

COMPANY REGISTRATION NUMBER NI 027863

FEDERATION FOR ULSTER LOCAL STUDIES LTD

FINANCIAL STATEMENTS

31 MARCH 2012

Charity Number X013 1591

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2012

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FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2012

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 2012.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Federation for 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—to 12 December 2011)
Mr Roddy Hegarty (Chairman—from 12 December 2011)
Mrs Doreen McBride (Vice-Chairman—from 12 December 2012)
Mr Patrick Devlin (Hon. Treasurer)
Mr John Dooher
Mr William Devlin
Mrs Maurna Crozier
Mr Neil McGleenon
Mr John Hulme
Mr Malcolm Duffey (to 12 December 2012)
Mr Finny O'Sullivan
Ms Belinda Mehaffy (from 12 December 2011)

Secretary Mr William Devlin

Bankers First Trust Belfast
University Road
Belfast

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2012

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.

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.

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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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. The Plan is being reviewed and will be updated during the course of the 2012-2013 year.

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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

No workshops or seminars were organised during the year.

Membership Services

During the year –

- three newsletters were issued, with news of planned events and enhanced services;
- a new edition of *Due North* was launched in December 2011;
- 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;
- a new website for the Senior Volunteer Programme was created.

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, to Europe and Great Britain etc.
- Libraries NI in Family in providing facilities for Seminars/Workshops, History Fairs and related events.
- *Armagh-Leuven Links* is a Gruntvig Senior Volunteering project that supports projects between organisations located in two different countries. It enables senior volunteers (aged 50 and above) to work for an organisation in another European country for any kind of non-profit activity on any topic e.g. history, language, arts and culture etc. By so doing the organisations sending or hosting volunteers will create lasting European co-operation through the project. Grundtvig is part of the European Commission's new Lifelong Learning Programme that aims to strengthen the European dimension in adult education and lifelong learning across Europe through increasing participation and by making it more equitable. The Programme seeks to respond to a key educational challenge faced in Europe – namely an ageing population. The participants in *Armagh-Leuven Links* are the Federation for Ulster Local Studies and The Archives of the City of Leuven. It is a two-year project running from 1 August 2011 to 31 July 2013. In addition to preparation activities and regular communications between participants each group will spend a period of three weeks in the other's country participating in a number of hands-on activities.

Public Liability Insurance

The Federation offers public liability insurance as a service to its member societies. The insurance

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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.

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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 FOR ULSTER LOCAL STUDIES LTD

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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 2006. 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 2012 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 FOR ULSTER LOCAL STUDIES LTD

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

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 2012, 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.

Róisín Dooher

Róisín Dooher
Associate Chartered Accountant (ACA)
Institute of Chartered Accountants in Ireland

37 Fortwilliam Demesne
Fortwilliam Park
Belfast BT15 4FD

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

Income and Expenditure Account

INCOME	NOTE	£
Membership		3,176
PL Insurance		4,847
Excursions/events		840
Publications		633
SVP Project	1	1,424
		<hr/> 10,920

EXPENDITURE

PL Insurance		2,328
Accountancy fees		250
Bank charges		115
Travel expenses		788
Printing and stationery		1,821
Excursions/events/meetings		2,121
Postage		575
SVP Project	1	1,424
Other expenditure		609
		<hr/> 10,031

SURPLUS FOR YEAR

889

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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

Balance Sheet

	NOTE	£
CURRENT ASSETS		
Cash at bank and in hand		25,213
Prepayments	2	4,017
		<hr/> 29,230
CURRENT LIABILITIES		
Deferred income	2	3,968
		<hr/> 3,968
NET CURRENT ASSETS		<hr/> 25,262
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/> 25,262
NET ASSETS		<hr/> 25,262 <hr/>
FUNDS EMPLOYED		
Unrestricted funds:		
Surplus from prior year		13,694
Current year surplus		889
Prior year adjustment	3	188
Restricted funds		
SVP Grant	1	10,491
TOTAL CHARITY FUNDS		<hr/> 25,262 <hr/>

- For the period ended 31 March 2012 the company was entitled to audit exemption under Article 257A of the Companies (Northern Ireland) Order 1986.
- Members have not required the company to obtain an audit in accordance with Article 257B(2) of the Companies (Northern Ireland) Order 1986.
- The directors acknowledge their responsibility for:
 - Ensuring the company keeps accounting records which comply with section 386 and
 - 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.
- The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies.

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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

These financial statements have been approved by members of the Committee on*21 July*..... 2012 and are signed on their behalf by



Mr Roddy Hegarty
Director

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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

Notes to the Financial Statements

1. The Federation has signed up to a Gruntvig Senior Volunteering Project (“SVP”) called “ALL – Armagh/Leuven Links” and has obtained funding under the European Commission’s Lifelong Learning Programme, managed in the UK by Ecorys.
Expenditure under this grant is controlled by scheme regulations.
80% of funding under this project (£11,914) was received during the year ended 31 March 2012.
The income and expenditure account recognises costs incurred during the period under the programme, and matches the drawdown on the grant funding through income.
Expenditure during the year ended 31 March 2012 was £1,424
The remainder of the grant available for matching against expenditure is classified as Restricted Funds in the balance sheet.
2. Prepayments and deferred income relate to payments received and made on the trip to York which happened in April 2012, outside of the financial year under review. These will be recognised in the income and expenditure account for the year ending 31 March 2013.
3. The prior year adjustment refers to an adjustment to the bank balance of £188 omitted in error in the prior year.