

POLICE FEDERATION

Police Act 1964

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

DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2015

F45
MM / 2015

DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2015

CHAIRMAN David A Jackson
Federation Office
Police Headquarters
Aykley Heads
Durham
DH1 5TT

SECRETARY Kevin L Wilson
Federation Office
Police Headquarters
Aykley Heads
Durham
DH1 5TT

TREASURER Kevin L Wilson
Federation Office
Police Headquarters
Aykley Heads
Durham
DH1 5TT

AUDITORS CTC Chartered Accountants
Chartered Accountants & Statutory Auditors
13 Portland Terrace
Jesmond
Newcastle Upon Tyne
NE2 1SN

TRUSTEES Ian Craggs
Federation Office
Police Headquarters
Aykley Heads
Durham
DH1 5TT

Martin Peace
Federation Office
Police Headquarters
Aykley Heads
Durham
DH1 5TT

SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

We have audited the financial statements of the Durham Constabulary Joint Branch Board Fund for the year ended 31st December 2015, which comprise the Income and Expenditure Account, the Balance Sheet, and the related notes. The financial statements have been prepared under the requirements of the Police Federation Regulations and Fund Rules.

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 2015 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 2015 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 2015 includes all funds raised for the purpose of the Joint Branch Board Fund in accordance with Regulation 2 Police Federation (Amendment) Regulations 2015.

Signed: 

CTC Chartered Accountants
Chartered Accountants & Statutory Auditors
13 Portland Terrace
Jesmond
Newcastle Upon Tyne
NE2 1SN

Dated: 28.1.16

DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST DECEMBER 2015**

	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)	2015	2014
INCOME				
Weekly Subscriptions				
Constables	59,345	174,570	233,915	250,048
Sergeants	10,574	30,795	41,369	47,368
Inspectors	4,618	12,646	17,264	20,544
	<hr/>	<hr/>	<hr/>	<hr/>
	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)	292,548	317,960
Less: Payable to Central/Joint Committee				
Constables	41,541	122,199	163,740	175,033
Sergeants	7,402	21,556	28,958	33,158
Inspectors	3,233	8,852	12,085	14,381
	<hr/>	<hr/>	<hr/>	<hr/>
			204,783	222,572
TOTAL INCOME			87,765	95,388
Less: ADMINISTRATIVE EXPENSES (Note 1)			169,187	164,850
(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE			<hr/>	<hr/>
			(81,422)	(69,462)
Add: Other Income - (Note 1.1)			68,980	51,164
To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015				
(DEFICIT) FOR THE YEAR BEFORE GAINS / (LOSSES)			<hr/>	<hr/>
			(12,442)	(18,298)
Gains / (Losses) - (Note 1.2)			-	-
			<hr/>	<hr/>
(DEFICIT) FOR THE YEAR			(12,442)	(18,298)
ACCUMULATED FUND BROUGHT FORWARD			299,893	71,338
FUNDS TRANSFERRED FROM THE MSA			-	246,853
ACCUMULATED FUND CARRIED FORWARD			<hr/>	<hr/>
			<u>£ 287,451</u>	<u>£ 299,893</u>

DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

BALANCE SHEET AS AT 31ST DECEMBER 2015

	Cost	Accumulated Depreciation/ Revaluation/ Impairment	2015 Net Book Value	2014
FIXED ASSETS				
Furniture and Fittings	44,169	17,670	26,499	35,334
Computer Equipment			-	
Investments			-	
Others - (Specify)				
	<u>44,169</u>	<u>17,670</u>	<u>26,499</u>	<u>35,334</u>
CURRENT ASSETS				
Subscriptions Due		-		-
Cash at Bank and in Hand		237,948		234,925
Others - (Specify)		-		-
Prepaid Expenses		26,274		32,833
		<u>264,222</u>		<u>267,758</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint/Central Committee (Note 4)		-		-
Corporation Tax		-		103
Sundry Accrued Expenses		3,270		3,096
		<u>3,270</u>		<u>3,199</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>260,952</u>	<u>264,559</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			287,451	299,893
CREDITORS: amounts falling due after more than one year (Specify)			-	-
NET ASSETS			<u>£ 287,451</u>	<u>£ 299,893</u>
REPRESENTED BY				
Accumulated Fund			287,451	299,893
Other Reserves - (Specify)			-	-
			<u>£ 287,451</u>	<u>£ 299,893</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.

Signed  CHAIRMAN

Signed  TREASURER

Date accounts approved: 22/1/16

**DURHAM CONSTABULARY JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2015**

	2015	2014
1. ADMINISTRATIVE EXPENSES		
Annual Conference	2,315	4,257
Audit and Accountancy Charges	3,270	3,096
Bank Charges	-	-
Clerical Assistance and Social Security Costs	-	-
Computer Consumables	-	-
Corporation Tax	-	103
Depreciation	8,835	9,029
Donations - <i>Poppy Appeal</i>	-	-
Donations - <i>Police Treatment Centre</i>	750	1,698
Honoraria	5,094	4,915
Insurance	1,575	1,311
Meeting Expenses	-	-
Official Publications	-	-
Out-of-Pocket Expenses	23,664	28,933
Postage, Printing and Stationery	4,028	3,941
Repairs and Maintenance	3,299	4,134
Sundry Expenses	1,315	1,294
Telephone Charges	3,009	3,256
Travelling and Subsistence	-	-
 Other Expenses - (<i>Specify</i>)		
Credit Card and Bank Charges	-	163
Salaries	89,437	88,197
Legal Expense	-	2,353
Annual Dinners	5,561	3,923
Rent and Rates	15,415	3,994
Electricity	1,620	253
 TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	 <u>£ 169,187</u>	 <u>£ 164,850</u>
	2015	2014
1.1 OTHER INCOME		
Bank interest (gross)	794	515
Profits from Accident Scheme	65,836	50,649
Commissions received	2,350	-
 TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	 <u>£ 68,980</u>	 <u>£ 51,164</u>
	2015	2014
1.2 GAINS / (LOSSES)		
Gain (loss) on investments	-	-
 TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	 <u>£ -</u>	 <u>£ -</u>

**DURHAM CONSTABULARY JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2015**

2. ACCOUNTING POLICIES

A. Accounting Convention

The financial statements have been prepared under the historic cost convention.

B. 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.

C. Expenditure

Expenditure is shown inclusive of Value Added Tax.

D. Depreciation

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

The applicable annual rates are:

New Premises Furniture & Computer Equipment	— 5 years straight line basis
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E. 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.

F. Investments (if applicable)

Investments are shown in the financial statements at cost less provision for impairment in value.

G. Other Policies - (Specify)

**DURHAM CONSTABULARY JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2015**

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.

4a. CONTRIBUTIONS DUE TO/(FROM) CENTRAL COMMITTEES (TO 31ST MARCH 2015)

	2015	2014
Constables	-	-
Sergeants	-	-
Inspectors	-	-
	£ -	£ -

4b. CONTRIBUTIONS DUE TO/(FROM) JOINT CENTRAL COMMITTEE (FROM 1ST APRIL 2015)

	2015	2014
Constables	-	-
Sergeants	-	-
Inspectors	-	-
	£ -	£ -

5. CONTRIBUTING AND NON CONTRIBUTING MEMBERS AT 31ST DECEMBER 2015

	No. of Contributing Members		No. of Non Contributing Members		Others*	
	2015	2014	2015	2014	2015	2014
Cadets	-	-	-	-	-	-
Constables	919	925	20	24	-	-
Sergeants	155	166	3	3	-	-
Inspectors/Chief	62	76	-	-	-	-
Inspectors	-	-	-	-	-	-
	1,136	1,167	23	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)

6. INVESTMENTS (if applicable)

	Cost Less Provision		Market Value	
	2015	2014	2015	2014
Equities	-	-	-	-
Fixed Interest Funds	-	-	-	-
Unit Trusts	-	-	-	-
Others - (Specify)	-	-	-	-
	£ -	£ -	£ -	£ -

DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

BALANCE SHEET AND ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2015

DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

YEAR ENDED 31 DECEMBER 2015

We have audited the financial statements of Durham Constabulary Joint Branch Board Fund for the year ended 31 December 2015, which comprise the Income and Expenditure Account, Balance Sheet and the related notes. The financial statements have been prepared under the requirements of the Police Federation Regulations and Fund Rules.

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 of 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 31 December 2015 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. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our audit.

Opinion on financial statements

In our opinion the financial statements:

- fairly reflect the state of the Fund's affairs as at 31 December 2015 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 Practices; and
- have been prepared in accordance with the Police Federation Regulations and Fund Rules.

CTC, Chartered Accountants

Chartered/Certified Accountants & Statutory Auditors

CTC
13 Portland Terrace
Jesmond
Newcastle upon Tyne
NE2 1SN

CTC 28.1.16

DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

BALANCE SHEET AS AT 31 DECEMBER 2015

<u>2014</u> £		<u>2015</u> £	<u>2015</u> £
<u>Fixed Assets</u>			
<u>Office Equipment</u>			
32937.30	Costs as at 1.1.15		44169.33
44169.33	Additions		-
(32937.30)	Disposals		-
<u>44169.33</u>			<u>44169.33</u>
32743.30	Less: Depreciation to 31.12.14	8835.33	
9029.33	Charge for Year	8835.00	
(32937.30)	Disposals	-	17670.33
<u>8835.33</u>			<u>26499.00</u>
<u>Current Assets</u>			
234924.90	Cash at Bank	237947.77	
-	Cash in Hand	-	
<u>32832.67</u>	Sundry Debtors	<u>26274.49</u>	
267757.57		264222.26	
<u>Less: Current Liabilities</u>			
3096.00	Accrued Charges	3270.00	
103.00	Taxation	-	
(3199.00)		<u>3270.00</u>	
<u>264558.57</u>			<u>260952.26</u>
<u>299892.57</u>	<u>Net Assets</u>		<u>287451.26</u>

Represented By

Accumulated Fund

71338.15	As at 1.1.15	299892.57
(18298.23)	Surplus/(Deficit) for the Year	(12441.31)
<u>246852.65</u>	MSA Transfers	-
<u>299892.57</u>		<u>287451.26</u>

D A Jackson : Chairman

K Wilson : Secretary

Date Accounts Approved: ..22-01-16.....

DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED

31 DECEMBER 2015

<u>2014</u>		<u>Constables</u>	<u>Sergeants</u>	<u>Inspectors</u>	<u>Probationers</u>	<u>2015</u>
	<u>Income</u>					
	<u>Weekly Subscriptions</u>	233085.57	41368.87	17263.99	829.26	292547.69
	<u>Less:</u>					
	Payable to Central Committee	(163159.91)	(28958.19)	(12084.79)	(580.48)	(204783.37)
95387.92		<u>69925.66</u>	<u>12410.68</u>	<u>5179.20</u>	<u>248.78</u>	<u>87764.32</u>
	<u>Previous Year</u>					
	<u>Weekly Subscriptions</u>	250047.46	47368.10	20544.16		
	<u>Less:</u>					
	Payable to Central Committee	(175033.22)	(33157.67)	(14380.91)		
		<u>75014.24</u>	<u>14210.43</u>	<u>6163.25</u>		
	<u>Interest Received</u>					
515.01	High Interest Account					794.40
	<u>Other Income</u>					
	Commissions received					2350.28
	<u>Accident Scheme</u>					
482204.10	Income			626799.25		
(431555.39)	Expenditure			<u>(560962.92)</u>		<u>65836.33</u>
146551.64						156745.33
	<u>Less: Expenditure</u>					
	Printing, Postage & Stationery					4028.33
3940.70	Credit Card Charges & Bank Charges					-
163.00	Travelling, Subsistence & Out of Pocket Expenses					23664.38
28933.48	Annual Conference					2314.94
4257.25	Honoraria					5093.70
4915.16	Depreciation - Office Equipment					8835.00
9029.33	Audit & Accountancy Charges					3270.00
3096.00	Salaries					89436.82
88196.82	Annual Dinners					5560.51
3922.65	Telephone					3008.51
3256.39						<u>145212.19</u>
149710.78						
	<u>Other Expenses</u>					
	Rent & Rates					15415.28
3993.96	Sundry Expenses					1315.15
1293.50	Legal Expense					-
2353.24	Donations					750.00
1698.00	Electricity					1619.59
252.50	Insurance					1575.17
1311.36	Maintenance & Equipment					3299.26
4133.53	Taxation					-
103.00						<u>23974.45</u>
15139.09						<u>169186.64</u>
164849.87	Total Expenditure					<u>(12441.31)</u>
(18298.23)	Net Profit/(Loss)					

DURHAM CONSTABULARY JOINT BRANCH BOARD FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

1. Accounting Policies

Depreciation.

Depreciation has been calculated at rates required to write off the relevant assets over their anticipated lives. The applicable annual rates are:

New premises furniture – 5 years straight line basis

Taxation.

The fund is liable to Corporation Tax on its investment income.

Expenditure.

Expenditure is shown inclusive of Value Added Tax.

2. Statement of Responsibilities

Regulations 18(2) of the Police Federation Regulations requires the Board, in relation to Federation funds held by them, to keep accounts showing all monies received or paid out and to cause the accounts for each year to be audited by an independent auditor. In causing the accounts to be prepared, the board is required to:

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

The Board are responsible for keeping proper accounting records and also are responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

3. Death Benefits

During the year the Branch Board received death benefits of £175000 (2014 - £232500) all of which were paid over to the appropriate beneficiaries as soon as the funds had cleared the branch boards current account which is non interest bearing.