

COMPANY REGISTRATION NUMBER NI 027863

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES REPORT

AND

FINANCIAL STATEMENTS

31 MARCH 2019

Charity Number NIC100526

FEDERATION FOR ULSTER LOCAL STUDIES LTD
TRUSTEES REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

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

YEAR ENDED 31 MARCH 2019

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 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Federation for Ulster Local Studies Ltd

Charity registration number NIC100526

Company registration number NI 027863

Principal office 18 Ardmore Avenue
Downpatrick
Co Down
BT30 6JU

Registered office 18 Ardmore Avenue
Downpatrick
Co Down
BT30 6JU

The Trustees

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

Mr John Doohar	Chairman
Mrs Josephine Herbison	Vice-Chairman
Mr Patrick Devlin	Secretary
Miss Bridget Bradley	Treasurer
Mr James Armour	Executive Committee to January 2019
Mr John Bradley	Executive Committee to November 2018
Mr Patrick Boner`	Executive Committee from November 2018
Mrs Florence Chambers	Executive Committee to November 2018
Ms Aine Ni Dhuibhne	Executive Committee to November 2018
Mr Robert Guthrie	Executive Committee from March 2019
Mrs Josephine Herbison	Executive Committee
Dr Janice Holmes	Executive Committee to August 2018
Ms Elizabeth Hoy	Executive Committee to November 2018
Mr John Hulme	Executive Committee
Mr Joseph McCoy	Executive Committee from November 2018
Mr Pat McGuigan	Executive Committee to July 2018
Mrs Katie Orme	Executive Committee from November 2018

Company Secretary Mr Patrick Devlin

Bankers First Trust Bank
35 University Road
Belfast
BT7 1ND

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2019

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 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 2019

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 current year.

GOVERNANCE

The attendance record of the members of the Executive Committee in the year is recorded in the following table

	Possible	Actual
Armour James	8	4
Boner Patrick	3	3
Bradley Bridie	10	9
Bradley John	10	2
Chambers Florence	10	5
Devlin Patrick	10	10
Dooher John	10	10
Guthrie Robert	1	1
Herbison Josie	10	8
Holmes Dr Janice	5	3
Hoy Elizabeth	10	4
Hulme John	10	9
McGuigan Patrick	3	1
McCoy Joseph	2	2
Ni Duibhne Áine	7	6
Orme Katie	3	3

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2019

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;
- a Seminar was held in Mossley Mill, Newtownabbey on 9 June 2018. The Seminar dealt with the origins, history and development of the Suffragist and Suffragette movement and its continuing impact today. It also reviewed the Centenary of Anniversaries programme and discussed how societies could get involved. It also provided societies with help in planning and developing projects, preparing publications and with the variety of funding sources available;
- The 2019 Spring Seminar in the Cardinal O'Fiaich Library had three major presentations; the Armagh Rail Disaster of 1889; the 1918 General Election and its impact on Ulster; and the impact in Ulster of the Spanish Flu Epidemic of 1918/19. Executive Committee members gave short talks on how to make best use of societies' websites and Facebook, on the 'Perfect Society' and on the use of on-line resources.
- The Executive Committee reviewed its Strategic and Action Plans at an away-day in Mossley Mill, Newtownabbey on 19th January 2019. The revised approach will form the basis for future action.
- 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 17 November 2018. Six hundred copies were printed;
- the Federation's Exhibition and Programme to publicise and promote the joint FULS/FLHS joint *Hidden Gems and Forgotten People* project and website, launched in September 2016 continued throughout the period. The programme is supported by Libraries NI. In the current period an exhibition was held in Carrickfergus Museum from 10th to 19th December 2018
- the Federation's website continued to provide additional information about members' programmes and events of general interest and its news section carried 18 updates of information;
- The Society websites provided by the Federation were updated as required;
- At year end membership stood at 95 Societies and 16 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;

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TRUSTEES REPORT
YEAR ENDED 31 MARCH 2019**

- Carrickfergus Museum in hosting a Hidden Gems & Forgotten People Exhibition;
- 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; joint projects e.g. a joint website on Hidden Gems and Forgotten People.

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 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 2018 AGM, Mrs Shanks agreed to be reappointed for the 2019-2019 year.

**FEDERATION FOR ULSTER LOCAL STUDIES LTD
TRUSTEES REPORT
YEAR ENDED 31 MARCH 2019**

SMALL COMPANY PROVISIONS

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

Registered office:

18 Ardmore Avenue
Downpatrick
Co Down
BT30 6JU

Signed by order of the trustees



**MR PATRICK DEVLIN
Company Secretary**

Date: 5 October 2019

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

YEAR ENDED 31 MARCH 2019

I report on the accounts of the company for the year ended 31 March 2019 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 (ACA)
Independent Examiner
37 Fortwilliam Demesne
Belfast
BT15 4FD

FEDERATION FOR ULSTER LOCAL STUDIES LTD

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2018 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	-	-	-	-
Activities for generating funds	2	<u>11,870</u>	<u> </u>	<u>11,870</u>	<u>15,615</u>
TOTAL INCOMING RESOURCES		<u>11,870</u>	<u> </u>	<u>11,870</u>	<u>15,615</u>
RESOURCES EXPENDED					
Charitable activities	3	(7,999)	-	(7,999)	(10,352)
Governance costs	4	<u>(263)</u>	<u> </u>	<u>(263)</u>	<u>(263)</u>
TOTAL RESOURCES EXPENDED		<u>(8,262)</u>	<u> </u>	<u>(8,262)</u>	<u>(10,615)</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		<u>3,602</u>	<u> </u>	<u>3,602</u>	<u>5,000</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.

FEDERATION FOR ULSTER LOCAL STUDIES LTD

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 2019

	2019	2018
	£	£
INCOME	11,870	15,615
TOTAL EXPENDITURE	(8,242)	(10,615)
OPERATING SURPLUS/(DEFICIENCY)	3,607	5,000
	—	—
RETAINED SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR	<u>3,607</u>	<u>5,000</u>

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 13 to 14 form part of these financial statements.

FEDERATION FOR ULSTER LOCAL STUDIES LTD

BALANCE SHEET

31 MARCH 2019

	Note	March 2019 £	March 2018 £
CURRENT ASSETS			
Cash at bank		27,724	24,117
CURRENT LIABILITIES			
Accrued costs		-	-
NET CURRENT ASSETS		<u>27,724</u>	<u>24,117</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>27,724</u>	<u>24,117</u>
FUNDS			
Restricted income funds		-	-
Unrestricted income funds	5	27,723	24,117
TOTAL FUNDS		<u>27,723</u>	<u>24,117</u>

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 2019 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 5 October 2019 and are signed on their behalf by:

Chairman and Trustee: John Doher (JOHN DOHER)
 Date: 5 October 2019

Company Registration Number: NI 027863

The notes on pages 13 to 14 form part of these financial statements.

FEDERATION FOR ULSTER LOCAL STUDIES LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2019

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 2019	Total Funds 2018
	£	£	£
Donations			
Grants	-	-	-
	<hr/>	<hr/>	<hr/>
	-	-	

ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£
Donations			
Membership	5,051	5,051	5,190
PL Insurance	5,437	5,437	7,652
Excursions/Events	934	934	2,428
Publications	384	384	345
Other Income	100	100	-
	<hr/>	<hr/>	<hr/>
	11,870	11,870	15,615

3. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
PL Insurance	1,636	-	1,636	1,586
Travel Costs	756	-	756	1,289
Office Expenses & Postage	1,579	-	1,579	1,398
Meetings/Events/Excursions	1,573	-	1,573	3,106
Hidden Gems Project	-	-	-	50
Bank Charges	207	-	207	262
IT costs	206	-	206	251
Publications	1,470	-	1,470	1,894
Other Expenses	836	-	836	779
	<hr/>	<hr/>	<hr/>	<hr/>
	8,262	-	8,262	10,615

FEDERATION FOR ULSTER LOCAL STUDIES LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2019

4. GOVERNANCE COSTS

	<u>2019</u>	<u>2018</u>
	£	£
Accountancy fees	250	250
Filing fees	13	13
	<u>263</u>	<u>263</u>

5. CLASSIFICATION OF FUNDS

All funds are deemed to be unrestricted.