

**COMPANY REGISTRATION NUMBER NI 027863**

**FEDERATION OF ULSTER LOCAL STUDIES LTD**

**FINANCIAL STATEMENTS**

**31 MARCH 2011**

**Charity Number X013 1591**

# FEDERATION OF ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2011

CONTENTS	PAGE
Trustees Annual Report	2
Independent Examiner's report	9

# FEDERATION OF ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2011

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2011.

### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered charity name** Federation of Ulster Local Studies Ltd

**Charity registration number** X013 1591

**Company registration number** NI 027863

**Registered office** 18 Ardmore Avenue  
Downpatrick  
Co. Down  
BT30 6JU

### Management Committee

Mrs Bridgeen Rutherford	(Chairman)
Mr Roddy Hegarty	(Vice-Chairman)
Mr Patrick Devlin	(Hon. Treasurer)
Mr John Dooher	
Mr William Devlin	
Mrs Maurna Crozier	
Mr Neil McGleenon	
Mrs Doreen McBride	
Mr John Hulme	
Mr Malcolm Duffey	
Mr Finny O'Sullivan	

**Secretary** Mr William Devlin

**Bankers** First Trust Belfast  
University Road  
Belfast

# **FEDERATION OF ULSTER LOCAL STUDIES LTD**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2011**

### **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 appoint the Officers of the Federation. No person may hold the office of Chairman for more than two consecutive years.

During 2010-2011 three sub-committees were appointed 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.

# FEDERATION OF ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2011

### **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.

### **Objectives and Activities**

The company's objects and principal activities are to link historical societies in the nine counties of Ulster to promote the study and recording of the history, antiquities 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 take 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 internet and develop and maintain electronic communications with and between them.
- To plan for targeted training for 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.

# FEDERATION OF ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2011

### 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-operating with organisations in similar and related fields, providing additional membership services including public liability insurance

#### Educational Workshops & Seminars

During the year the Federation organised one Seminar

- October 2010 – *Saving our Townlands* - Armagh

#### Membership 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 September 2010
- 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.

#### 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
- Libraries NI in Family in providing facilities for Seminars/Workshops, History Fairs and related events.

#### 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.

#### Articles of Association

The review of the Articles of Association, started in 2007-2008, to clarify and simplify procedures, continued during the year. One amendment to the Articles of Association, bringing the rules on relation to proxies, was approved by the AGM in November 2010.

# **FEDERATION OF ULSTER LOCAL STUDIES LTD**

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

**YEAR ENDED 31 MARCH 2011**

### **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 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 reserves. Given the current uncertainties it was decided to delay consideration of options until the economic position was clearer.

### **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 that viability is maintained.

# FEDERATION OF ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2011

### RESPONSIBILITIES OF THE TRUSTEES

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- 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 which enable them to ensure that the financial statements comply with Companies Act 1985. The trustees 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 information of which the charity's Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

### AUDIT EXEMPTION

For the period ended 31 March 2011 the company was entitled to exemption under Article 257A of the Companies (Northern Ireland) Order 1986.

Registered office:  
18 Ardmore Avenue  
Downpatrick  
Co Down  
BT30 6JU

Signed by order of the trustees



**MR WILLIAM DEVLIN**  
Company Secretary



# FEDERATION OF ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2011

### Report to the Trustees of Federation of Ulster Local Studies Limited

I report on the accounts of the Trust for the year ended 31 March 2011, which are set out in the following pages.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under the provisions of section 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 included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included 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

(1) In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements

- a. to keep accounting records in accordance with company Law; and
- b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of company Law

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 Doohar  
Associate Chartered Accountant (ACA)  
Institute of Chartered Accountants in Ireland

37 Fortwilliam Demesne  
Fortwilliam Park  
Belfast BT15 4FD

# FEDERATION OF ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2011

### Income and Expenditure Account

#### INCOME

	£
Membership	3,032
PL Insurance	6,785
Excursions/events	8,511
Publications	1,120
Other income	263
	<hr/>
	19,711

#### EXPENDITURE

PL Insurance	2,213
Accountancy fees	250
Bank charges	133
Travel expenses	1,146
Printing and stationery	1,534
Excursions/events	9,443
Postage	586
Other expenditure	847
	<hr/>
	16,152

#### SURPLUS FOR YEAR

---

**3,559**  

---

# FEDERATION OF ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2011

### Balance Sheet

	£
<b>CURRENT ASSETS</b>	
Cash at bank and in hand	13,694
Prepayments	-
	<hr/> 13,694
<b>CURRENT LIABILITIES</b>	
Deferred income	-
	<hr/>
<b>NET CURRENT ASSETS</b>	<b>13,694</b>
	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>13,694</b>
	<hr/>
<b>NET ASSETS</b>	<b>13,694</b>
	<hr/> <hr/>
<b>FUNDS EMPLOYED</b>	
Unrestricted funds:	
Surplus from prior year	10,135
Current year surplus	3,559
	<hr/>
<b>TOTAL CHARITY FUNDS</b>	<b>13,694</b>
	<hr/> <hr/>

1. For the period ended 31 March 2011 the company was entitled to audit exemption under Article 257A of the Companies (Northern Ireland) Order 1986.
2. Members have not required the company to obtain an audit in accordance with Article 257B(2) of the Companies (Northern Ireland) Order 1986.
3. The directors acknowledge their responsibility for:
  - (i) Ensuring the company keeps accounting records which comply with section 386 and
  - (ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act 2006, so far as is applicable to the company.
4. The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies.

# FEDERATION OF ULSTER LOCAL STUDIES LTD

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2011

These financial statements have been approved by members of the Committee on 24/9/2011 and are signed on their behalf by



**Mr Patrick Devlin**  
Treasurer