

**POLICE FEDERATION**

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

**ESSEX POLICE JOINT BRANCH BOARD FUND**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2015**

**F45  
MM / 2015**

**ESSEX POLICE JOINT BRANCH BOARD FUND**

**YEAR ENDED 31ST DECEMBER 2015**

**CHAIRMAN**

M. Smith  
Police Federation Office,  
Police Headquarters,  
82 Springfield Road  
Chelmsford,  
Essex. CM2 6JY

**SECRETARY**

P. Suarez (Appointed 6 October 2015)  
R. Montgomery (Resigned 6 October 2015)  
Police Federation Office,  
Police Headquarters,  
82 Springfield Road  
Chelmsford,  
Essex. CM2 6JY

**TREASURER**

P. Suarez (Appointed 6 October 2015)  
R. Montgomery (Resigned 6 October 2015)  
Police Federation Office,  
Police Headquarters,  
82 Springfield Road  
Chelmsford,  
Essex. CM2 6JY

**TRUSTEES**

P. Suarez  
D. Cook  
P. Maleary  
Police Federation Office,  
Police Headquarters,  
82 Springfield Road  
Chelmsford,  
Essex. CM2 6JY

**BANKERS**

Unity Trust Bank  
Customer Service Centre  
Nine Brindley Place  
Birmingham B1 2HB

**AUDITORS**

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

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
ESSEX POLICE JOINT BRANCH BOARD FUND**

We have audited the financial statements of the Essex Police 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: .....



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

Dated: .....



**ESSEX POLICE JOINT BRANCH BOARD FUND**

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

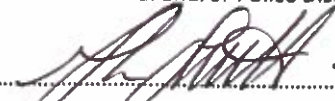
|  | (01.01.15 -<br>31.03.15) | (01.04.15 -<br>31.12.15) | 2015      | 2014      |
|--|--------------------------|--------------------------|-----------|-----------|
| <b>INCOME</b>  |                          |                          |           |           |
| Weekly Subscriptions   |                          |                          |           |           |
| Constables   | 150,106                  | 437,345                  | 587,451   | 626,245   |
| Sergeants  | 32,090                   | 92,362                   | 124,452   | 124,978   |
| Inspectors   | 12,797                   | 38,283                   | 51,080    | 56,882    |
|  | <hr/>                    | <hr/>                    | <hr/>     | <hr/>     |
|  |                          |                          | 762,983   | 808,105   |
| Less: Payable to Central/Joint Committee                     |                          |                          |           |           |
| Constables   | 105,074                  |                          | 105,074   | 438,371   |
| Sergeants  | 22,463                   |                          | 22,463    | 87,485    |
| Inspectors   | 8,958                    |                          | 8,958     | 39,817    |
| Joint Central Committee                                      |                          | 397,593                  | 397,593   |           |
|  | <hr/>                    | <hr/>                    | <hr/>     | <hr/>     |
|  |                          |                          | 534,088   | 565,673   |
| <b>TOTAL NET INCOME</b>                                      |                          |                          | 228,895   | 242,432   |
| Less: <b>ADMINISTRATIVE EXPENSES</b> (Note 1)                |                          |                          | 321,713   | 250,196   |
| <b>(DEFICIT) OF SUBSCRIPTION INCOME<br/>OVER EXPENDITURE</b> |                          |                          | <hr/>     | <hr/>     |
|  |                          |                          | (92,818)  | (7,764)   |
| Add: Other Income - (Note 1.1)                               |                          |                          |           |           |
| Bank Interest (gross)  |                          |                          | 1,466     | 2,511     |
| Commission income  |                          |                          | 3,592     | 4,848     |
| Administration charges                                       |                          |                          | 25,392    | 25,949    |
|  |                          |                          | <hr/>     | <hr/>     |
| <b>(DEFICIT) / SURPLUS FOR THE YEAR</b>                      |                          |                          | (62,368)  | 25,544    |
| <b>ACCUMULATED FUND BROUGHT FORWARD</b>                      |                          |                          | 1,307,153 | 1,281,609 |
| <b>ACCUMULATED FUND CARRIED FORWARD</b>                      |                          |                          | <hr/>     | <hr/>     |
|  |                          |                          | 1,244,785 | 1,307,153 |

**ESSEX POLICE JOINT BRANCH BOARD FUND**

**BALANCE SHEET AS AT 31ST DECEMBER 2015**

|   | Cost           | Accumulated<br>Depreciation<br>/<br>Revaluation/<br>Impairment | 2015<br>Net Book<br>Value | 2014             |
|---|----------------|--|---------------------------|------------------|
| <b>FIXED ASSETS</b>                                   |                |  |                           |                  |
| Furniture and Fittings                                | 47,102         | 27,754   | 19,348                    | 21,564           |
| Computer Equipment                                    | 45,368         | 27,215   | 18,153                    | 27,229           |
| Freehold property                                     | 649,947        |  | 649,947                   | 649,947          |
|   | <u>742,417</u> | <u>54,969</u>  | <u>687,448</u>            | <u>698,740</u>   |
| <b>CURRENT ASSETS</b>                                 |                |  |                           |                  |
| Cash at Bank and in Hand                              |                | 589,041  |                           | 669,659          |
| Stock   |                | 5,383  |                           | 3,903            |
| Debtors   |                | 10,971   |                           | 16,791           |
|   |                | <u>605,395</u>   |                           | <u>690,353</u>   |
| Less:   |                |  |                           |                  |
| <b>CURRENT LIABILITIES</b>                            |                |  |                           |                  |
| Contributions due to Joint/Central Committee (Note 4) |                | 39,688   |                           | 71,272           |
| Corporation Tax                                       |                | -  |                           | 741              |
| Sundry Accrued Expenses                               |                | 8,370  |                           | 9,927            |
|   |                | <u>48,058</u>  |                           | <u>81,940</u>    |
| <b>NET CURRENT ASSETS/(LIABILITIES)</b>               |                |  | <u>557,337</u>            | <u>608,413</u>   |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |                |  | <u>1,244,785</u>          | <u>1,307,153</u> |
| <b>NET ASSETS</b>                                     |                |  | <u>1,244,785</u>          | <u>1,307,153</u> |
| <b>REPRESENTED BY</b>                                 |                |  |                           |                  |
| Accumulated Fund                                      |                |  | 1,244,785                 | 1,307,153        |
|   |                |  | <u>1,244,785</u>          | <u>1,307,153</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: 25/01/16

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

|  | 2015                  | 2014                  |
|--|-----------------------|-----------------------|
| <b>1. ADMINISTRATIVE EXPENSES</b>                  |                       |                       |
| Annual Conference                                  | 5,298                 | 4,341                 |
| Audit and Accountancy Charges                      | 3,969                 | 3,780                 |
| Bank Charges                                       | 176                   | 162                   |
| Clerical Assistance and Social Security Costs      | 61,850                | 62,145                |
| Computer Consumables                               | 7,619                 | 5,222                 |
| Corporation Tax                                    | -                     | 822                   |
| Depreciation                                       | 12,491                | 13,827                |
| Donations:   |                       |                       |
| Ian Dibell Memorial Fund                           | -                     | 1,000                 |
| Unity Tour   | -                     | 100                   |
| Poppy Wreaths                                      | -                     | 45                    |
| Essex Retired Police Dogs Fund                     | 650                   |                       |
| WLDF Donation                                      | 200                   |                       |
| Police memorial collection                         | 10                    |                       |
| Honoraria  | 42,001                | 40,072                |
| Insurance  | 4,126                 | 2,939                 |
| Meeting Expenses                                   | 14,060                | 15,501                |
| Out of Pocket Expenses                             | 594                   | 720                   |
| Postage, Printing and Stationery                   | 4,016                 | 2,523                 |
| Repairs and Maintenance                            | 3,362                 | 906                   |
| Sundry Expenses                                    | 4,425                 | 3,838                 |
| Telephone  | 4,066                 | 5,305                 |
| Travelling   | 10,025                | 10,923                |
| Subsistence (Meal Expenses)                        | 3,036                 | 2,766                 |
| Hospitality  | 1,682                 | 2,751                 |
| Other Expenses:                                    |                       |                       |
| Communication Centre-Media costs                   | 94,785                | 35,438                |
| Clerical Assistants Pension Contributions          | 13,959                | 13,524                |
| Premises Costs                                     | 17,583                | 10,640                |
| Presentation and Retirement Gifts                  | 819                   | 1,327                 |
| Professional Charges                               | 7,511                 | 3,793                 |
| Training Costs                                     | 3,400                 | 7,430                 |
| <b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b> | <b><u>321,713</u></b> | <b><u>250,196</u></b> |
|  | <b>2015</b>           | <b>2014</b>           |
| <b>1.1 OTHER INCOME</b>                            |                       |                       |
| Bank Interest (gross)                              | 1,466                 | 2,511                 |
| Profits/(loss) from mailshots and commissions      | 3,592                 | 4,848                 |
| Administration charges                             | 25,392                | 25,949                |
| <b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b> | <b><u>30,450</u></b>  | <b><u>33,308</u></b>  |

**ESSEX POLICE 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:

|                              |                              |
|------------------------------|------------------------------|
| Furniture and Fittings       | — 15% reducing balance basis |
| Computer Equipment           | — 25% straight line basis    |
| Other Assets                 | — 25% reducing balance basis |
| Property - freehold property | — Not depreciated            |

**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.

**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.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2015**

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

|            | <b>2015</b>   | <b>2014</b>   |
|------------|---------------|---------------|
| Constables | 6,074         | 42,370        |
| Sergeants  | 4,462         | 15,485        |
| Inspectors | 2,358         | 13,417        |
|            | <b>12,894</b> | <b>71,272</b> |

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

|  |               |               |
|--|---------------|---------------|
| Contributions due to Joint Central Committee | 26,794        | -             |
| Total contributions due                      | <b>39,688</b> | <b>71,272</b> |

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

|                                | No. of Contributing<br>Members |              | No. of Non Contributing<br>Members |           | Others*  |          |
|--------------------------------|--------------------------------|--------------|------------------------------------|-----------|----------|----------|
|                                | 2015                           | 2014         | 2015                               | 2014      | 2015     | 2014     |
| Cadets                         |                                |              |                                    |           |          |          |
| Constables                     | 2,295                          | 2,440        | 38                                 | 42        |          |          |
| Sergeants                      | 472                            | 493          | 8                                  | 8         |          |          |
| Inspectors/Chief<br>Inspectors | 198                            | 226          | 1                                  | 1         |          |          |
|                                | <b>2,965</b>                   | <b>3,159</b> | <b>47</b>                          | <b>51</b> | <b>-</b> | <b>-</b> |

\* 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)



**NOTES for the guidance of Treasurers**  
**in completing the Income and Expenditure Account, Balance Sheet and Notes to the Financial Statements**

**INCOME AND EXPENDITURE ACCOUNT**

**1. NAME**

The name of the force should be shown in the following places:

Cover

Balance Sheet

Income and Expenditure Account

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 Income and Expenditure Account, should be entered beneath the pre-printed list with the appropriate narrative.

**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.

**BALANCE SHEET**

**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 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 £1000 should be capitalised. Purchases of assets under £1000 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).