

POLICE FEDERATION

Police Act 1964

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

SUFFOLK CONSTABULARY JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2015

F45

MM / 2015

SUFFOLK CONSTABULARY JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2015

CHAIRMAN	Matthew Gould Suffolk Police Federation Office The Pines Suffolk Police Headquarters Martlesham Heath IP5 3QS
SECRETARY	Mick Richardson Suffolk Police Federation Office The Pines Suffolk Police Headquarters Martlesham Heath IP5 3QS
TREASURER	Mick Richardson Suffolk Police Federation Office The Pines Suffolk Police Headquarters Martlesham Heath IP5 3QS
AUDITORS	Ensors Accountants LLP Cardinal House 46 St Nicholas Street Ipswich Suffolk IP1 1TT
TRUSTEES	Stuart Grimsey The Police Station Old Nelson Street Lowestoft NR32 1PE Barry Abbott The Police Station Violet Hill Road Stowmarket IP14 1NJ Sally Henderson Suffolk Police Headquarters Martlesham Heath Suffolk IP5 3QS

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

We have audited the financial statements of the Suffolk 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: 

Ensors Accountants LLP
Chartered Accountants & Statutory Auditors
Cardinal House
46 St Nicholas Street
Ipswich
IP1 1TT

Dated: 29th January 2016

SUFFOLK 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	56,277	167,243	223,520	225,017
Sergeants	11,416	32,672	44,088	48,102
Inspectors	4,467	12,905	17,372	18,408
			<u>284,980</u>	<u>291,527</u>
Less: Payable to Central/Joint Committee	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)		
Constables	39,394	117,070	156,464	157,422
Sergeants	7,991	22,871	30,862	33,671
Inspectors	3,127	9,033	12,160	12,885
			<u>199,486</u>	<u>203,978</u>
TOTAL INCOME			85,494	87,549
Less: ADMINISTRATIVE EXPENSES (Note 1)			120,999	121,241
(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE			<u>(35,505)</u>	<u>(33,692)</u>
Add: Other Income - (Note 1.1)				
To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015			35,209	36,489
(DEFICIT) / SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)			(296)	2,797
Gains / (Losses) - (Note 1.2)			-	-
(DEFICIT) / SURPLUS FOR THE YEAR			<u>(296)</u>	<u>2,797</u>
ACCUMULATED FUND BROUGHT FORWARD			305,523	302,726
ACCUMULATED FUND CARRIED FORWARD			<u>£ 305,227</u>	<u>£ 305,523</u>

SUFFOLK CONSTABULARY 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	4,830	3,849	981	1,154
Computer Equipment	32,672	24,112	8,560	8,519
Investments	200,000	-	200,000	200,000
Others - Motor vehicles	11,316	4,848	6,468	8,084
Others - Mechanical and electrical equipment	1,381	1,199	182	243
	<u>250,199</u>	<u>34,008</u>	<u>216,191</u>	<u>218,000</u>
CURRENT ASSETS				
Subscriptions Due		-		-
Cash at Bank and in Hand		130,921		131,612
Other - other debtors and prepayments		11,224		6,050
		<u>142,145</u>		<u>137,662</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint/Central Committee (Note 4)		16,360		17,006
Corporation Tax		61		131
Sundry Accrued Expenses		36,688		33,001
		<u>53,109</u>		<u>50,138</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>89,036</u>	<u>87,523</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>305,227</u>	<u>305,523</u>
CREDITORS: amounts falling due after more than one year (Specify)				
NET ASSETS			<u>£ 305,227</u>	<u>£ 305,523</u>
REPRESENTED BY				
Accumulated Fund			305,227	305,523
Other Reserves - (Specify)			-	-
			<u>£ 305,227</u>	<u>£ 305,523</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: 29th January 2016

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

	2015	2014
1. ADMINISTRATIVE EXPENSES		
Annual Conference	4,700	4,249
Audit and Accountancy Charges	3,708	3,445
Bank Charges	317	247
Clerical Assistance and Social Security Costs	53,182	51,905
Computer Consumables	3,068	4,424
Corporation Tax	61	131
Depreciation	5,258	4,859
Donations:		
Force Museum	-	350
Neil Doyle Memorial Fund	100	-
Police Aboretum Memorial Trust	500	-
Concerns of Police Survivors	84	-
Merseyside Police Federation	200	-
Honoraria	-	6,183
Insurance	1,031	599
Meeting Expenses	10,796	10,260
Official Publications	37	37
Out-of-Pocket Expenses	598	999
Postage, Printing and Stationery	6,576	3,538
Repairs and Maintenance	157	324
Sundry Expenses	328	38
Telephone Charges	3,339	1,795
Travelling and Subsistence	18,519	12,788
Other Expenses:		
- Newspapers	197	202
- Presentations	18	145
Retirement	1,552	645
Other	396	557
- Other equipment costs	2,320	1,840
- Bravery awards	-	205
- Fed Honours Board	100	193
- Memorial Day	46	209
- Entertainment	126	166
- Wreathes and Flowers	-	569
- Legal and professional fees	465	7,257
- Training courses	2,189	2,189
- Pension	278	603
- Motor expenses	753	-
- Subscriptions	-	290
- Loss on disposal of fixed assets	-	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 120,999	£ 121,241

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

	2015	2014
1.1 OTHER INCOME		
Bank Interest (gross)	304	657
Diminution on investments	-	-
Dividends received	-	-
Donations received	-	-
Profits/(loss) from mailshots and commissions	23,402	24,465
Advertising income and sale of diaries	5,615	5,387
Refund of conference related expenses	5,439	5,432
Miscellaneous income	449	548
Regulation 2c income	-	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ 35,209</u>	<u>£ 36,489</u>

	2015	2014
1.2 GAINS / (LOSSESS)		
Gain (loss) on investments	-	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ -</u>	<u>£ -</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 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 - Motor Vehicles	— 7 years straight line basis
Other Assets - Mechanical and electrical equipment	— 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.

**SUFFOLK 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 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	39,394	39,053
Sergeants	7,991	8,656
Inspectors	3,127	3,172
balance settled by 31 December 2015	(50,512)	(50,881)
	<u>£ -</u>	<u>£ -</u>

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

	2015	2014
Constables	117,070	118,369
Sergeants	22,871	25,015
Inspectors	9,033	9,713
balance settled by 31 December 2015	(132,614)	(136,091)
	<u>£ 16,360</u>	<u>£ 17,006</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	856	930	30	31	9	11
Sergeants	163	178	4	2	-	-
Inspectors/Chief Inspectors	64	71	3	4	-	-
	<u>1,083</u>	<u>1,179</u>	<u>37</u>	<u>37</u>	<u>9</u>	<u>11</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)

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

6. INVESTMENTS

	Cost Less Provision		Market Value	
	2015	2014	2015	2014
Equities	-	-	-	-
Fixed Interest Funds	-	-	-	-
Unit Trusts	200,000	200,000	244,208	244,093
	<u>£ 200,000</u>	<u>£ 200,000</u>	<u>£ 244,208</u>	<u>£ 244,093</u>