

# **POLICE FEDERATION**

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

**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND**

## **FINANCIAL STATEMENTS** for the year ended 31 December 2015

# HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND

YEAR ENDED 31 DECEMBER 2015

## CHAIRMAN

J. Apter Esq  
Federation House  
440 The Grange, Romsey  
Hampshire, SO51 0AE

## SECRETARY

P. Robertson Esq  
Federation House  
440 The Grange, Romsey  
Hampshire, SO51 0AE

## TREASURER

P. Callard Esq  
Federation House  
440 The Grange, Romsey  
Hampshire, SO51 0AE

## AUDITORS

D Velida & Co  
Registered Auditors  
Chartered Accountants  
Centurion House  
Central Way  
Andover  
Hampshire, SP10 5AN

## TRUSTEES

M. Moss Esq  
Portsmouth Central Police Station  
Winston Churchill Avenue  
Portsmouth  
Hampshire, PO1 2DG

Mrs K. Shannon  
Totton Police Station,  
Testwood Lane, Totton,  
Southampton, Hampshire, SO40 3ZE

Mrs C. Wall  
Portsmouth Central Police Station  
Winston Churchill Avenue  
Portsmouth  
Hampshire, PO1 2DG

---

SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF  
HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND**

We have audited the financial statements of the Hampshire Constabulary Joint Branch Board Fund for the year ended 31 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 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.

**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 Practice; and
- have been prepared in accordance with the Police Federation Regulations and Fund Rules.

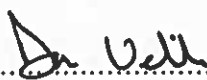
**Other Matters**

The financial statements for the year ended 31 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.

**Matters on which we are Required to Report by Exception**

We have nothing to report in respect of the following matters where we are required to report to you if, in our opinion:

- adequate accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Signed.....

Don Velida  
Statutory Auditor  
D. Velida & Co  
Chartered Accountants & Registered Auditors  
Centurion House, Central Way  
Andover, Hampshire, SP10 5AN

Date: 3 February 2016

**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND**

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

	(01.01.15- 31.03.15)	(01.04.15- 31.12.15)	2015	2014
	£	£	£	£
<b>INCOME</b>				
Weekly Subscriptions				
Constables	146,773	430,907	577,680	607,463
Sergeants	33,039	93,635	126,674	134,550
Inspectors	12,949	37,053	50,002	55,634
	<u>192,761</u>	<u>561,595</u>	<u>754,356</u>	<u>797,647</u>
Less: Payable to Central/Joint Committee	(01.01.15- 31.03.15)	(01.04.15- 31.12.15)		
Constables	102,741	301,635	404,376	425,224
Sergeants	23,127	65,545	88,672	94,185
Inspectors	9,064	25,937	35,001	38,944
	<u>134,932</u>	<u>393,117</u>	<u>528,049</u>	<u>558,353</u>
<b>TOTAL INCOME</b>			226,307	239,294
Less: ADMINISTRATIVE EXPENSES (Note 1)			<u>314,244</u>	<u>194,141</u>
<b>SURPLUS/(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE</b>			(87,937)	45,153
Add: Other Income – (Note 1.1) To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015			68,152	60,589
<b>SURPLUS/(DEFICIT) FOR THE YEAR BEFORE GAINS/(LOSSES)</b>			(19,785)	105,742
Gains/(Losses) – (Note 1.2)			<u>0</u>	<u>0</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>			(19,785)	105,742
<b>ACCUMULATED FUND BROUGHT FORWARD</b>			<u>1,144,758</u>	<u>1,039,016</u>
<b>ACCUMULATED FUND CARRIED FORWARD</b>			£ <u>1,124,973</u>	£ <u>1,144,758</u>

**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND  
BALANCE SHEET AS AT 31 DECEMBER 2015**

	Cost	Accumulated Depreciation/ Revaluation/ Improvement	2015 Net Book Value	2014
<b>FIXED ASSETS</b>				
Office Equipment	15,963	5,007	10,956	12,890
Computer Equipment	14,308	9,308	5,000	7,542
Investments	370,388	0	370,388	358,830
Others ( <i>Specify</i> )				
Welfare Chalets	214,063	11,893	202,170	248,255
Welfare Chalets				
Fixtures & Fittings	7,124	395	6,729	5,937
Exhibition Equipment	3,330	3,329	1	1
Property	<u>235,274</u>	<u>10,979</u>	<u>224,295</u>	<u>229,000</u>
	<u>860,450</u>	<u>40,911</u>	<u>819,539</u>	<u>862,455</u>
<b>CURRENT ASSETS</b>				
Subscriptions Due		0		0
Cash a Bank and in Hand		402,724		353,244
Others ( <i>Specify</i> )				
Sundry Debtors		<u>22,472</u>		<u>45,799</u>
		<u>425,196</u>		<u>399,043</u>
Less:				
<b>CURRENT LIABILITIES</b>				
Contributions due to/Joint Central Committees (Note 4)		1,502		1,885
Corporation Tax		1,390		1,435
Sundry Accrued Expenses		<u>25,301</u>		<u>21,851</u>
		<u>28,193</u>		<u>25,171</u>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			<u>397,003</u>	<u>373,872</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			1,216,542	1,236,327
<b>CREDITORS: amounts falling due after more than one year (Specify)</b>			<u>0</u>	<u>0</u>
<b>NET ASSETS</b>			£ <u>1,216,542</u>	£ <u>1,236,327</u>
<b>REPRESENTED BY</b>				
Accumulated Fund			1,124,973	1,144,758
Other Reserves ( <i>Specify</i> )				
Accumulated Fund of Business Income Account at 1 January 2011 (See notes on page 9)			<u>91,569</u>	<u>91,569</u>
			£ <u>1,216,542</u>	£ <u>1,236,327</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 Financial Statements Approved: 3 February 2016

**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND**

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

<b>1. ADMINISTRATIVE EXPENSES</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Annual Conference	2,785	4,646
Audit and Accountancy Charges (See Notes on page 9)	9,389	9,696
Bank Charges	91	222
Clerical Assistance	41,251	39,639
Corporation Tax	2,104	2,171
Depreciation	21,957	9,977
Donations ( <i>Specify</i> ) (See Notes on page 9)	72,948	10,531
Honoraria	16,492	16,492
Insurance	2,520	2,361
Meeting Expenses	13,148	11,626
Official Publications	1,155	275
Out-of-Pocket Expenses	2,743	4,161
Postage, Printing and Stationery	1,704	2,371
Repairs and Maintenance	0	564
Social Security Costs	1,465	1,284
Sundry Expenses (See Notes on page 10)	9,238	7,788
Telephone Charges	3,518	3,716
Travelling and Subsistence	11,644	16,113
Other Expenses ( <i>Specify</i> )		
Open Meeting	5,195	6,078
Training Costs/Conferences	8,724	6,208
Legal and Professional Fees (See Notes on page 9)	1,500	1,500
Irrecoverable Tax on Dividends	967	950
Welfare Home Expenses	12,883	2,528
Sleep and Fatigue Assessment Project	0	3,000
Annual Conference Out Of Pocket Expenses	1,685	2,737
(Profit)/Loss on Sale of Fixed Assets	(1,928)	353
Retirement Gifts and Presentation Items	8,624	8,242
NARPO Subscriptions	1,436	701
Joint Branch Board Dinner	4,733	0
Website Costs	4,320	4,536
Production of Federation Times	720	3,540
Rates	1,230	1,200
Fees Paid to Property Management Company	700	910
Other Property Expenses (See Notes on page 10)	7,754	8,025
Staff Pension Costs	830	0
Pension Scheme Admin Fees	600	0
Social Media Expenses	8,927	0
Cuts Have Consequences Campaign	18,707	0
Promotional Video	5,724	0
GIS Trustees Approved Goodwill Payments	5,800	0
Group Insurance Refunds	956	0
HMRC Interest Payable	<u>5</u>	<u>0</u>
<b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>	<b>£ <u>314,244</u></b>	<b>£ <u>194,141</u></b>

**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND**

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

<b>1.1 OTHER INCOME</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Bank Interest	4,759	5,301
Diminution on Investments	0	0
Dividends Received	9,666	9,504
Donations Received	0	228
Profits/(Loss) from mailshots and commissions	2,095	1,662
Regulation 2c income		
- Surplus on Insurance Premiums	25,179	25,225
- Advertising Income	6,550	6,669
- Welfare Home Income	7,900	0
- Contribution Towards Overheads	12,000	12,000
- HMRC Interest Supplement	<u>3</u>	<u>0</u>
<b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>	<b>£ <u>68,152</u></b>	<b>£ <u>60,589</u></b>

<b>1.2 GAINS/(LOSSES)</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Gain/(loss) on investments	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>

**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 Fund's members.

Other income sources may include rental/investment 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
- Exhibition Equipment - 20% straight line basis
- Property - 2% straight line basis
- Welfare Chalets - straight line over 15 years

**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.

**G. Other Policies (Specify)**

**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 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 the financial statements 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 proper 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 31 MARCH 2015)**

	2015	2014
Constables	(8,400)	(35,486)
Sergeants	(473)	(2,834)
Inspectors	<u>2,349</u>	<u>1,885</u>
	<u>£(6,524)</u>	<u>£(36,435)</u>

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

	2015	2014
Constables	(3,374)	0
Sergeants	(4,061)	0
Inspectors	<u>(847)</u>	<u>0</u>
	<u>£(8,282)</u>	<u>£ 0</u>

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

	No. of Contributing Members		No. of Non Contributing Members		Others*	
	2015	2014	2015	2014	2015	2014
Cadets	0	0	0	0	0	0
Constables	2,174	2,325	181	181	64	43
Sergeants	460	507	19	19	6	4
Inspectors/Chief Inspectors	184	214	6	6	0	1
	<u>2,818</u>	<u>3,046</u>	<u>206</u>	<u>206</u>	<u>70</u>	<u>48</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).



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

**6. INVESTMENTS (if applicable)**

	<u>Cost Less Provision</u>		<u>Market Value</u>	
	2015	2014	2015	2014
Equities	0	0	0	0
Fixed Interest Funds	0	0	0	0
Unit Trusts	370,388	358,830	454,297	441,420
Others ( <i>Specify</i> )	0	0	0	0
	<u>£370,388</u>	<u>£ 358,830</u>	<u>£454,297</u>	<u>£441,420</u>

**AUDIT AND ACCOUNTANCY**

	2015	2014
	£	£
Charged during the year	1,753	2,156
Current year provision	7,680	7,560
Prior year (over)/underprovision	(44)	(20)
	<u>£ 9,389</u>	<u>£ 9,696</u>

**LEGAL AND PROFESSIONAL FEES**

	2015	2014
	£	£
Solicitors Fees in Connection with Preparation of Trust Deed	0	840
Solicitors Fees in Connection with Employment Contracts	0	660
Set Up Fee for Auto Enrolment Pension Scheme	1,500	0
	<u>£ 1,500</u>	<u>£ 1,500</u>

**DONATIONS**

	2015	2014
	£	£
Lejog4Us	350	0
Gurney Fund	50	0
Hampshire Constabulary (Running machines for Force gyms)	70,000	0
Donation Re Road Death Memorial Fund	150	0
Southampton Hospice Charity	20	0
Naomi House	0	100
J Ellis Trust Fund (Including £2934 collected on family day)	0	5,995
N Hughes Memorial	0	500
Netley Music Festival	0	750
Earl Mountbatten Hospice	0	100
Sophie ROIF Trust	0	100
Donation towards care costs of terminally ill officer	0	400
Donations in lieu of Welfare Chalet use	0	776
Pets 4 Paws (money collected on family day)	614	150
Air Ambulance	0	50
Countess Mount Hospice	0	50
Funding for Officers stay Flint House	0	1,560
Team BEX	100	0
Simon Says	50	0
David Phillips Memorial Fund	1,000	0
Hampshire Constabulary Welfare Fund (money collected on family day)	614	0
	<u>£ 72,948</u>	<u>£ 10,531</u>

## HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

SUNDRY EXPENSES	2015	2014
	£	£
Subscriptions	299	336
Computer consumables, software assistance and programming	4,924	5,572
Federation diaries	1,883	0
Family day (net)	(559)	(943)
Bravery awards	872	850
Memorial day	540	341
Other sundry expenses	<u>1,279</u>	<u>1,632</u>
	£ <u>9,238</u>	£ <u>7,788</u>

PROPERTY EXPENSES	2015	2014
	£	£
Alarm/Alarm Maintenance	1,389	925
Light and Heat	2,685	2,043
Storage Costs	1,246	1,221
Water Rates	98	249
Fire Extinguisher Service	42	42
Office Blinds	0	445
General Repairs/Maintenance	101	518
Frosted Door & Window Graphics	0	642
Office Cleaning	<u>2,193</u>	<u>1,940</u>
	£ <u>7,754</u>	£ <u>8,025</u>

#### BUSINESS INCOME ACCOUNT

On 18 January 2011 the Board agreed to the disbandment of the Business Income Account, the accumulated funds of which and ongoing activities were taken over by the Joint Branch Board Fund.

#### FINANCIAL COMMITMENTS

At 31 December 2015 the Board had agreed to purchase a second Welfare Chalet at Sandy Balls Holiday Village for the sum of £242,250. As at 31 December 2015, £145,350 had been spent on the said purchase – this amount is included within Cash at Bank and In Hand as legal title to the chalet has not yet passed. A further sum of £97,049 is due to be paid in respect of this purchase.

## HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND

### NOTES for the guidance of Treasurers in completing 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 by both 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.

## **HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND**

### **NOTES for the guidance of Treasurers in completing Income and Expenditure Account, Balance Sheet and Notes to the Accounts - Continued**

**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 diminution 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).