

POLICE FEDERATION

Police Act 1964

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

NORFOLK CONSTABULARY JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2015

F45

MM / 2015

NORFOLK CONSTABULARY JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2015

CHAIRMAN

Mr Paul Ridgway
Norfolk Police Federation
Falconers Chase
Wymondham, Norfolk
NR18 0WW

SECRETARY

Miss Michelle Lillie
Norfolk Police Federation
Falconers Chase
Wymondham, Norfolk
NR18 0WW

TREASURER

Miss Michelle Lillie
Norfolk Police Federation
Falconers Chase
Wymondham, Norfolk
NR18 0WW

AUDITORS

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

TRUSTEES

Mr Keith Bristo (resigned 12th November 2015)
Mr Steve Harrowing (resigned 25th June 2015)
Norfolk Constabulary
Wymondham Police Investigation Centre
Falconers Chase
Wymondham
NR18 0WW

Mr Adam Edge
Norfolk Constabulary
Sprowston Police Station
Wroxham Road
Norwich
NR7 8TU

Mr Terry Lordan
Norfolk Constabulary
Thetford Police Station
Norwich Road, Thetford
IP24 2HU

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NORFOLK CONSTABULARY JOINT BRANCH BOARD FUND

We have audited the financial statements of the Norfolk Constabulary 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.

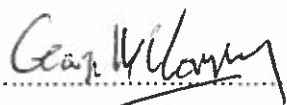
Opinion on financial statements

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: 26th January 2016

NORFOLK CONSTABULARY 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	70,752	211,582	282,334	281,447
Sergeants	17,523	52,985	70,508	70,221
Inspectors	6,927	19,327	26,254	28,594
	<hr/>	<hr/>	<hr/>	<hr/>
			379,096	380,262
Less: Payable to Central/Joint Committee	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)		
Constables	49,527		49,527	197,013
Sergeants	12,266		12,266	49,155
Inspectors	4,849		4,849	20,015
Joint Central Committee	-	198,726	198,726	
	<hr/>	<hr/>	<hr/>	<hr/>
			265,368	266,183
NET INCOME			113,728	114,079
Less: ADMINISTRATIVE EXPENSES (Note 1)			126,886	119,127
(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE			<hr/>	<hr/>
			(13,158)	(5,048)
Add: Other Income - (Note 1.1)				
			29,897	26,950
SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)			16,739	21,902
Gains / (Losses) - (Note 1.2)			-	-
			<hr/>	<hr/>
SURPLUS FOR THE YEAR			16,739	21,902
ACCUMULATED FUND BROUGHT FORWARD			564,296	542,394
ACCUMULATED FUND CARRIED FORWARD			<hr/>	<hr/>
			£ 581,035	£ 564,296

NORFOLK CONSTABULARY JOINT BRANCH BOARD FUND

BALANCE SHEET AS AT 31ST DECEMBER 2015

	Cost	Accumulated Depreciation/ Revaluation/ Impairment	2015 Net Book Value	2014
FIXED ASSETS				
Computer Equipment	60,125	51,251	8,874	9,402
	<u>60,125</u>	<u>51,251</u>	<u>8,874</u>	<u>9,402</u>
CURRENT ASSETS				
Subscriptions Due		31,385		-
Cash at Bank and in Hand		563,609		584,339
Others - Debtors		22,778		69
		<u>617,772</u>		<u>584,408</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint/Central Committee (Note 4)		269		(1,274)
Corporation Tax		1,072		862
Sundry Accrued Expenses		44,270		29,926
		<u>45,611</u>		<u>29,514</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>572,161</u>	<u>554,894</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			581,035	564,296
CREDITORS: amounts falling due after more than one year <i>(Specify)</i>				
NET ASSETS			<u>£ 581,035</u>	<u>£ 564,296</u>
REPRESENTED BY				
Accumulated Fund			581,035	564,296
Other Reserves - <i>(Specify)</i>				
			<u>£ 581,035</u>	<u>£ 564,296</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: 26th January 2016

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

	2015	2014
1. ADMINISTRATIVE EXPENSES		
Annual Conference	979	1,589
Audit and Accountancy Charges	2,957	2,814
Bank Charges	69	100
Clerical Assistance and Social Security Costs	62,867	58,237
Computer Consumables	4,797	2,920
Corporation Tax	1,072	870
Depreciation	4,660	3,627
Donations - (<i>Specify</i>)		
Neil Doyle Memorial Fund	-	100
Scottish Police Benevolent Fund	-	200
Police Roll of Honour	300	-
The Police Arboretum	1,550	-
David Philips Memorial Fund	400	-
Honoraria	4,367	4,825
Insurance	1,436	1,182
Meeting Expenses	8,723	8,890
Official Publications	-	-
Out-of-Pocket Expenses	415	1,594
Postage, Printing and Stationery	3,216	2,545
Repairs and Maintenance	-	-
Sundry Expenses	2,254	1,722
Telephone Charges	1,815	1,075
Travelling and Subsistence	6,598	5,881
Other Expenses		
Accommodation	5,555	5,628
Federation Diary	2,897	3,444
Legal and Professional	1,834	1,711
Medical Expenses	2,810	2,148
Training	5,315	8,025
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ 126,886</u>	<u>£ 119,127</u>
	2015	2014
1.1 OTHER INCOME		
Bank Interest Gross	1,061	356
Reimbursement of Administrative Expenses	26,867	24,710
Profit from Mailshot Commissions	1,744	1,884
Advertising Income	225	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ 29,897</u>	<u>£ 26,950</u>

**NORFOLK CONSTABULARY 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

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.

**NORFOLK CONSTABULARY 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 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	927	(625)
Sergeants	266	535
Inspectors	(551)	(1,185)
	£ 642	£ (1,275)

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

	2015	2014
Constables	1,208	-
Sergeants	(1,110)	-
Inspectors	(471)	-
	£ (373)	£ -

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	1,166	1,165	24	51	21	44
Sergeants	276	276	8	8	1	5
Inspectors/Chief	-	-	-	-	-	-
Inspectors	106	106	2	3	-	-
	1,548	1,547	34	62	22	49

* 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. **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).