

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**

JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2016

CHAIRMAN VINCE HOWARD (SERGEANT)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

SECRETARY ALAN BELL (SERGEANT)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

TREASURER ANDREW BRAUND (CONSTABLE)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

AUDITORS MAZARS LLP
CHARTERED ACCOUNTANTS AND STATUTORY AUDITOR
90 VICTORIA STREET
BRISTOL
BS1 6DP

TRUSTEES

MARTIN JONES (INSPECTOR)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

STEVE FRASER (SERGEANT)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS

INDEPENDENT AUDITORS 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 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: *Maceors LLP*

Chartered Accountants & Statutory Auditors

Dated:

8/2/17

JOINT BRANCH BOARD FUND

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

	2016 £	2015 £
INCOME		
Weekly Subscriptions		
Constables		131,016
Sergeants		24,688
Inspectors		10,186
Central	642,468	493,212
	<u>642,468</u>	<u>659,101</u>
Less: Payable to Joint Central Committee 70%		
Constables		91,711
Sergeants		17,281
Inspectors		7,130
Central	449,728	345,248
	<u>449,728</u>	<u>461,371</u>
TOTAL INCOME	192,740	197,730
Less: ADMINISTRATIVE EXPENSES (Note 1)	221,326	214,009
(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE	<u>- 28,586</u>	<u>- 16,279</u>
Add: Other Income - (Note 1.1)	70,929	73,658
To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015		
SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)	42,343	57,379
Gains / (Losses) - (Note 1.2)	-	-
Value Adjustments on Investments	-	-
Value Adjustments on Investment Properties	-	-
Deferred Tax on Value Adjustments	-	-
SURPLUS FOR THE YEAR	<u>42,343</u>	<u>57,379</u>
RETAINED EARNINGS BROUGHT FORWARD	935,754	878,375
RETAINED EARNINGS CARRIED FORWARD	<u><u>978,097</u></u>	<u><u>935,754</u></u>

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
	£	£	£	£
TANGIBLE FIXED ASSETS				
Land	100,000	-	100,000	100,000
Buildings	259,836	79,836	180,000	180,000
Furniture and Fittings	143,654	115,028	28,625	33,677
Computer Equipment	35,074	34,476	598	2,290
Member Services Fixed Assets	14,573	14,113	460	575
Solar Panels	14,656	14,656	-	1,895
	<u>567,792</u>	<u>258,109</u>	<u>309,683</u>	<u>318,437</u>
CURRENT ASSETS				
Contributions due from Joint Central Committee (Note 4)				
Subscriptions Due			52,993	54,276
Cash at Bank and in Hand			639,708	612,744
Others - Debtors and Prepayments			19,042	2,042
			<u>711,743</u>	<u>669,062</u>
CURRENT LIABILITIES				
Contributions due to Joint Central Committee (Note 4)			37,124	42,151
Corporation Tax			-	-
Deferred Tax			-	-
Sundry Accrued Expenses			6,205	9,594
			<u>43,329</u>	<u>51,745</u>
NET CURRENT ASSETS / (LIABILITIES)			<u>668,414</u>	<u>617,317</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			978,098	935,754
CREDITORS: Amounts Falling Due After More Than One Year <i>(Specify)</i>			-	-
NET ASSETS			<u>978,098</u>	<u>935,754</u>
REPRESENTED BY				
Retained Earnings			712,240	711,541
Other Reserves - <i>(Specify)</i>			265,857	224,213
			<u>978,097</u>	<u>935,754</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 A. D. Braund TREASURER

Date Financial Statements approved: 8/2/2017

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

	2016 £	2015 £
1. ADMINISTRATIVE EXPENSES		
Accommodation		
Additional Responsibility Payments (Honoraria)		
Annual Conference	18,343	7,890
Audit and Accountancy Charges	4,440	4,225
Bank Charges	235	128
Clerical Assistance and Social Security Costs	62,735	61,768
Communication	4,393	2,559
Computer Consumables	6,570	4,809
Corporation Tax	786	-
Depreciation	8,754	12,669
Donations	2,915	4,832
Hospitality	762	1,119
Incidental Overnight Expenses	-	-
Insurance	1,189	1,536
Meeting Expenses	9,310	15,924
Official Publications	-	1,834
Postage, Printing and Stationery	947	-
Repairs and Maintenance	47,599	10,230
Subsistence (Meal Expenses)	-	-
Sundry Expenses	4,813	4,794
Travel and Subsistence	28,573	33,540
Other Expenses - (Specify)		
Professional Fees	5,905	21,410
Light and Heat	2,580	3,850
Water Rates	183	239
Cleaning	4,402	3,715
Refreshments	-	130
On Call Allowance	5,889	4,950
Advertising	-	6,440
P.R. (Literature & brochures)	-	1,021
Benefits paid out	-	3,350
Ebrahimi court costs	-	1,049
TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS	<u>221,326</u>	<u>214,009</u>

	2016 £	2015 £
1.1 OTHER INCOME		
Bank Interest (Gross)	1,784	2,854
Solar Panel Income	1,571	3,865
Donations Received	5,700	5,700
Commissions received	2,816	2,492
Regulation 2c Income	59,058	58,747
TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS	<u>70,929</u>	<u>73,658</u>

**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

Income is primarily derived from subscriptions collected from the Funds members and is accounted for in the month to which it refers.

Other income sources may include rental / investment income and income generated from providing member services and is accounted for when received.

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:

Furniture and Fittings

— 15% reducing balance basis

Computer Equipment

— 25% straight line basis

Other Assets

— 25% reducing balance basis

Property - (Specify)

No depreciation is charged on freehold buildings, but they are revalued every 5 years. No depreciation is charged on land.

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 - (Specify)

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash at bank and in hand

Cash is represented by cash in hand and deposits.

Creditors

Short term creditors are measured at the transaction price. Other financial liabilities are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

VAT

The entity is not VAT registered and therefore all costs are recognised gross of VAT.

**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 FROM / (TO) JOINT CENTRAL COMMITTEE

	2016 £	2015 £
Constables	29,556	34,235
Sergeants	5,272	5,514
Inspectors	2,296	2,402
	37,124	42,151

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	2,098	2,090	116	102	-	23
Sergeants	349	365	19	22	-	4
Inspectors/Chief	-	-	-	-	-	-
Inspectors	152	159	4	5	-	-
	2,599	2,614	139	129	-	27

* 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)

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

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.
3. Key management personnel and their aggregate remuneration must be disclosed.

Restated Statement of Financial Position

	Explanation	£
Original Retained Earnings at 31 December 2015		935,754
Restatement of Investments and Investment Properties	1	
Deferred Tax on Restatement of Investments and Investment Properties	2	
Restated Retained Earnings at 31 December 2015		935,754

Restated Statement of Income and Retained Earnings

	Explanation	£
Original Surplus / (Deficit) for the Year Ended 31 December 2015		57,379
Restatement of Investments and Investment Properties	1	
Deferred Tax on Restatement of Investments and Investment Properties	2	
Restated Surplus / (Deficit) for the Year Ended 31 December 2015		57,379

Key Management Personnel

The key management personnel of the Federation are the trustees. No Trustee received remuneration for their services in the current year (2015 - £0).

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 8 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).