

# **POLICE FEDERATION**

**Police Act 1964**

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

**INTERIM BRANCH COUNCIL**

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

**F45**  
**MM / 2015**

**INTERIM BRANCH COUNCIL**

**YEAR ENDED 31ST DECEMBER 2015**

**CHAIRMAN** Inspector Ian Hanson

**SECRETARY** Karl Thurogood  
All c/o Progress House  
Broadstone Hall Road South  
Reddish  
Stockport  
SK5 7DE

**TREASURER** Constable Russ Lee

**AUDITORS** Hallidays  
Chartered Accountants & Statutory Auditors  
Riverside House  
Kings Reach Business Park  
Yew Street  
Stockport  
SK4 2HD

**TRUSTEES** Julia Dwyer

All c/o Progress House  
Broadstone Hall Road South  
Reddish  
Stockport  
SK5 7DE

Martin Lally

Mark Wood

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INTERIM BRANCH COUNCIL

We have audited the financial statements of the Interim Branch Council 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 Interim Branch Council in accordance with Regulation 2 Police Federation (Amendment) Regulations 2015.

Signed:  .....

Hallidays  
Chartered Accountants & Statutory Auditors  
Riverside House  
Kings Reach Business Park  
Yew Street  
Stockport

Dated: 22/12/16 .....

# INTERIM BRANCH COUNCIL

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

	2015	2014
<b>INCOME</b>		
Weekly Subscriptions	1,659,138	-
Inspectors	-	104,792
	<u>1,659,138</u>	<u>104,792</u>
 Less:		
Payable to Central/Joint Committee	1,160,757	-
Inspectors	-	72,960
	<u>498,381</u>	<u>31,832</u>
 Less: <b>ADMINISTRATIVE EXPENSES</b> (Note 1)	575,420	492,732
	<u>(77,039)</u>	<u>(460,900)</u>
<b>(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE</b>		
Add: Other Income - (Note 1.1)	757	9
Bank Interest (gross)	-	383,540
Constables	-	61,808
Sergeants	-	10
Badge Sales	-	-
	(76,282)	(15,533)
<b>(DEFICIT) FOR THE YEAR BEFORE GAINS / (LOSSES)</b>	-	-
Gains / (Losses)	<u>-</u>	<u>-</u>
<b>(DEFICIT) FOR THE YEAR</b>	(76,282)	(15,533)
<b>ACCUMULATED FUND BROUGHT FORWARD (Excluding Revaluation Reserve)</b>	1,326,097	1,310,016
<b>REVALUATION RESERVE</b>	150,865	138,368
<b>ACCUMULATED FUND CARRIED FORWARD</b>	<u>£ 1,400,680</u>	<u>£ 1,432,851</u>

# INTERIM BRANCH COUNCIL

## BALANCE SHEET AS AT 31ST DECEMBER 2015

	Cost	Accumulated Depreciation/ Revaluation/ Impairment	2015 Net Book Value	2014
<b>FIXED ASSETS</b>				
Furniture and Fittings	508,749	468,659	40,090	
Transfers - Constables Branch Board	58,485	46,966	11,519	
Transfers - Sergeants Branch Board	27,132	21,426	5,706	
Progress House	295,723	81,284	214,439	
Building Improvements	451,209	111,857	339,352	
Long Term Investments	370,000	118,217	488,217	
	<u>1,711,298</u>	<u>848,409</u>	<u>1,099,323</u>	<u>1,085,197</u>
<b>CURRENT ASSETS</b>				
Subscriptions Due				
Cash at Bank and in Hand		309,116		234,486
GMP - Constables Branch Board		-		84,330
GMP - Sergeants Branch Board		-		38,252
GMP - Member Services		51		1,737
PDT Control Account		2,325		3,531
Prepayments and Accrued Income		43,348		40,521
Group Healthcare		-		38
Charity Account		-		150
Group Insurance Scheme		1,332		398
Benevolent Fund		-		621
		<u>356,172</u>		<u>404,064</u>
Less:				
<b>CURRENT LIABILITIES</b>				
Contributions due to Central Committee (Note 4)				
Corporation Tax		224		73
Sundry Accrued Expenses		42,593		43,333
Police with Pride		-		612
LAGSA		-		394
GMP Federation		11,998		11,998
		<u>54,815</u>		<u>56,410</u>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			<u>301,357</u>	<u>347,654</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>1,400,680</u>	<u>1,432,851</u>
<b>CREDITORS:</b> amounts falling due after more than one year (Specify)			-	-
<b>NET ASSETS</b>			<u>£ 1,400,680</u>	<u>£ 1,432,851</u>
<b>REPRESENTED BY</b>				
Accumulated Fund			1,249,815	1,294,483
Other Reserves - Revaluation reserve			150,865	138,368
			<u>£ 1,400,680</u>	<u>£ 1,432,851</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: 15/02/16

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

	2015	2014
<b>1. ADMINISTRATIVE EXPENSES</b>		
Annual Conference	17,605	13,185
Audit and Accountancy Charges	7,704	6,741
Bank Charges	119	129
Tax - Bank Interest	152	-
Clerical Assistance and Social Security Costs	75,127	73,779
Computer Consumables	65,457	52,063
Corporation Tax	-	8,976
Depreciation	33,533	27,905
Donations - ( <i>Specify</i> )		
Misc Donations	560	590
Brave Officer Sponser	1,683	-
Welfare Officers Family	-	40
Chief constables excellence award	-	4,200
David Phillips Memorial Fund	5,000	-
Ian Terry Memorial Fund	1,000	-
Charity/Donations	9,141	10,000
Honoraria	76,693	44,753
Insurance	7,243	7,861
Meeting Expenses	16,553	19,012
Official Publications	44,984	211
Postage, Printing and Stationery	12,140	11,356
Repairs and Maintenance	34,221	47,799
Sundry Expenses	6,904	9,001
Telephone Charges	5,524	5,790
Travelling and Subsistence	70,801	63,795
Other Expenses - ( <i>Specify</i> )		
Legal and Professional	37,144	27,462
Staff Training	30,634	27,475
Staff Pension	4,815	4,631
Inspectors Expenses	1,111	14,956
Police Memorial Day	9,572	11,022
<b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>	<u>£ 575,420</u>	<u>£ 492,732</u>
	<b>2015</b>	<b>2014</b>
<b>1.1 OTHER INCOME</b>		
Bank Interest (gross)	757	9
Constables	-	383,540
Sergeants	-	61,808
Badge Sales	-	10
<b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>	<u>£ 757</u>	<u>£ 445,367</u>

**INTERIM BRANCH COUNCIL  
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	— 33.33% reducing balance basis
Building Improvements	— 2% straight line basis
Property - Progress House	— 2% straight line basis
Other Assets	— 25% reducing balance 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 (if applicable)**

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

**G. Other Policies - (Specify)**



**INTERIM BRANCH COUNCIL  
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 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 TO/(FROM) CENTRAL COMMITTEES (TO 31ST MARCH 2015)**

	2015	2014
Constables		
Sergeants		
Inspectors		
	<u>£ -</u>	<u>£ -</u>

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

	2015	2014
Constables		
Sergeants		
Inspectors		
	<u>£ -</u>	<u>£ -</u>

**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	4,767	5,110				
Sergeants	1,030	1,086				
Inspectors/Chief Inspectors	408	413				
	<u>6,205</u>	<u>6,609</u>	<u>-</u>	<u>-</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)**

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



**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).

