

NOTTINGHAMSHIRE POLICE FEDERATION

Police Act 1964
The Police Federation Regulations 1969, Part III (as amended)

JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016

F45
MM/2016

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND
YEAR ENDED 31ST DECEMBER 2016**

CHAIRMAN

Mr David Keen
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NG5 8PN

SECRETARY

Mr Michael Taylor
C/O Nottinghamshire Police Federation
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TREASURER

Mrs Lisa Davies
C/O Nottinghamshire Police Federation
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AUDITORS

Page Kirk LLP
Chartered Accountants
& Registered Auditors
Sherwood House
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Nottingham
NG7 6LB

TRUSTEES

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NG5 8PN

Mr Thomas Hill
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**NOTTINGHAMSHIRE POLICE FEDERATION
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
JOINT BRANCH BOARD FUND**

We have audited the financial statements of the 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 FRS102, "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 principals 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
John Wallis FCA (Senior Statutory Auditor)
For and on behalf of
Page Kirk LLP Chartered Accountants & Statutory Auditors

Dated 8 February 2017

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

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

INCOME

	2016	2015
	£	£
Weekly Subscriptions		
Constables)		
Sergeants)	487,983	505,522
Inspectors)	<u> </u>	<u> </u>
<i>Less: Payable to Central Committee</i>		
Constables)		
Sergeants)	341,588	353,865
Inspectors)	<u> </u>	<u> </u>
	<u>341,588</u>	<u>353,865</u>
TOTAL INCOME	146,395	151,657
<i>Less: ADMINISTRATIVE EXPENSES (Note 1)</i>	<u>(1,449,971)</u>	<u>(997,237)</u>
SURPLUS/(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE	(1,303,576)	(845,580)
<i>Add: Other Income</i>		
To include all income as specified in Regulation 2C in the Police Federation (Amendments) Regulations 2015		
Group Insurance	762,003	724,245
Life Assurance	514,000	109,000
Sales	-	-
Administrative Charges and Commission	52,302	56,231
	<u>1,328,305</u>	<u>889,476</u>
SURPLUS/(DEFICIT) FOR THE YEAR	24,729	43,896
RETAINED EARNINGS BROUGHT FORWARD	<u>366,856</u>	<u>322,960</u>
RETAINED EARNINGS CARRIED FORWARD	<u>391,585</u>	<u>366,856</u>

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER 2016

	Cost 2016 £	Accumulated Depreciation £	Net Book Value 2016 £	Net Book Value 2015 £
TANGIBLE FIXED ASSETS				
Freehold Property	178,244	10,517	167,727	171,291
Office Equipment	97,251	91,926	5,325	9,426
Meeting Room	14,835	4,752	10,083	10,380
	<u>290,330</u>	<u>107,195</u>	<u>183,135</u>	<u>191,097</u>
CURRENT ASSETS				
Stock		2,400		2,400
Contribution due from Central Committee (Note 4)		13,094		-
Group Insurance and Administration Charges		43,906		43,095
Cash at Bank and in Hand		333,349		276,154
Other: Prepayments		1,882		1,088
		<u>394,631</u>		<u>322,737</u>
<i>Less:</i>				
CURRENT LIABILITIES				
Contributions Due to Central Committee (Note 4)		-		5,317
Group Insurance		65,148		62,890
Life Insurance		50,000		-
Sundry Accrued Expenses		25,247		22,656
Mortgage		10,670		10,329
		<u>151,065</u>		<u>101,192</u>
NET CURRENT ASSETS			243,566	221,545
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>426,701</u>	<u>412,642</u>
CREDITORS: amounts falling due after more than one year				
Mortgage			<u>35,116</u>	<u>45,786</u>
NET ASSETS			<u>391,585</u>	<u>366,856</u>
REPRESENTED BY				
Retained Earnings			<u>391,585</u>	<u>366,856</u>
			<u>391,585</u>	<u>366,856</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 as a criminal and/or Police Disciplinary matter.

These Financial Statements have been prepared using the measurement principles and provisions of FRS 102.

SignedCHAIRMAN

SignedTREASURER

Date Financial Statements Approved: 8 February 2017

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	2016	2015
	£	£
1. ADMINISTRATIVE EXPENSES		
Annual Conference	2,040	709
Audit and Accountancy Charges	4,392	3,920
Bank Charges	309	328
Cleaning	1,961	2,500
Clerical Assistance	56,876	50,083
Computer Consumables	5,764	4,301
Depreciation of Office Equipment	4,101	4,109
Donations – See attached appendix	6,608	3,640
Honoraria	10,212	11,526
Income Tax	3,815	6,481
Insurance	1,972	1,840
Legal Fees re Mortgage	-	(1,231)
Light and Heat	2,680	3,678
Mortgage Interest	1,671	2,001
Out-of-Pocket Expenses	1,747	1,012
Postage, Printing and Stationery	1,024	1,213
Rates and Water	2,509	2,483
Repairs and Maintenance	12,383	6,877
Sundry Expenses	2,524	2,287
Telephone Charges	5,263	6,022
Travelling and Subsistence	27,930	35,387
Other Expenses – See attached appendix	1,294,190	848,071
	<hr/>	<hr/>
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	1,449,971	997,237
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NOTTINGHAMSHIRE 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, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102).

This is the first year in which the Financial Statements have been prepared in accordance with FRS 102.

The date of the transition is 1st January 2015. The change has not resulted in any adjustments.

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 Fund's members. Other income sources include 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:

Freehold Property:

1 North Lodge, Mansfield Road, Arnold	- 2% straight line basis
Meeting Room	- 2% straight line basis
Furniture and Fittings	- 10% straight line basis
Mechanical & Electronic Equipment	- 20% straight line basis
Computers	- 25% straight line basis

F Taxation

Provision is made for Corporation Tax in respect of the Fund's liability to taxation on investment income.

**NOTTINGHAMSHIRE 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 safe-guarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

		2016 £	2015 £
Constables)		
Sergeants)	(13,094)	5,317
Inspectors)		
		(13,094)	5,317
		(13,094)	5,317

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

	No of Contributing Members		No of Non Contributing Members		Others*	
	2016	2015	2016	2015	2016	2015
Cadets		-	-	-	-	-
Constables	1,414	1,462	60	60	-	-
Sergeants	342	357	-	-	-	-
Inspectors/Chief	-	-	-	-	-	-
Inspectors	149	160	-	-	-	-
	1,905	1,979	60	60	-	-
	1,905	1,979	60	60	-	-

*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)

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

APPENDIX

FOR THE YEAR ENDED 31ST DECEMBER 2016

DONATIONS	2016	2015
	£	£
Sponsorship for Duathlon	1,500	-
Forces Awards Event	1,000	1,000
The Police Treatment Centres	1,000	-
1 st Woodborough Guides	500	-
Royal British Legion	250	-
St George's Fund	250	-
Beaumont House	250	-
British Heart Foundation	250	-
MacMillan Cancer Care	250	40
Nicola Hughes Memorial Fund	250	-
Phil Hogg GoFundMe	250	-
PFOA	150	-
Cheshire Police Federation	133	-
Helen Rollason Cancer Charity	125	-
Put Things Right	125	-
Children With Cancer	125	-
Brian Clements	100	-
West Midlands Police Federation	100	-
The Bereavement Trust	-	500
The Rupert Fund	-	500
Care of Police Survivors	-	500
Rugby Tour	-	300
Breast Cancer UK	-	200
Hope for Justice	-	200
EMSCU Awards	-	200
North Yorkshire Police Federation	-	100
West Mercia Police Federation	-	100
	6,608	3,640

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

APPENDIX

FOR THE YEAR ENDED 31ST DECEMBER 2016

	2016	2015
OTHER EXPENSES	£	£
Group Insurance	762,003	724,245
Life Assurance	514,000	109,000
Presentation and Bravery Awards	5,759	4,659
Welfare	4,145	-
Courses	3,863	5,774
Staff Canteen	559	532
Depreciation of Meeting Room	297	297
Depreciation of Freehold Property	3,564	3,564
TOTAL AS PER ADMINISTRATIVE EXPENSES	<u>1,294,190</u>	<u>848,071</u>

SignedCHAIRMAN

SignedTREASURER

Signed AUDITOR

Date Financial Statements Approved: 8 February 2017