

POLICE FEDERATION

Police Act 1964

The Police Federation Regulations 1969, Part III (as amended)

NORFOLK POLICE FEDERATION JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2016

NORFOLK POLICE FEDERATION JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2016

CHAIRMAN	Mr Andy Symonds (appointed 15th December 2016) Mr Eric Bradley (appointed 24th March 2016 and resigned 15th December 2016) Paul Ridgway (resigned 24th March 2016) Norfolk Police Federation Falconers Chase Wymondham, Norfolk NR18 0WW
SECRETARY	Mr Keith Bristo (appointed 22nd December 2016) Miss Michelle Lillie (resigned 22nd December 2016) Norfolk Police Federation Falconers Chase Wymondham, Norfolk NR18 0WW
TREASURER	Mr Keith Bristo (appointed 22nd December 2016) Miss Michelle Lillie (resigned 22nd December 2016) Norfolk Police Federation Falconers Chase Wymondham, Norfolk NR18 0WW
AUDITORS	George Hay & Company, Chartered Accountants & Statutory Auditors, 83 Cambridge Street, Pimlico, London, SW1V 4PS
TRUSTEES	Mr Shane Schucroft Norfolk Constabulary Wymondham Police Investigation Centre Falconers Chase Wymondham NR18 0WW Mr Adam Edge Norfolk Constabulary Sprowston Police Station 107 Wroxham Road Norwich NR7 8TU Mr Terry Lordan Norfolk Constabulary Thetford Police Station Norwich Road, Thetford IP24 2HU

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF NORFOLK POLICE FEDERATION JOINT BRANCH BOARD FUND

We have audited the Financial Statements of the Norfolk Police Federation Joint Branch Board Fund for the year ended 31st December 2016, which comprise the Statement of Income and Retained Earnings, Statement of Financial Position, and Notes to the Financial Statements. The Financial Statements have been prepared under the requirements of the Police Federation Regulations and Fund Rules and adopting the measurement principles of FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the Fund's members, as a body. Our audit work has been undertaken so that we might state to the Fund's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Fund and the Fund's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the Management Committee and Auditors

As explained more fully in the Statement of Management Committee's Responsibilities set out in the notes to the Financial Statements the management committee are responsible for the preparation of the Financial Statements and for being satisfied that they fairly reflect the state of the Fund's affairs as at 31st December 2016 and of its results for the year then ended.

Our responsibility is to audit and express an opinion on the Financial Statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the Financial Statements sufficient to give reasonable assurance that the Financial Statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Fund's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the management committee; and the overall presentation of the Financial Statements.

Opinion on Financial Statements

In our opinion the Financial Statements:

- fairly reflect the state of the Fund's affairs as at 31st December 2016 and of its results for the year then ended;
- have been properly prepared in accordance with the measurement principles of United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Police Federation Regulations and Fund Rules.

Other Matters

The Financial Statements for the year ended 31st December 2016 includes all funds raised for the purpose of the Joint Branch Board Fund in accordance with Regulation 2 Police Federation (Amendment) Regulations 2015.

Signed: 

George Hay & Company
Chartered Accountants & Statutory Auditors
83 Cambridge Street
Pimlico
London
SW1V 4PS

Dated: 2nd February 2017

NORFOLK POLICE FEDERATION JOINT BRANCH BOARD FUND

**STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	2016 £	2015 £
INCOME		
Weekly Subscriptions		
Constables	278,031	282,334
Sergeants	67,129	70,508
Inspectors	28,445	26,254
	<u>373,605</u>	<u>379,096</u>
 Less: Payable to Joint Central Committee 70%		
Constables	194,622	197,635
Sergeants	46,990	49,356
Inspectors	19,912	18,378
	<u>261,524</u>	<u>265,368</u>
 TOTAL INCOME	 112,081	 113,728
 Less: ADMINISTRATIVE EXPENSES (Note 1)	 125,870	 126,886
 (DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE	 <u>(13,789)</u>	 <u>(13,158)</u>
 Add: Other Income - (Note 1.1) To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015	 28,588	 29,897
 SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)	 <u>14,799</u>	 <u>16,739</u>
 Gains / (Losses) - (Note 1.2)	 -	 -
 SURPLUS FOR THE YEAR	 <u>14,799</u>	 <u>16,739</u>
 RETAINED EARNINGS BROUGHT FORWARD	 581,035	 564,296
 RETAINED EARNINGS CARRIED FORWARD	 <u><u>595,834</u></u>	 <u><u>581,035</u></u>

NORFOLK POLICE FEDERATION JOINT BRANCH BOARD FUND

STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER 2016

	2016 Cost	Accumulated Depreciation/ Revaluation/ Impairment	2016 Net Book Value	2015 Net Book Value
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
TANGIBLE FIXED ASSETS				
Computer Equipment	59,405	55,369	4,036	8,874
	<u>59,405</u>	<u>55,369</u>	<u>4,036</u>	<u>8,874</u>
CURRENT ASSETS				
Contributions due from Joint Central Committee (Note 4)			3,677	-
Subscriptions Due			30,801	31,385
Debtors			20,660	22,778
Cash at Bank and in Hand			590,252	563,609
			<u>645,390</u>	<u>617,772</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint Central Committee (Note 4)			-	269
Corporation Tax			617	1,072
Sundry Accrued Expenses			52,975	44,270
			<u>53,592</u>	<u>45,611</u>
NET CURRENT ASSETS / (LIABILITIES)			<u>591,798</u>	<u>572,161</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			595,834	581,035
CREDITORS: Amounts Falling Due After More Than One Year			-	-
NET ASSETS			<u>595,834</u>	<u>581,035</u>
REPRESENTED BY				
Retained Earnings			595,834	581,035
			<u>595,834</u>	<u>581,035</u>

We certify that we have fully complied with the Regulation 2 Police Federation (Amendment) Regulations 2015 and disclosed in the F45 all funds of which we are a beneficiary. We understand that failure to comply with this Regulation could be deemed a criminal and/or Police Disciplinary matter.

These financial statements have been prepared using the measurement principles and provisions of FRS 102.

Signed  CHAIRMAN

Signed  TREASURER

Date financial statements approved: 2nd February 2017

**NORFOLK POLICE FEDERATION JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	2016 £	2015 £
1. ADMINISTRATIVE EXPENSES		
Accommodation	5,243	5,555
Additional Responsibility Payments (Honoraria)	3,993	4,367
Annual Conference	1,084	979
Audit and Accountancy Charges	3,228	2,957
Bank Charges	231	69
Clerical Assistance and Social Security Costs	66,895	62,867
Communication	1,639	1,815
Computer Consumables	5,336	4,797
Corporation Tax	337	1,072
Depreciation	4,478	4,660
Donations	-	2,250
Incidental Overnight Expenses	385	415
Insurance	1,456	1,436
Legal and Professional	2,760	1,834
Meeting Expenses	4,646	8,723
Postage, Printing and Stationery	3,642	3,216
Subsistence (Meal Expenses)	1,708	1,431
Sundry Expenses	1,218	823
Travel	7,067	6,598
Other Expenses -		
Federation Diary	2,996	2,897
Medical Expenses	3,516	2,810
Presentation and Gifts	584	-
Training	3,428	5,315
TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS	<u>125,870</u>	<u>126,886</u>
	2016	2015
	£	£
1.1 OTHER INCOME		
Bank Interest (Gross)	683	1,061
Reimbursement of administration expenses	25,903	26,867
Profit / (loss) from Mailshots and Commissions	752	1,744
Advertising Income	1,200	225
Gain/(Loss) on disposal of Fixed Assets	50	-
TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS	<u>28,588</u>	<u>29,897</u>
	2016	2015
	£	£
1.2 GAINS / (LOSSES)		
Gain / (Loss) on Investments	-	-
TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS	<u>-</u>	<u>-</u>

**NORFOLK POLICE FEDERATION JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

2. ACCOUNTING POLICIES

A. Basis of Preparing the Financial Statements

The Financial Statements have been prepared under the requirements of the Police Federation Regulations and Fund Rules and adopting the measurement principles of Financial Reporting Standard 102 Section 1A, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102) applicable to small entities.

This is the first year in which the Financial Statements have been prepared in accordance with FRS 102 Section 1A - small entities. Refer to note 6 for an explanation of the transition.

The date of the transition is 1st January 2015. The transition to FRS 102 Section 1A has resulted in a small number of changes in the accounting policies to those used previously.

B. Accounting Convention

The Financial Statements have been prepared under the historic cost convention.

C. Income

Income is primarily derived from subscriptions collected from the Funds members.

Other income sources may include rental / investment income and income generated from providing member services.

D. Expenditure

Expenditure is shown inclusive of Value Added Tax.

E. Depreciation

Depreciation has been calculated at rates required to write off the relevant assets over their anticipated lives.

The applicable annual rates are:

Computer Equipment

— 25% straight line basis

F. Taxation

Provision is made for Corporation Tax in respect of the Fund's liability to taxation on investment income, capital gains and income derived from third party transactions.

G. Other Policies - (Specify)

**NORFOLK POLICE FEDERATION JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

3. STATEMENT OF MANAGEMENT COMMITTEE'S RESPONSIBILITIES

Regulation 18(2) of The Police Federation Regulations (as amended) requires the Committee, in relation to Federation funds held by it, to keep accounts showing all monies received or paid out and to cause the Financial Statements for each year to be audited by an independent auditor. In causing the Financial Statements to be prepared, the Committee is required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Ensure that the Financial Statements are prepared on the going concern basis unless it is appropriate to presume otherwise.

The Committee is responsible for keeping adequate accounting records and also is responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

4. CONTRIBUTIONS DUE FROM / (TO) JOINT CENTRAL COMMITTEE

	2016 £	2015 £
Constables	979	(2,135)
Sergeants	3,410	844
Inspectors	(712)	1,022
	3,677	(269)

5. CONTRIBUTING AND NON CONTRIBUTING MEMBERS AT 31ST DECEMBER 2016

	2016 No. of Contributing Members	2015 No. of Contributing Members	2016 No. of Non Contributing Members	2015 No. of Non Contributing Members	2016 Others*	2015 Others*
Cadets	-	-	-	-	-	-
Constables	1,139	1,166	18	24	20	21
Sergeants	229	276	10	8	2	1
Inspectors/Chief Inspectors	123	106	1	2	-	-
	1,491	1,548	29	34	22	22

* This column refers to those members who are non contributors by virtue of receiving no pay, being on unpaid maternity leave or serving officers on career breaks. (JBB Circular 53/96 refers)

6. TRANSITION TO FRS 102 SECTION 1A - SMALL ENTITIES

This is the first year that the entity has presented Financial Statements complying with the measurement principles of FRS 102 Section 1A. The entity has restated the comparative prior year amounts (where applicable) in accordance with FRS 102 Section 1A requirements.

CHANGES UNDER FRS 102 SECTION 1A - SMALL ENTITIES

1. Investments and investment properties are now measured at market value rather than at historic cost.
2. Deferred tax on change in measurement of investments from historic cost to market value.

NOTES for the guidance of Treasurers
In completing the Statement of Income and Retained Earnings, Statement of Financial Position and Notes to the
Financial Statements

STATEMENT OF INCOME AND RETAINED EARNINGS

1. **NAME**
The name of the force should be shown in the following places:
Cover
Statement of Financial Position
Statement of Income and Retained Earnings
Auditors Report
2. The corresponding amounts for last year should be entered in the last column of each page.
3. **DEPRECIATION**
This represents the portion of cost of the assets written off in the year due to wear and tear and should be provided at rates calculated to write off the cost of the asset over its useful life. Normally, an average of 15% for furniture and fittings and 25% for other assets on a reducing balance basis and 25% for computer equipment on a straight line basis, should be adequate. The depreciation policy with regard to property should be disclosed under note 2, if applicable.
4. **OTHER EXPENDITURE**
Any expenditure which does not fall under the headings in the Statement of Income and Retained Earnings, should be entered beneath the pre-printed list with the appropriate narrative. Please do not alter those headings already listed.
5. **OTHER INCOME**
If the Fund has any other income, such as deposit interest, dividends (including accumulation dividends), then this should be shown here with a brief description of each item received.
6. **ADDITIONAL SCHEDULES**
Where additional schedules are to be used to give breakdowns of information in the Financial Statements, these should be signed and dated by the Chairman and Treasurer of the Board and the Auditors.

STATEMENT OF FINANCIAL POSITION

7. **RETAINED EARNINGS**
This represents the accumulated surpluses for all years from inception of the Fund.
8. **CONTRIBUTIONS DUE TO CENTRAL COMMITTEES**
These represent contributions due to the Committee but not paid at the end of the year. They will also be included in the figure which appears in the Income and Expenditure Account "Payable to Central Committees". This amount should be shown in the "Notes" and analysed between the different ranks.
9. **SUNDRY ACCRUED EXPENSES**
Expenses which refer to the year under review, but which have not been paid at the end of the year, should be entered here in total. They will also, of course, be included under the appropriate headings, in the Income and Expenditure Account.
10. **FIXED ASSETS**
Purchases of assets over £1,000 should be capitalised. Purchases of assets under £1,000 should generally be written off. Assets not conforming with the standard headings should be shown separately on the Balance Sheet under "Others (specify)" in the Fixed Assets category.
11. **SUBSCRIPTIONS DUE**
Subscriptions which are due to the Fund at the end of the year but which have not been received are to be shown here. They will be added to the amounts received in respect of the year and included in the total as shown in the Income and Expenditure Account.

NOTES TO THE FINANCIAL STATEMENTS

12. **OTHER POLICIES/NOTES**
State any other accounting policies that are specifically adopted by the Fund, to reflect its own circumstances; for example policies on Stock, Revaluation of Properties, Other Income, Pensions, Other Fixed Assets, Loans etc. If Investments are held, the 'cost less provision for impairment in value' and 'market value' at the year end should be disclosed in note 6 in the Financial Statements.
- NB.** Copies of these Financial Statements must be forwarded to the Treasurers of the Rank Separate and Joint Central Committees. The copies must be signed by the officers of the Board and the Auditors (original signatures not photocopies).