

POLICE FEDERATION

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

SOUTH YORKSHIRE JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016

SOUTH YORKSHIRE JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2016

CHAIRMAN

Zuleika Payne

SECRETARY

Dean Hague

TREASURER

Dave Baines

AUDITORS

Landin Wilcock & Co
Chartered Accountants and Statutory Auditors
68 Queen Street
Sheffield
S1 1WR

TRUSTEES

Ian Hill (Joint Branch Board Fund only)

Lisa Kramer

Russell Higham

All of the above officials and trustees may be contacted care of:

Police Federation Office
3 Meadow Court
Amos Road
Sheffield
S9 1BX

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH YORKSHIRE JOINT BRANCH BOARD FUND

We have audited the Financial Statements of the South Yorkshire 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: 

Landin Wilcock & Co
Chartered Accountants & Statutory Auditors
68 Queen Street
Sheffield
S1 1WR

Dated: 9. 2. 17

SOUTH YORKSHIRE JOINT BRANCH BOARD FUND

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

| | 2016 £ | 2015 £ |
|--|---------------------|---------------------|
| INCOME | | |
| Weekly Subscriptions | | |
| Constables | 486,210 | 513,886 |
| Sergeants | 88,287 | 91,449 |
| Inspectors | 37,061 | 37,997 |
| | <hr/> 611,558 | <hr/> 643,332 |
| Less: Payable to Joint Central Committee 70% | | |
| Constables | 340,234 | 359,720 |
| Sergeants | 61,801 | 64,014 |
| Inspectors | 25,943 | 26,598 |
| | <hr/> 427,978 | <hr/> 450,332 |
| NET INCOME FROM SUBSCRIPTIONS | 183,580 | 193,000 |
| B & E AND INSURANCE SCHEME FUND | | |
| Death Benefits | 220,850 | 293,200 |
| Commissions | 67,350 | 63,649 |
| Profit Sharing | - | 2,650 |
| | <hr/> 288,200 | <hr/> 359,499 |
| NET INCOME | 471,780 | 552,499 |
| Less: ADMINISTRATIVE EXPENSES (Note 1) | 504,749 | 565,116 |
| | <hr/> - 32,969 | <hr/> - 12,617 |
| (DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE | | |
| Add: Other Income - (Note 1.1) | | |
| To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015 | 1,349 | - 2,479 |
| | <hr/> - 31,620 | <hr/> - 15,096 |
| (DEFICIT) FOR THE YEAR BEFORE GAINS / (LOSSES) | | |
| Gains / (Losses) - (Note 1.2) | - | - |
| Value Adjustments on Investments | 8,424 | - |
| Value Adjustments on Investment Properties | - | - |
| Deferred Tax on Value Adjustments | - | - |
| | <hr/> - 23,196 | <hr/> - 15,096 |
| (DEFICIT) FOR THE YEAR | | |
| RETAINED EARNINGS BROUGHT FORWARD | 818,341 | 833,437 |
| RETAINED EARNINGS CARRIED FORWARD | <hr/> <hr/> 795,145 | <hr/> <hr/> 818,341 |


SOUTH YORKSHIRE JOINT BRANCH BOARD FUND

STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER 2016

| | 2016 Cost | Accumulated Depreciation/Am ortisation/Revalu ation/ Impairment | 2016 Net Book Value | 2015 Net Book Value |
|--|----------------|--|---------------------------|---------------------------|
| TANGIBLE FIXED ASSETS | £ | £ | £ | £ |
| JOINT BRANCH BOARD FUND | | | | |
| Furniture and Fittings | 52,555 | 28,419 | 24,136 | 7,780 |
| Computer Equipment | 38,174 | 22,228 | 15,946 | 7,240 |
| B & E AND INSURANCE SCHEME FUND | | | | |
| Leasehold Property | 163,810 | 3,276 | 160,534 | 163,810 |
| Leasehold and Investment Property Improvements | 76,723 | 7,307 | 69,416 | 34,411 |
| JOINT BRANCH BOARD FUND | | | | |
| INTANGIBLE ASSETS | 7,212 | 2,402 | 4,810 | - |
| | <u>338,474</u> | <u>63,632</u> | <u>274,842</u> | <u>213,241</u> |
| INVESTMENTS | 2016 Cost | 2015 Cost | 2016 Market Value | 2015 Market Value |
| | £ | £ | £ | £ |
| Investments | 150,000 | - | 158,424 | - |
| Investment Properties | 169,680 | 169,680 | 169,680 | 169,680 |
| Others - (Specify) | - | - | - | - |
| | <u>319,680</u> | <u>169,680</u> | <u>328,104</u> | <u>169,680</u> |
| CURRENT ASSETS | | | | |
| Contributions due from Joint Central Committee (Note 4) | | | - | 4,605 |
| Cash at Bank and in Hand | | | 245,288 | 169,598 |
| Short-term Deposits | | | - | 315,607 |
| Stock | | | 2,409 | 1,574 |
| Prepayments | | | 2,153 | 14,949 |
| Other Debtors - Recharges/Refunds Due | | | 4,097 | 1,720 |
| | | | <u>253,947</u> | <u>508,053</u> |
| CURRENT LIABILITIES | | | | |
| Contributions due to Joint Central Committee (Note 4) | | | 30,876 | - |
| Corporation Tax | | | - | 1,000 |
| Deferred Income re Subscriptions | | | 1,470 | 4,686 |
| Sundry Accrued Expenses | | | 9,402 | 12,889 |
| B & E AND INSURANCE SCHEME FUND | | | | |
| Accruals | | | 20,000 | 52,598 |
| | | | <u>61,748</u> | <u>71,173</u> |
| NET CURRENT ASSETS / (LIABILITIES) | | | <u>192,199</u> | <u>436,880</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | 795,145 | 819,801 |
| CREDITORS: Amounts Falling Due After More Than One Year | | | - | - |
| NET ASSETS | | | <u>795,145</u> | <u>819,801</u> |
| REPRESENTED BY | | | | |
| Retained Earnings | | | 795,145 | 818,341 |
| Other Reserves - (Specify) | | | - | - |
| | | | <u>795,145</u> | <u>818,341</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: 09-02-17

**SOUTH YORKSHIRE JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

| | 2016 £ | 2015 £ |
|---|-------------------|-------------------|
| 1. ADMINISTRATIVE EXPENSES | | |
| Accommodation | 7,782 | 9,339 |
| Additional Responsibility Payments (Honoraria) | 33,964 | 23,488 |
| Annual Conference | 18,589 | 14,358 |
| Audit and Accountancy Charges | 3,174 | 5,610 |
| Bank Charges | 670 | 569 |
| Clerical Assistance and Social Security Costs | 47,618 | 59,489 |
| Communication | 24,677 | 20,006 |
| Computer Consumables | 6,504 | 1,477 |
| Corporation Tax | - | 424 |
| Depreciation | 23,157 | 5,436 |
| Donations | - | - |
| Hospitality | - | - |
| Incidental Overnight Expenses | - | 2,342 |
| Insurance | 2,820 | 2,922 |
| Meeting Expenses | 3,401 | 4,293 |
| Official Publications | 9,536 | 31,547 |
| Postage, Printing and Stationery | 5,112 | 4,552 |
| Repairs and Maintenance | 8,918 | 2,070 |
| Subsistence (Meal Expenses) | 9,044 | 13,183 |
| Sundry Expenses | 4,885 | 4,768 |
| Travel | 24,583 | 31,460 |
| Other Expenses - | | |
| Amortisation | 2,402 | - |
| Rent and Rates | 19,265 | 10,997 |
| Light and Heat | 2,623 | 2,346 |
| Legal and Professional fees | - | 1,258 |
| Death Benefits | 220,850 | 295,176 |
| Service Charges | 6,248 | 3,189 |
| Presentations | 9,278 | 5,482 |
| Professional Charges | 3,986 | 3,476 |
| Training Courses | 5,660 | 5,859 |
| TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS | <u>504,749</u> | <u>565,116</u> |
| | 2016 £ | 2015 £ |
| 1.1 OTHER INCOME | | |
| Bank Interest (Gross) | 574 | 2,389 |
| Dividends Received | - | - |
| Donations Received | - | - |
| Profit / (loss) on Disposal of Fixed Asset | 775 | - 4,868 |
| Profit / (loss) from Mailshots and Commissions | - | - |
| Regulation 2c Income | - | - |
| TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS | <u>1,349</u> | <u>- 2,479</u> |
| | 2016 £ | 2015 £ |
| 1.2 GAINS / (LOSSES) | | |
| Gain / (Loss) on Investments | 8,424.00 | - |
| TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS | <u>8,424.00</u> | <u>-</u> |

SOUTH YORKSHIRE 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. Refer to note 8 for an explanation of the transition.

The date of the transition is 1st January 2015. The transition to FRS 102 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 except investments and investment properties which are stated at market value.

C. Income

Joint Branch Board Fund

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.

B & E and Insurance Scheme Fund

Income is primarily derived from commissions receivable for members included within and joining the scheme. Other income sources may include advertising, interest 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. Purchases of assets over £500 are capitalised and depreciated; assets under this amount are written off as an expense.

The applicable annual rates are:

| | |
|------------------------|--|
| Furniture and Fittings | — 15% reducing balance, 25% reducing balance & 20% straight line basis |
| Computer Equipment | — 25% straight line basis |
| Leasehold Property | — 2% straight line basis |
| Investment Property | — Depreciation not charged under FRS 102 |
| Leasehold Improvements | — 10% 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. Investments (if applicable)

Investments and investment properties are shown in the Financial Statements at market value.

H. Deferred Taxation (if applicable)

Deferred taxation is provided on the liability method to take account of timing differences between the treatment of certain items for accounts purposes and their treatment for tax purposes.

I. Other Policies -

Stock

Stock is included at the valuation provided by the Fund at 31st December 2016, it is valued at the lower of cost and net realisable value.

**SOUTH YORKSHIRE 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.

4a CONTRIBUTIONS DUE FROM / (TO) CENTRAL COMMITTEES

| | 2016 £ | 2015 £ |
|------------|-----------|--------------|
| Constables | - | 888 |
| Sergeants | - | 295 |
| Inspectors | - | 277 |
| | <u>-</u> | <u>1,460</u> |

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

| | | |
|----------------|-----------------|--------------|
| JCC | - 30,876 | 4,605 |
| | <u>- 30,876</u> | <u>4,605</u> |
| Net of the two | <u>- 30,876</u> | <u>3,145</u> |

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 | 1,920 | 1,981 | 38 | 31 | - | - |
| Sergeants | 340 | 351 | 1 | 1 | - | - |
| Inspectors/Chief | 143 | 146 | 1 | 1 | - | - |
| Inspectors | - | - | - | - | - | - |
| | <u>2,403</u> | <u>2,478</u> | <u>40</u> | <u>33</u> | <u>-</u> | <u>-</u> |

* 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. INVESTMENTS (if applicable)

| | 2016 Market Value £ | 2015 Market Value £ |
|-------------|---------------------------|---------------------------|
| Unit Trusts | 158,424 | - |
| | <u>158,424</u> | <u>-</u> |

**SOUTH YORKSHIRE JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

7. INVESTMENT PROPERTIES (if applicable)

| | 2016 | 2015 |
|-----------------------|---------------------|---------------------|
| | Market Value | Market Value |
| | £ | £ |
| Investment Properties | 169,680 | 169,680 |
| | <u>169,680</u> | <u>169,680</u> |

8. TRANSITION TO FRS 102

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

CHANGES UNDER FRS 102

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.

There are no material changes to comparative amounts.

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. ACCUMULATED FUND**
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 Statement of Income and Retained Earnings "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 Statement of Income and Retained Earnings.
- 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 Statement of Financial Position 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 Statement of Income and Retained Earnings.

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).