

NOTTINGHAMSHIRE 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

**NOTTINGHAMSHIRE POLICE FEDERATION
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 principals 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.

Signed
Martin Mellor
(Senior Statutory Auditor)
For and on behalf of
Page Kirk LLP
Chartered Accountants & Statutory Auditors

Dated 29 January 2016

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

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

INCOME

	(01.01.2015 – 31.03.2015)	(01.04.2015 – 31.12.2015)	2015	2014
	£	£	£	£
Weekly Subscriptions				
Constables)))	379,935
Sergeants) 127,823) 377,699) 505,522	95,513
Inspectors)))	43,786
				<hr/>
				519,234
<i>Less: Payable to Central Committee</i>	(01.01.2015 – 31.03.2015)	(01.04.2015 – 31.12.2015)		
Constables)))	265,955
Sergeants) 89,476) 264,389) 353,865	66,859
Inspectors)))	30,650
			<hr/>	<hr/>
			353,865	363,464
			<hr/>	<hr/>
			151,657	155,770
<i>Less: ADMINISTRATIVE EXPENSES (Note 1)</i>			<hr/>	<hr/>
			(997,237)	(922,352)
SURPLUS/(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE			<hr/>	<hr/>
			(845,580)	(766,582)
<i>Add: Other Income</i>				
To include all income as specified in Regulation 2C in the Police Federation (Amendments) Regulations 2015				
Group Insurance			724,245	713,690
Life Assurance			109,000	55,000
Sales			-	68
Administrative Charges and Commission			56,231	56,135
			<hr/>	<hr/>
			889,476	824,893
			<hr/>	<hr/>
SURPLUS/(DEFICIT) FOR THE YEAR			43,896	58,311
ACCUMULATED FUND BROUGHT FORWARD			<hr/>	<hr/>
			322,960	264,649
			<hr/>	<hr/>
ACCUMULATED FUND CARRIED FORWARD			<hr/>	<hr/>
			366,856	322,960

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

BALANCE SHEET AS AT 31ST DECEMBER 2015

	Cost £	Accumulated Depreciation £	Net Book Value 2015 £	Net Book Value 2014 £
FIXED ASSETS				
Freehold Property	178,244	6,953	171,291	166,105
Office Equipment	97,252	87,826	9,426	13,535
Meeting Room	14,835	4,455	10,380	10,677
	<u>290,331</u>	<u>99,234</u>	<u>191,097</u>	<u>190,317</u>
CURRENT ASSETS				
Stock		2,400		2,500
Group Insurance and Administration Charges		43,095		42,006
Cash at Bank and in Hand		276,154		232,441
Other: Prepayments		1,088		1,220
		<u>322,737</u>		<u>278,167</u>
<i>Less:</i>				
CURRENT LIABILITIES				
Contributions Due to Central Committees (Note 4)		5,317		3,408
Group Insurance		62,890		59,558
Sundry Accrued Expenses		22,656		16,444
Mortgage		10,329		9,999
		<u>101,192</u>		<u>89,409</u>
NET CURRENT ASSETS			221,545	188,758
TOTAL ASSETS LESS CURRENT LIABILITIES			412,642	379,075
CREDITORS: amounts falling due after more than one year				
Mortgage			45,786	56,115
NET ASSETS			<u>366,856</u>	<u>322,960</u>
REPRESENTED BY				
Accumulated Fund			366,856	322,960
			<u>366,856</u>	<u>322,960</u>

We certify that we have fully complied with the Regulation 2 Police Federation (Amendment) Regulations 2015 and disclose in the F45 all funds of which we are a beneficiary. We understand that failure to comply with this Regulation could be deemed as a criminal and/or Police Disciplinary matter.

SignedCHAIRMAN

SignedTREASURER

Date Accounts Approved: 29 January 2016

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

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

	2015	2014
	£	£
1. ADMINISTRATIVE EXPENSES		
Annual Conference	709	4,485
Audit and Accountancy Charges	3,920	3,809
Bank Charges	328	456
Cleaning	2,500	2,430
Clerical Assistance	50,083	44,215
Computer Consumables	4,301	3,932
Depreciation of Office Equipment	4,109	4,131
Donations – See attached appendix	3,640	1,110
Honoraria	11,526	13,044
Income Tax	6,481	12,122
Insurance	1,840	2,031
Legal Fees re Mortgage	(1,231)	3,876
Light and Heat	3,678	2,434
Mortgage Interest	2,001	2,115
Official Publications	-	86
Out-of-Pocket Expenses	1,012	1,449
Postage, Printing and Stationery	1,213	1,514
Rates and Water	2,483	2,337
Repairs and Maintenance	6,877	720
Sundry Expenses	2,287	1,167
Telephone Charges	6,022	6,573
Travelling and Subsistence	35,387	31,229
Other Expenses – See attached appendix	848,071	777,087
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	997,237	922,352

**NOTTINGHAMSHIRE POLICE FEDERATION
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 Fund's members. Other income sources include 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:

Freehold Property:

1 North Lodge, Mansfield Road, Arnold - 2% straight line basis

Meeting Room - 2% straight line basis

Furniture and Fittings - 10% straight line basis

Mechanical & Electronic Equipment - 20% straight line basis

Computers - 25% straight line basis

E Taxation

Provision is made for Corporation Tax in respect of the Fund's liability to taxation on investment income.

NOTTINGHAMSHIRE POLICE FEDERATION 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)	(8,044)
Sergeants) 10,928	5,858
Inspectors)	5,594
	<u>10,928</u>	<u>3,408</u>

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

	2015 £	2014 £
Constables)	-
Sergeants) (5,611)	-
Inspectors)	-
	<u>(5,611)</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	1,462	1,526	60	20	-	-
Sergeants	357	370	-	-	-	-
Inspectors/Chief Inspectors	160	172	-	-	-	-
	<u>1,979</u>	<u>2,068</u>	<u>60</u>	<u>20</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)

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

APPENDIX

FOR THE YEAR ENDED 31ST DECEMBER 2015

	2015	2014
DONATIONS	£	£
Forces Award Event	1,000	-
The Bereavement Trust	500	-
The Rupert Fund	500	-
Care of Police Survivors	500	500
Rugby Tour	300	-
Breast Cancer UK	200	-
Hope for Justice	200	-
EMSCU Awards	200	-
North Yorkshire Police Federation	100	100
West Mercia Police Federation	100	-
Macmillan Cancer Care	40	-
Mansfield Martial Arts Academy	-	250
Durham Police Federation	-	100
West Yorkshire Police Federation	-	100
Small local charities		60
	3,640	1,110

**NOTTINGHAMSHIRE POLICE FEDERATION
JOINT BRANCH BOARD FUND**

APPENDIX

FOR THE YEAR ENDED 31ST DECEMBER 2015

	2015	2014
OTHER EXPENSES	£	£
Group Insurance	724,245	713,690
Life Assurance	109,000	55,000
Presentation and Bravery Awards	4,659	3,831
Courses	5,774	517
Staff Canteen	532	363
Depreciation of Meeting Room	297	297
Depreciation of Freehold Property	3,564	3,389
TOTAL AS PER ADMINISTRATIVE EXPENSES	<u>848,071</u>	<u>777,087</u>

SignedCHAIRMAN

SignedTREASURER

Signed AUDITOR

Date Accounts Approved: 29 January 2016