

**COMPANY REGISTRATION NUMBER NI 027863**

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**TRUSTEES REPORT**

**AND**

**FINANCIAL STATEMENTS**

**31 MARCH 2020**

**Charity Number NIC100526**

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**  
**TRUSTEES REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	3
Independent Examiner's report to the members	8
Statement of financial activities	9
Income and expenditure account	10
Balance sheet	11
Notes to the financial statements	12
Governance Costs	13

**FEDERATION FOR ULSTER LOCAL STUDIES LTD  
TRUSTEES REPORT**

**YEAR ENDED 31 MARCH 2020**

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 2020.

In preparing this report the Trustees have had regard to the Charity Commission NI's Public Benefit statutory guidance.

**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>	14 Corby Way Belfast BT11 8HY
<b>Registered office</b>	14 Corby Way Belfast BT11 8HY

**The Trustees**

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

Mr John Dooher	Chairman – to November 2019
Mrs Josephine Herbison	Chairman – from November 2019
	Vice-Chairman - to November 2019
Mr Patrick Devlin	Secretary – to November 2019
Miss Bridget Bradley	Treasurer
Mr James Armour	Executive Committee – from November 2019
Mr Patrick Boner	Executive Committee - Resigned August 2019
Mr Jonathan Gray	Executive Committee – to November 2019
Mr Robert Guthrie	Executive Committee
Mrs Josephine Herbison	Executive Committee
Ms Elizabeth Hoy	Executive Committee – from November 2019
Mr John Hulme	Executive Committee – to November 2019
Mr Joseph McCoy	Executive Committee
Mrs Katie Orme	Executive Committee

<b>Company Secretary</b>	Ms Elizabeth Hoy
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<b>Bankers</b>	First Trust Bank 35 University Road Belfast BT7 1ND
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# **FEDERATION FOR ULSTER LOCAL STUDIES LTD**

## **TRUSTEES REPORT**

**YEAR ENDED 31 MARCH 2020**

### **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.

The Federation registered with the Charities Commission Northern Ireland on 12 September 2014.

#### **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 Executive Committee. Under the requirements of the Memorandum and Articles of Association the members of the Executive 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 elections are held at the AGM.

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

Committees are appointed annually to progress business more effectively. These currently are the –

- Management Committee.
- Programme Committee.
- Publications and Communications Committee; and the
- Joint FULS/Federation of Local History Societies Liaison 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, as they arise from time to time. New trustees are provided with a Welcome Pack containing, inter alia, copies of the Federations Memorandum and Articles of Association, corporate governance rules and operational guidance. Additional guidance material published by Companies House and Charities Commission NI is made available for information. These rules and notes are available on the Federation's on-line Archive and Resource. 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 an executive committee of 11 members, plus up to five co-opted members who meet regularly throughout the year and are responsible for the strategic direction, policy and operation of the charity. Note: There are two secretaries- the Secretary and the Company Secretary. The Secretary, as an officer elected at the AGM, has voting rights. The Company Secretary is appointed by the Executive Committee and may be a member of that Committee. If not a member of the Executive Committee, the Company Secretary does not attend committee meetings and does not have voting rights.

# FEDERATION FOR ULSTER LOCAL STUDIES LTD

## TRUSTEES REPORT

YEAR ENDED 31 MARCH 2020

### 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, 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 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 internet 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 debated and adopted by the Annual General Meeting on 28 November 2009 governs the Federation's activities. The Plan was reviewed and updated during the 2018/19 year.

### GOVERNANCE

The attendance record of the members of the Executive Committee in the year is recorded in the following table. Due to the coronavirus crisis the March 2020 meeting was cancelled, as were all future meetings until movement restrictions are lifted.

	Possible	Actual
Armour James	3	3
Boner Patrick	6	5
Bradley Bridie	9	7
Devlin Patrick	9	9
Dooher John	9	9
Jonathan Gray	6	3
Guthrie Robert	9	4
Herbison Josie	9	7
Hoy Elizabeth	3	3
Hulme John	6	5
McCoy Joseph	9	8
Orme Katie	9	8

# FEDERATION FOR ULSTER LOCAL STUDIES LTD

## TRUSTEES REPORT

YEAR ENDED 31 MARCH 2020

The Executive Committee's governance arrangements are set out in the following measures

- A Trustee Code of Conduct Declaration
- Rules for the Conduct of Officer and Executive Committee Nomination and elections at AGM
- A Code of Financial Practice

### 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.
- The Federation's list of available speakers was revised and updated to over 150 speakers and nearly 600 topics.
- A new edition of the Federation's annual journal, *Due North*, was launched at the AGM on 16 November 2019. Six hundred copies were printed.
- The Federation's website was redesigned and launched in March 2020. As well as retaining the existing functionality, the new site provides a range of e-commerce functions, including the ability to renew subscriptions and PL Insurance, recruit new members, and purchase Federation publications. The new video page provides a wide range of talks and lectures by local historians, launch events and other interesting and useful material. The new design of logo and colour scheme is intended to project a modern and forward-looking image of the Federation. It continued to provide additional information about members' programmes, and events of general interest and its news section carried 12 updates of information.
- The Society websites provided by the Federation were updated as required.
- At year end membership stood at 91 Societies and 15 Individual members.

#### Working with others

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

- Public Records Office NI; encouraging individuals and communities to develop their interests in local studies.
- Libraries NI, society meetings, Hidden Gems and Forgotten People exhibitions.
- Community Relations Council, funding individual projects.
- 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 joint membership trips in Ireland, alternating annually, historically orientated trips to Great Britain and continental Europe, joint seminars and workshops covering the whole of the island of Ireland, and joint projects e.g. a joint website on *Hidden Gems and Forgotten People*. On the 28 and 29 September 2019 there was a joint visit to the City of Armagh attended by some 50 members from the Federations

#### Interruption of Services

During March 2020, the world-wide pandemic of the coronavirus Covid-19 lead to a widespread interruption of normal life leading to shutting down of large sections of society. The Federation

**FEDERATION FOR ULSTER LOCAL STUDIES LTD  
TRUSTEES REPORT  
YEAR ENDED 31 MARCH 2020**

suspended all normal business, including meetings of the Executive committee and a Seminar planned for 4 April.

**Public Liability Insurance**

The Federation offers employers insurance and 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 European Union. The scheme applies only to Societies based in Northern Ireland, although visitors to members' meetings and events from any jurisdiction are covered.

**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 Executive Committee, in the light of changes to the organisation's structure, has reviewed the options in respect of the reserves. It was decided to review the options for longer term investments and the position will be clarified in the next financial year.

**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**

Mrs Roisin Shanks (ACA) has been re-appointed as independent examiner for the ensuing year. At the 2019 AGM, Mrs Shanks agreed to be reappointed for the 2020-2021 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:**

14 Corby Way  
Belfast  
BT11 8HY

**Signed by order of the Trustees**

  
Ms Elizabeth Hoy

**Company Secretary**

Date: 1st Sept 2020

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**  
**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF**  
**FEDERATION FOR ULSTER LOCAL STUDIES LTD**  
**YEAR ENDED 31 MARCH 2020**

I report on the accounts of the company for the year ended 31 March 2020 which are set out on pages 9 to 13.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As the charity trustees (and also the directors of the company for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. Having satisfied myself that the charity is not subject to audit under company law, and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 65 of the Charities Act
- Follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act
- State whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act. The 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 charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 386 of the Companies Act 2006
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement of Recommended Practice CCNI ARR07 – supporting document 7 August 2016 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland
4. That there is further information needed for a proper understanding of the accounts to be reached.

**INDEPENDENT EXAMINER'S STATEMENT**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

*Roisin Shanks*

Roisin Shanks (FCA)  
Independent Examiner  
7 Foxleigh Wood  
Lurgan  
Co Armagh BT67 9GW.....



**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2020**

		<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
	<b>Note</b>				
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	-	-	-	-
Activities for generating funds	2	<u>8,236</u>	<u>          </u>	<u>8,236</u>	<u>11,870</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>8,236</u>	<u>          </u>	<u>8,236</u>	<u>11,870</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	3	(13,098)	-	(13,098)	(7,999)
Governance costs	4	<u>(263)</u>	<u>          </u>	<u>(263)</u>	<u>(263)</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>(13,362)</u>	<u>          </u>	<u>(13,362)</u>	<u>(8,262)</u>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>		<u>(5,126)</u>	<u>          </u>	<u>(5,126)</u>	<u>3,602</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 12 to 13 form part of these financial statements.

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**INCOME AND EXPENDITURE ACCOUNT**

**YEAR ENDED 31 MARCH 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>	<b>8,236</b>	<b>11,870</b>
<b>TOTAL EXPENDITURE</b>	<b><u>(13,362)</u></b>	<b><u>(8,242)</u></b>
<b>OPERATING SURPLUS/(DEFICIENCY)</b>	<b>(5,125)</b>	<b>3,607</b>
	<b>—</b>	<b>—</b>
<b>RETAINED SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>	<b><u>(5,125)</u></b>	<b><u>3,607</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.

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**BALANCE SHEET**

**31 MARCH 2020**

	Note	£	March 2020	March 2019
			£	
<b>CURRENT ASSETS</b>				
Cash at bank			22,596	27,724
<b>CURRENT LIABILITIES</b>				
Accrued costs			-	-
<b>NET CURRENT ASSETS</b>			22,596	27,724
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			22,596	27,724
<b>FUNDS</b>				
Restricted income funds			-	-
Unrestricted income funds	5		22,596	27,724
<b>TOTAL FUNDS</b>			22,596	27,724

The trustees (directors of the company for the purposes of company law) have taken advantage of the exemption conferred by Section 477 of the Companies Act 2006 not to have these financial statements audited and confirm that no notice has been deposited under Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that:

- i. the Company keeps accounting records that comply with Section 386 of the Companies Act 2006; and
- ii. the financial statements give a true and fair view of the state of affairs of the Company as at 31 March 2020 and of its surplus/(deficit) for the year then ended in accordance with the requirements of s396, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

These financial statements 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 10 September 2020 and are signed on their behalf by:

Josephine Herbison

**JOSEPHINE HERBISON**

Chairman and Trustee

Date: 01/09/2020

Company Registration Number: NI 027863

The notes on pages 12 and 13 form part of these financial statements.

# FEDERATION FOR ULSTER LOCAL STUDIES LTD

## NOTES TO THE FINANCIAL STATEMENTS

**YEAR ENDED 31 MARCH 2020**

### 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 102, and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities'

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Donations</b>			
Grants	-	-	-
	-	-	

#### **ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Donations</b>			
Membership	4,221	4,221	5,051
PL Insurance	2,799	2,799	5,437
Excursions/Events	973	973	934
Publications	242	242	384
Other Income			100
	8,236	8,236	11,870

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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
PL Insurance	1,646	-	1,646	1,636
Travel Costs	867	-	867	756
Office Expenses & Postage	961	-	961	1,579
Meetings/Events/Excursions	2,339	-	2,339	1,573
Hidden Gems Project	-	-	-	-
Bank Charges	292	-	292	207
IT costs	5,494	-	5,494	206
Publications	1,349	-	1,349	1,470
Other Expenses	413	-	413	836
	13,362	-	13,362	8,262

**FEDERATION FOR ULSTER LOCAL STUDIES LTD**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2020**

**4. GOVERNANCE COSTS**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Accountancy fees	<b>250</b>	250
Filing fees	<b>13</b>	13
	<b><u>263</u></b>	<b><u>263</u></b>

**5. CLASSIFICATION OF FUNDS**

All funds are deemed to be unrestricted.