

COMPANY REGISTRATION NUMBER NI 027863

FEDERATION FOR ULSTER LOCAL STUDIES LTD

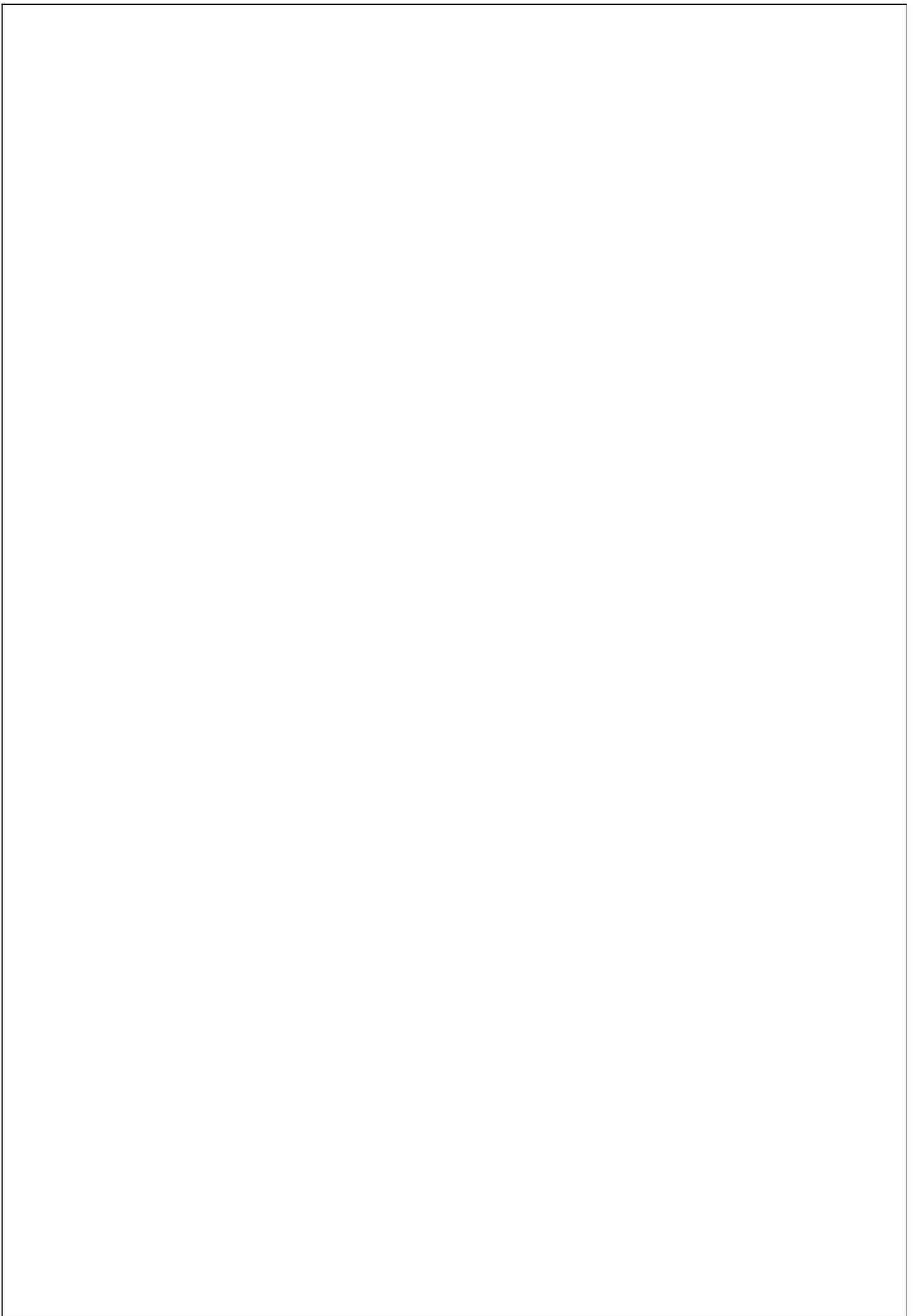
TRUSTEES REPORT

AND

FINANCIAL STATEMENTS

31 MARCH 2021

Charity Number NIC100526



FEDERATION FOR ULSTER LOCAL STUDIES LTD
TRUSTEES REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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

YEAR ENDED 31 MARCH 2021

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

Registered charity name	Federation for Ulster Local Studies Ltd
Charity registration number	NIC100526
Company registration number	NI 027863
Principal office	14 Corby Way Belfast BT11 8HY
Registered office	14 Corby Way Belfast BT11 8HY

The Trustees

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

Mrs. Josephine Herbison	Chairman – from November 2019
Mr. Robert Guthrie	Vice-Chairman - to November 2019
Mr. Patrick Devlin	Acting Secretary
Miss Bridget Bradley	Treasurer
Mr. John Dooher	Immediate Past Chairman
Ms. Elizabeth Hoy	Executive Committee
Mr. Joseph McCoy	Executive Committee
Mrs. Katie Orme	Executive Committee
Mrs. Helen Meehan	Executive Committee – from 16 December 2020
Mrs. Aine Ni Dhuibhne	Executive Committee – from 16 December 2020
Mr. Sean Barden	Executive Committee – from 16 December 2020

Company Secretary Ms. Elizabeth Hoy

Bankers First Trust Bank
35 University Road
Belfast
BT7 1ND

FEDERATION FOR ULSTER LOCAL STUDIES LTD

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2021

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 normally appointed annually to progress business more effectively. These usually are the –

- Programme Committee.
- Publications and Communications Committee; and the
- Joint FULS/Federation of Local History Societies Liaison Committee

However, the impact of Covid-19 led to a lengthy hiatus in the Federation's governance and a suspension of normal business from March to October, when regular meetings were resumed via Zoom. This arrangement continued to the end of the of the Financial Year. Only meetings of the Executive Committee were held, all others continued in suspension.

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 2021

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 no meetings were held between March and September when they resumed using Zoom.

	Possible	Actual
Armour, James	5	0
Barden, Sean	4	2
Bradley, Bridie	5	4
Devlin, Patrick	5	5
Dooher, John	5	5
Ni Dhuibhne, Aine	4	4
Guthrie, Robert	5	1
Herbison, Josie	5	5
Hoy, Elizabeth	5	0
Meehan, Helen	4	0
McCoy, Joseph	5	3
Orme, Katie	5	4

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 .
- A new edition of the Federation's annual journal, *Due North*, was launched in November 2020. Six hundred copies were printed.
- The Federation's website, launched in March 2020 was continuously updated during the year. A new Members' Forum was developed.
- At year end membership stood at 93 Societies and 23 Individual members.

Working with others

The Management committee continued to develop working relationships with other groups. All of the following have been adversely affected to some degree by the Covid -19 epidemic and will resume when the all-clear has been given. Public Records Office NI: encouraging individuals and communities to develop their interests in local studies.

- Libraries NI, society meetings.
- 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*

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.

Impact of Covid-19 Pandemic

The Covid-19 pandemic had a major impact on member Societies which suspended their activities; all meetings and events abandoned . Similarly, the Executive Committee effectively ceased regular activities and only essential business was maintained by individual officers. By the end of the year only a handful of societies were experimenting with virtual meetings and lectures. The Executive Committee resumed limited activities in October 2020 with virtual Committee meetings.

The Annual General Meeting was not possible, and the Executive Committee agreed to ask the members to approve the re-election of the existing Officers and Executive Committee, to approve the Secretary's and Treasurer's Report and the Trustee's Report and Statement of Accounts for the 2019-2020 Financial Year. The recommendations were approved by 23 of the Societies who also authorised the Executive Committee to re-appoint the existing Financial Examiner for the 2021 – 2022 Financial year.

FEDERATION FOR ULSTER LOCAL STUDIES LTD
TRUSTEES REPORT
YEAR ENDED 31 MARCH 2021

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.

Membership Fees and Public Liability Insurance Costs

Due to the pandemic the vast majority of member Societies suspended their activities and planned programmes and trips etc were abandoned. Most member societies suspended the collection of membership fees and the few, if any that needed the insurance cover, for which they are charged separately. The Executive Committee decided to halve the membership fee for the 2020-2021 year beginning in October 2020, with those that paid by Standing Order being refunded in November. The vast majority of the member societies had already paid the full Insurance charge by the end of March (the new insurance year beginning on 1 April) so the Executive Committee agreed to halve the cost for those societies that had yet to pay and to take the 'overpaid' amount from those that had paid in full into account in the following 2021-2022 year.

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 once the pandemic is over. This will involve 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) was re-appointed as independent examiner for the ensuing year. Mrs. Shanks agreed to be reappointed for the 2021-2022 year.

SMALL COMPANY PROVISIONS

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

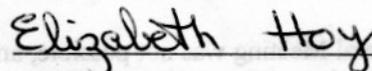
Registered office

14 Corby Way

Belfast

BT11 8HY

Signed by order of the Trustees



Ms. Elizabeth Hoy

Company Secretary

Date: 22nd October 2021

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

YEAR ENDED 31 MARCH 2021

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 9 to 11.

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 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	-	-	-	-
Activities for generating funds	2	<u>7,302</u>	<u> </u>	<u>7,302</u>	<u>8,236</u>
TOTAL INCOMING RESOURCES		<u>7,302</u>	<u> </u>	<u>7,302</u>	<u>8,236</u>
RESOURCES EXPENDED					
Charitable activities	3	(7,869)	-	(7,869)	(13,098)
Governance costs	4	<u>(250)</u>	<u> </u>	<u>(250)</u>	<u>(263)</u>
TOTAL RESOURCES EXPENDED		<u>(8,119)</u>	<u> </u>	<u>(8,119)</u>	<u>(13,362)</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		<u>(817)</u>	<u> </u>	<u>(817)</u>	<u>(5,126)</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 2021

	2021	2020
		£
INCOME	7,302	11,870
TOTAL EXPENDITURE	(8,119)	(8,242)
OPERATING SURPLUS/(DEFICIENCY)	(817)	3,607
	—	—
RETAINED SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR	(817)	3,607

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 2021

	Note	March 2021 £	March 2020 £
CURRENT ASSETS			
Cash at bank		21,781	22,596
CURRENT LIABILITIES			
Accrued costs		-	-
NET CURRENT ASSETS		<u>21,781</u>	<u>22,596</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>21,781</u>	<u>22,596</u>
FUNDS			
Restricted income funds		-	-
Unrestricted income funds	5	<u>21,781</u>	<u>22,596</u>
TOTAL FUNDS		<u>21,781</u>	<u>22,596</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 2021 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 20 October 2021, and are signed on their behalf by:



PATRICK DEVLIN

Trustee

Company Registration Number: NI 027863

The notes on pages 12 to 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 2021	Total Funds 2019
	£	£	£
Donations			
Grants	-	-	-
	<hr/>	<hr/>	<hr/>
	-	-	

ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
Donations			
Membership	3,633	3,633	4,221
PL Insurance	3,203	3,203	2,799
Excursions/Events	50	50	973
Publications	319	319	242
Other Income	98	98	
	<hr/>	<hr/>	<hr/>
	7,302	7,302	8,236

3. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
PL Insurance	1,646	-	1,646	1,646
Travel Costs	-	-	-	867
Office Expenses & Postage	313	-	313	961
Meetings/Events/Excursions	51	-	51	2,339
Bank Charges	261	-	261	292
IT costs	1,721	-	1,721	5,494
Publications	1,785	-	1,785	1,349
Refunds	2,091	-	2,091	
Other Expenses	251	-	251	413
	<hr/>	<hr/>	<hr/>	<hr/>
	8,119	-	8,119	13,362

FEDERATION FOR ULSTER LOCAL STUDIES LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

4. GOVERNANCE COSTS

	2021	2020
	£	£
Accountancy fees	250	250
Filing fees	-	13
	<u>250</u>	<u>263</u>

5. CLASSIFICATION OF FUNDS

All funds are deemed to be unrestricted.