Accom	\$1,438	\$1,648
Andrew Patterson	IT Co-ordinator	Travel & Accom		\$427
Debbie Roxburgh	Youth Co-ordinator	Travel & Accom (teaching at Summer School)	\$1,100	\$1,265
		Reimburse for providing Unit 1 course	\$290	\$730

12. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

13. Ability to Continue Operating

The entity will continue to operate for the foreseeable future. The Summer School originally planned for Dec 2020/January 2021 has been postponed to the following year due to Covid-19. Facilities booked have been able to be moved to the summer of 2021/22 and no costs have been "lost". The postponement will not have an impact on the Branch's ability to continue operating.

14. Correction of Errors

None