

POLICE FEDERATION

Police Act 1964

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

LANCASHIRE POLICE JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2015

F45

MM / 2015

LANCASHIRE POLICE JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2015

CHAIRMAN	R Baines Federation Office Lancashire Constabulary Headquarters 23/25 Hutton Hall Avenue, Hutton Preston Lancashire PR4 5SB
SECRETARY	J Ainsworth Federation Office Lancashire Constabulary Headquarters 23/25 Hutton Hall Avenue, Hutton Preston Lancashire PR4 5SB
TREASURER	J.Ainsworth Federation Office Lancashire Constabulary Headquarters 23/25 Hutton Hall Avenue, Hutton Preston Lancashire PR4 5SB
AUDITORS	George Hay & Company Chartered Accountants & Statutory Auditors 83 Cambridge Street Pimlico London SW1V 4PS
TRUSTEES	A Cameron Federation Office Lancashire Constabulary Headquarters 23/25 Hutton Hall Avenue, Hutton Preston Lancashire PR4 5SB
	D Marsh Federation Office Lancashire Constabulary Headquarters 23/25 Hutton Hall Avenue, Hutton Preston Lancashire PR4 5SB
	M Whitehead Federation Office Lancashire Constabulary Headquarters 23/25 Hutton Hall Avenue, Hutton Preston Lancashire PR4 5SB

SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS

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

We have audited the financial statements of the Lancashire 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.

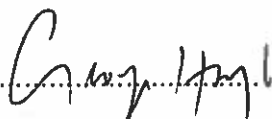
Opinion on financial statements

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: 25th January 2016

LANCASHIRE POLICE 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	143,440	424,452	567,892	584,658
Sergeants	31,075	93,333	124,408	128,185
Inspectors	12,690	37,182	49,872	51,727
	<u>187,205</u>	<u>554,967</u>	<u>742,172</u>	<u>764,570</u>
Less: Payable to Central/Joint Committee	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)		
Constables	100,408	297,116	397,524	409,260
Sergeants	21,752	65,333	87,085	89,730
Inspectors	8,883	26,028	34,911	36,209
	<u>131,043</u>	<u>388,477</u>	<u>519,520</u>	<u>535,199</u>
TOTAL INCOME			222,652	229,371
Less: ADMINISTRATIVE EXPENSES (Note 1)			283,560	194,785
(DEFICIT) / SURPLUS OF SUBSCRIPTION INCOME OVER EXPENDITURE			<u>(60,908)</u>	<u>34,586</u>
Add: Other Income - (Note 1.1)			69,112	28,804
To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015				
SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)			8,204	63,390
Gains - (Note 1.2)			10,076	8,963
SURPLUS FOR THE YEAR			18,280	72,353
ACCUMULATED FUND BROUGHT FORWARD			737,158	664,805
ACCUMULATED FUND CARRIED FORWARD			<u>£ 755,438</u>	<u>£ 737,158</u>

LANCASHIRE POLICE 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	78,581	72,876	5,705	6,712
Computer Equipment	-	-	-	
Investments	939,070	43,836	895,234	495,448
Others - (<i>Specify</i>)				
	<u>1,017,651</u>	<u>116,712</u>	<u>900,939</u>	<u>502,160</u>
CURRENT ASSETS				
Subscriptions Due		60,921		61,989
Cash at Bank and in Hand		59,718		24,054
Others - (<i>Specify</i>)				
Cash on Deposit with Stockbrokers		63,747		158,856
Sundry Debtors		6,009		7,235
		<u>190,395</u>		<u>252,134</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint/Central Committee (Note 4a & 4b)		3,521		3,199
Corporation Tax		12,606		6,916
Sundry Accrued Expenses		19,586		7,021
		<u>35,713</u>		<u>17,136</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>154,682</u>	<u>234,998</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			1,055,621	737,158
CREDITORS: amounts falling due after more than one year (<i>Specify</i>)			-	-
NET ASSETS			<u>£ 1,055,621</u>	<u>£ 737,158</u>
REPRESENTED BY				
Accumulated Fund			755,438	737,158
Other Reserves - (<i>Specify</i>)				
Members Services Fund Accumulated Fund at 31 December 2014			300,183	-
			<u>£ 1,055,621</u>	<u>£ 737,158</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: 25th January 2016

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

	2015	2014
1. ADMINISTRATIVE EXPENSES		
Annual Conference	13,327	6,296
Audit and Accountancy Charges	7,705	5,145
Bank Charges	255	262
Clerical Assistance and Social Security Costs	59,142	20,412
Computer Consumables	9,645	8,107
Corporation Tax	12,672	7,734
Depreciation	1,007	1,185
Donations - <i>(Specify)</i>	17,450	5,785
Honoraria	9,885	12,960
Insurance	1,530	1,577
Meeting Expenses	31,798	31,926
Official Publications	1,666	539
Out-of-Pocket Expenses	716	5,533
Postage, Printing and Stationery	1,258	575
Repairs and Maintenance	1,381	1,200
Sundry Expenses	1,605	753
Telephone Charges	9,923	9,456
Other Expenses - <i>(Specify)</i>	102,595	75,340
	Note (1.3)	
	Note (1.4)	
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 283,560	£ 194,785

	2015	2014
1.1 OTHER INCOME		
Stockbrokers interest	-	6
Bank Interest (gross)	146	141
Diminution of investments	(43,836)	-
Dividends received	46,140	28,657
Donations received	-	-
Profits from mailshots and commissions	66,662	-
Regulation 2c income	-	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 69,112	£ 28,804

	2015	2014
1.2 GAINS / (LOSSES)		
Gain on investments	10,076	8,963
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 10,076	£ 8,963

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

1.3 DONATIONS	2015	2014
PC David Phillips Memorial Fund	3,500	-
PC Neil Doyle Memorial Fund	3,000	-
Police Dependants Trust	2,000	-
Rosemere Cancer Foundation	2,000	-
Police Family Fun Day	1,500	1,500
Lancaster and Morecambe Police Fitness Equipment	1,200	-
Police Roll of Honour Trust	1,300	500
Pennine Sports and Social Club	1,000	1,000
Western Sports and Social Club	-	1,000
Southern Sports and Social Club	-	1,000
Others	1,950	785
	<u>£ 17,450</u>	<u>£ 5,785</u>

1.4 OTHER EXPENSES	2015	2014
Training Courses	3,620	3,688
Hospitality	3,209	2,475
Plain Clothes Allowance	-	9,424
Presentation and Retirement Gifts	146	2,242
Professional Fees	52,648	15,267
Additional Responsibility Disbursement	13,570	14,733
Mileage Allowance	6,491	8,800
Stockbrokers Management Charges	5,899	3,671
Subscription Collection Charges	7,403	7,645
Welfare Travelling & Gifts	2,020	1,755
Website	4,800	5,640
Charity Events	2,789	-
	<u>£ 102,595</u>	<u>£ 75,340</u>

**LANCASHIRE 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 - (<i>Specify</i>)	

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*)

**LANCASHIRE POLICE 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	1,408	2,260
Inspectors	753	730
	(117)	209
	<u>£ 2,044</u>	<u>£ 3,199</u>

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

	2015	2014
Constables	116	-
Sergeants	833	-
Inspectors	528	-
	<u>£ 1,477</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	2,277	2,255	11	12	65	54
Sergeants	481	481	4	3	6	7
Inspectors/Chief	45	49	-	-	-	-
Inspectors	144	146	1	3	-	-
	<u>2,947</u>	<u>2,931</u>	<u>16</u>	<u>18</u>	<u>71</u>	<u>61</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	226,590	23,404	224,108	24,560
Fixed Interest Funds	351,590	338,894	344,084	345,173
Insurance Companies and Unit Trusts	252,973	95,091	232,505	93,719
Foreign Securities	107,917	38,059	94,537	35,831
Provision for Diminution	(43,836)	-	-	-
	<u>£ 895,234</u>	<u>£ 495,448</u>	<u>£ 895,234</u>	<u>£ 499,283</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).