

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 2015**

**F45
MM / 2015**

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 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: *Deans*

Deans
Chartered Accountants & Statutory Auditors
Bank Passage
Stafford
ST16 2JS

Dated: *5/2/2016*

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	80,528	241,790	322,318	341,827
Sergeants	16,897	53,605	70,502	71,149
Inspectors	5,934	17,890	23,824	24,795
	103,359	313,285	416,644	437,771
Less: Payable to Central/Joint Committee	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)		
Constables	56,367	169,255	225,622	239,279
Sergeants	11,828	37,524	49,352	49,804
Inspectors	4,154	12,523	16,677	17,357
	72,349	219,302	291,651	306,440
TOTAL INCOME			124,993	131,331
Less: ADMINISTRATIVE EXPENSES (Note 1)			230,222	211,684
DEFICIT OF SUBSCRIPTION INCOME OVER EXPENDITURE			(105,229)	(80,353)
Add: Other Income - (Note 1.1) To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015			157,250	164,658
SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)			52,021	84,305
Gains / (Losses) - (Note 1.2)			-	-
SURPLUS FOR THE YEAR			52,021	84,305
ACCUMULATED FUND BROUGHT FORWARD			1,164,615	1,080,310
ACCUMULATED FUND CARRIED FORWARD			£ 1,216,636	£ 1,164,615

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	50,097	22,930	27,167	1,676
Computer Equipment	40,975	39,927	1,048	2,447
Investments	350,000	-	350,000	350,000
Freehold Building	541,137	54,479	486,658	456,310
	<u>982,209</u>	<u>117,336</u>	<u>864,873</u>	<u>810,433</u>
CURRENT ASSETS				
Cash at Bank and in Hand		374,555		372,184
Prepayments and other debtors		22,555		26,089
		<u>397,110</u>		<u>398,273</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint/Central Committee (Note 4)		28,004		27,659
Corporation Tax		-		10
Sundry Accrued Expenses		17,343		16,422
		<u>45,347</u>		<u>44,091</u>
NET CURRENT ASSETS			<u>351,763</u>	<u>354,182</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			1,216,636	1,164,615
CREDITORS: amounts falling due after more than one year			-	-
NET ASSETS			<u>£ 1,216,636</u>	<u>£ 1,164,615</u>
REPRESENTED BY				
Accumulated Fund			1,216,636	1,164,615
			<u>£ 1,216,636</u>	<u>£ 1,164,615</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: 5.2.16

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

	2015	2014
1. ADMINISTRATIVE EXPENSES		
Annual Conference	7,694	2,732
Audit and Accountancy Charges	7,244	7,040
Bank Charges	1,519	1,704
Clerical Assistance and Social Security Costs	64,426	51,796
Computer Consumables	12,321	7,127
Corporation Tax	26	73
Depreciation	8,087	2,453
Donations -		
Police Welfare	3,000	4,000
Police Memorial	5,000	
Honoraria	21,048	19,908
Insurance	3,344	3,141
Meeting Expenses	8,770	11,028
Official Publications	6,552	5,824
Out-of-Pocket Expenses		
Postage, Printing and Stationery	2,313	3,324
Repairs and Maintenance	3,870	22,132
Sundry Expenses	7,803	10,243
Telephone Charges	9,311	9,115
Travelling and Subsistence	34,967	30,923
Other Expenses		
Entertainment and Gifts	2,180	2,409
Professional Charges	9,746	6,814
Depreciation of Buildings	7,510	6,753
Pension Contributions	3,491	3,145
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 230,222	£ 211,684
	2015	2014
1.1 OTHER INCOME		
Bank Interest (gross)	559	2,241
Donations and Other Sundry Income	2,218	1,117
Group Insurance Premiums and Contributions	145,934	147,103
Net Merlin Tussauds Income	9,367	13,502
Commission Received	994	695
Net Property Income	(1,822)	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 157,250	£ 164,658
	2015	2014
1.2 GAINS / (LOSSES)		
Gain (loss) on investments	-	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ -	£ -

**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, apart from when directly attributable to taxable income where it is shown exclusive 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	— 2% straight line basis

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

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

**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	36,520	37,151
Sergeants	(3,172)	(10,195)
Inspectors	357	703
	£ 33,705	£ 27,659

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

	2015	2014
Constables	(1,747)	-
Sergeants	(2,977)	-
Inspectors	(977)	-
	£ (5,701)	£ -

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	71	-	-	-	-	-
Constables	1,205	1,304	36	36	-	-
Sergeants	277	275	6	5	-	-
Inspectors/Chief	93	99	1	1	-	-
Other ranks	-	-	20	-	-	-
	1,646	1,678	63	42	-	-

* 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
Unit Trusts	350,000	350,000	393,420	391,511
	£ 350,000	£ 350,000	£ 393,420	£ 391,511

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. **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.

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).