

**COMPANY REGISTRATION NUMBER NI 027863**

**FEDERATION FOR ULSTER LOCAL STUDIES LTD  
FINANCIAL STATEMENTS  
31 MARCH 2014**

**Charity Number NIC100526**

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

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# FEDERATION FOR ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2014

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2014.

### REFERENCE AND ADMINISTRATIVE DETAILS

<b>Registered charity name</b>	Federation For Ulster Local Studies Ltd
<b>Charity registration number</b>	NIC100526
<b>Company registration number</b>	NI 027863
<b>Principal office</b>	59 Templetown Park Maydown Londonderry BT47 6TZ
<b>Registered office</b>	59 Templetown Park Maydown Londonderry BT47 6TZ

### The trustees

The trustees who served the company during the period were as follows:

Mr John Dooher (Chairman from 23 November 2013)  
Mr Roddy Hegarty (Chairman to 23 November 2013)  
Mrs Bridgeen Rutherford  
Mrs Doreen McBride (Vice-Chair to 23 November 2013)  
Mr William Devlin  
Ms Aine Ni Duibhne (From 23 November 2013)  
Mr Jim Lemon (From 23 November 2013)  
Mr John Hulme (Vice-Chair from 23 November 2013)  
Ms Belinda Mehaffy (To 23 November 2013)  
Mr David Cook (From 23 November 2013)  
Miss Bridget Bradley (From 23 November 2013)  
Mr Patrick Devlin (From 23 November 2013)

### Secretary

Mrs Bridgeen Rutherford

### Bankers

First Trust  
First Trust Bank  
35 University Road  
Belfast  
BT7 1ND

# FEDERATION FOR ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2014

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 15 October 1993 and registered as a charity on 15 October 1993. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.00.

#### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

Nominations are sought from the Federation's membership on an annual basis. Nominations are sought for Executive Committee members and for four Officer roles- chairman, vice-chairman, treasurer and secretary. Where more nominations are received than there are vacancies for Executive Committee Members a ballot is held at the AGM.

The members at the AGM may appoint Officers of the Federation. No person may hold the office of Chairman for more than two consecutive years.

Three sub-committees are appointed annually to progress business more effectively-

- Education Committee;
- Programme Committee;
- Publications Committee.

#### Trustee Induction and Training

Whilst no formal training is given by the Federation, trustees are encouraged to attend relevant training courses offered by different organisations in Northern Ireland. Appropriate guidance material published by Companies House and other bodies is made available for information. The trustees also bring to the organisation relevant skills and training gained through their occupations and other activities.

#### Organisational Structure

The Federation for Ulster Local Studies has a management committee of up to 11 members who meet at least three times in each calendar year and are responsible for the strategic direction, policy and operation of the charity. Note: There are two secretaries- the Hon. Secretary and the Company Secretary. The Hon. Secretary, as an officer appointed at the AGM, has voting rights. The Company Secretary is appointed by the Management Committee, and may be a member of the Executive Committee. If not a member of the Management Committee, the Company Secretary does not attend committee meetings and does not have voting rights.

# FEDERATION FOR ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2014

### OBJECTIVES AND ACTIVITIES

The company's objectives and principal activities are to link historical societies in the nine counties of Ulster to promote the study and recording of the history, antiques and folk life of Ulster. The main objectives and activities for the year focuses on the development of member services and improved communication with and between member societies and with co-operation among voluntary associations concerned with local historical studies in Ulster and between these associations and relevant organisations, statutory and voluntary. The strategies employed to assist the Federation to meet these objectives included the following:

- To provide direction through organising and executing educational workshops and seminars so that both local societies and the general public can develop the skills and methodologies to enable them to further their own studies;
- To encourage the publication of accessible and stimulating material that encourages widespread participation in local studies and to provide opportunities for people to meet, network and exchange ideas and experiences;
- To develop member societies presence on the inherent and develop and maintain electronic communications with and between them;
- To plan for targeted training groups who wish to use local studies in their own field.

#### Strategy and Planning

The Strategic Plan 2010-2011 that was debated and adopted by the Annual General Meeting on 28 November 2009 governs the Federation's activities. The Plan has been reviewed and updated during the course of the 2013-2014 year.

### ACHIEVEMENTS AND PERFORMANCE

The main areas of charitable activity are the provision of educational workshops and seminars; annual journal and regular information bulletins, educational trips, co-operation with organisations in similar and related fields, providing additional membership services including public liability insurance.

#### Memberships Services

During the year-

- Four newsletters were issued, with news of planned events and enhanced services;
- a new edition of *Due North* was launched in November 2013;
- the Federation's website continued to provide additional information about members' programmes and events of general interest and its news section carried 20 updates of information;
- The Society websites provided by the Federation were updated as required.

# FEDERATION FOR ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2014

#### **Working with others**

The Management committee continued to develop working relationships with other groups-

- PRONI; encouraging individuals and communities to develop their interests in local studies;
- Ulster Local History Trust in disseminating information on events;
- Federation of Local History Societies in co-operating in joint events and programmes. A joint Committee meets regularly, alternating between jurisdictions. Activities include a joint website on *Hidden Gems and Forgotten People*, a joint project in the National Library of Ireland, organising trips north and south, and Great Britain;
- Federation for Ulster Local Studies and Libraries NI Developed a new protocol for joint working;
- *Armagh-Leuven Links* was a two-year Gruntvig Senior Volunteering project, from 1 August 2011 to 31 July 2013, which involved five members each from the Federation for Ulster Local Studies and The Archives of the City of Leuven working together to foster lasting European Co-operation; Gruntvig is part of the European Commission's Lifelong Learning Programme that aims to strengthen the European dimension in adult education and lifelong learning across Europe. In addition to preparation activities and regular communications between participants each group spend a period of three weeks in the other's country participating in a number of hands-on-activities. The project is documented on its own website at [www.armagh-leuven.eu](http://www.armagh-leuven.eu).

#### **Public Liability Insurance**

The Federation offers public liability insurance as a service to its member societies. The insurance covers attendance of society members and visitors at Society events including field trips and visits to other Societies, anywhere in the UK and Republic of Ireland. The scheme applies only to Societies based in Northern Ireland.

#### **FINANCIAL REVIEW**

##### **Principal Funding Sources**

Income is generated from membership fees, insurance contributions, sales of *Due North* and legacy publications on CD, and from event fees.

##### **Investment Policy**

Aside from retaining a prudent amount in the reserves each year most of the Charity's funds are to be spent in the short term so there are few funds for long term investment.

##### **Reserves Policy**

The Management Committee, in the light of changes to the organisation's structure, has reviewed the options in respect of the reserves. Given the current uncertainties it was decided to delay consideration of the options until the economic position was clearer.

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2014**

**PLANS FOR FUTURE PERIODS**

The Federation plans to continue its current activities in line with available resources. This involves consultation with members and seeking support from other like-minded bodies in fulfilling heritage projects. Funding will be sought for the delivery of specific projects and resources will be shared if possible with other organisations to ensure viability is maintained.

**INDEPENDENT EXAMINER**

Roisin Shanks (ACA) has been re-appointed as independent examiner for the ensuing year.

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:  
59 Templetown Park  
Maydown  
Londonderry  
BT47 6TZ

Signed by order of the trustees

MRS BRIDGEEN RUTHERFORD  
Company Secretary

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**FEDERATION FOR ULSTER LOCAL STUDIES LTD**  
**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF**  
**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**YEAR ENDED 31 MARCH 2014**

I report on the accounts of the company for the year ended 31 March 2014 which are set out on pages 7 to 11.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of Federation for Ulster Local Studies Ltd for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under the provisions of Articles 254 and 257(A) of the Companies (NI) Order 1986 and have elected for independent examination.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

*Roisin Shanks*

Roisin Shanks (ACA)  
Independent Examiner  
46 The Rose Garden  
Dunmurry  
Belfast  
BT17 9GY



**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	9,703	-	9,591	13,964
Activities for generating funds	3	<u>2,188</u>	<u>2,002</u>	<u>4,120</u>	<u>10,707</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>11,891</u>	<u>2,002</u>	<u>13,893</u>	<u>24,671</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	4	(8,384)	(2,002)	(10,386)	(27,654)
Governance costs	5	<u>(263)</u>	-	<u>(263)</u>	<u>(250)</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>(8,647)</u>	<u>(2,002)</u>	<u>(10,649)</u>	<u>(27,904)</u>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>		<u>3,244</u>	-	<u>3,244</u>	<u>(3,233)</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 11 form part of these financial statements.

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2014**

	Note	2014 £	2013 £
<b>INCOME</b>		<b>13,894</b>	24,671
<b>TOTAL EXPENDITURE</b>		<b>(10,650)</b>	<u>(27,904)</u>
<b>OPERATING SURPLUS/(DEFICIENCY)</b>		<b>3,244</b>	<u>(3,233)</u>
<b>RETAINED SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>		<b><u>3,244</u></b>	<b><u>(3,233)</u></b>

The Income and Expenditure Account includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 11 form part of these financial statements.

# FEDERATION FOR ULSTER LOCAL STUDIES LTD

## BALANCE SHEET

31 MARCH 2014

	Note	2014 £	2013 £
<b>CURRENT ASSETS</b>			
Cash at bank		22,565	21,323
<b>NET CURRENT ASSETS</b>		<u>22,565</u>	<u>21,323</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>22,565</u>	<u>21,323</u>
<b>FUNDS</b>			
Restricted income funds	7-9	7,782	9,260
Unrestricted income funds	7	<u>14,782</u>	<u>12,063</u>
<b>TOTAL FUNDS</b>		<u>22,565</u>	<u>21,323</u>

For the year ended 31 March 2014 the company was entitled to exemption from audit under Article 257(A) of the Companies (Northern Ireland) Order 1986.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with Article 257(B) of the Companies (Northern Ireland) Order 1986; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the members of the committee and authorised for issue on the ..... and are signed on their behalf by:

Mr John Doohar  
Chairman

Company Registration Number: NI 027863

The notes on pages 10 to 11 form part of these financial statements.

# FEDERATION FOR ULSTER LOCAL STUDIES LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>Donations</b>			
Membership	2,739	2,739	2,794
PL Insurance	5,068	5,068	4,271
Excursions/Events	1,420	1,420	5,194
Publications	434	434	1,432
Other Income	40	40	273
	<u>9,703</u>	<u>9,703</u>	<u>13,964</u>

### 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
SVP Project	2,188		2,188	10,491
HLF Grant		2,002	2,002	216
	<u>2,188</u>	<u>2,002</u>	<u>4,190</u>	<u>10,707</u>

### 4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
PL Insurance	2,529	-	2,529	2,442
Travel Costs	744	-	744	1,762
Office Expenses & Postage	892	-	892	3,114
Events/Excursions	2,771	-	2,771	5,531
HLF Expenditure	-	2,002	2,002	216
Bank Charges	93	-	93	101
Internet Charges	266	-	266	
Publications	1,050	-	1,050	
Governance fees	263	-	263	
Other Expenses	40	-	40	1,151
SVP Project	-	-	-	13,337
	<u>8,648</u>	<u>2,002</u>	<u>10,650</u>	<u>27,654</u>

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

**5. GOVERNANCE COSTS**

	<b>Unrestricted Funds</b>	<b>Total Funds 2014</b>	<b>Total Funds 2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Accountancy fees	250	250	250
Filing fees	13	13	
	<b>263</b>	<b>263</b>	<b>250</b>

**6. STAFF COSTS AND EMOLUMENTS**

No salaries or wages have been paid to employees, including the members of the committee, during the year.

**7. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Net current assets/ (liabilities)</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Restricted Income Funds:</b>		
People and Places (HLF)	7,782	7,782
<b>Unrestricted Income Funds</b>	<b>14,782</b>	<b>14,782</b>
<b>Total Funds</b>	<b>22,565</b>	<b>22,565</b>

**8. SVP Project**

The Federation signed up to a Gruntvig Senior Volunteering Project (“SVP”) called “ALL – Armagh/Leuven Links” in the financial year ended 31 March 2012. A surplus had been paid by the Federation on this project in the financial year ended 31 March 2013. A refund of expenditure was received from the funders during the current financial year. This refund is not considered restricted funds.

**9. People and Places (HLF)**

Funding was received during the previous financial year from the Heritage Lottery Fund under the People & Places scheme. Only a small portion of this funding was spent during the year (£2,002), and grant funding drawn down was matched with expenditure. The balance available is considered as restricted funds and set out in the balance sheet (£7,782 per note 7 above).