

# **POLICE FEDERATION**

**Police Act 1964**

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

**SURREY JOINT BRANCH BOARD FUND**

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

**F45**  
Dec-15

**SURREY JOINT BRANCH BOARD FUND**

**YEAR ENDED 31ST DECEMBER 2015**

**CHAIRMAN** Michael Stuart Dodds  
Federation Office  
13 Munstead View, Mount Browne  
Guildford, Surrey, GU3 1HG

**SECRETARY** Paul Campbell  
Federation Office  
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**TREASURER** Huw C J Williams  
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**AUDITORS** Hartley Fowler LLP  
Chartered Accountants and Statutory Auditors  
4th Floor Tuition House  
27/37 St George's Road  
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**SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS**

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SURREY JOINT BRANCH BOARD FUND

We have audited the financial statements of the Surrey 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: .....



Hartley Fowler LLP  
Chartered Accountants & Statutory Auditors  
4th Floor Tuition House  
27/37 St George's Road  
London  
SW19 4EU

Dated: .....

26/1/16

**SURREY JOINT BRANCH BOARD FUND**

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

|  | (01.01.15 -<br>31.03.15) | (01.04.15 -<br>31.12.15) | 2015             | 2014             |
|--|--------------------------|--------------------------|------------------|------------------|
| <b>INCOME</b>  |                          |                          |                  |                  |
| Monthly Subscriptions  |                          |                          |                  |                  |
| Constables   | 90,701                   | 263,857                  | 354,558          | 378,562          |
| Sergeants  | 17,264                   | 57,317                   | 74,581           | 67,330           |
| Inspectors   | 6,086                    | 18,817                   | 24,903           | 23,544           |
|  | <u>          </u>        | <u>          </u>        | 454,042          | 469,436          |
| Less: Payable to Central/Joint Committee   | (01.01.15 -<br>31.03.15) | (01.04.15 -<br>31.12.15) |                  |                  |
| Constables   | 63,491                   | 184,700                  | 248,191          | 264,993          |
| Sergeants  | 12,085                   | 40,121                   | 52,206           | 47,131           |
| Inspectors   | 4,260                    | 13,172                   | 17,432           | 16,481           |
|  | <u>          </u>        | <u>          </u>        | 317,829          | 328,605          |
| <b>TOTAL INCOME</b>  |                          |                          | 136,213          | 140,831          |
| Less: <b>ADMINISTRATIVE EXPENSES</b> (Note 1)  |                          |                          | 161,234          | 152,741          |
| <b>(DEFICIT) OF SUBSCRIPTION INCOME<br/>OVER EXPENDITURE</b>   |                          |                          | <u>(25,021)</u>  | <u>(11,910)</u>  |
| Add: Other Income - (Note 1.1)<br>To include all income as specified in Regulation 2c in the<br>Police Federation (Amendments) Regulation 2015 |                          |                          | 8,178            | 17,594           |
| <b>(DEFICIT) / SURPLUS FOR THE YEAR<br/>BEFORE GAINS / (LOSSES)</b>  |                          |                          | (16,843)         | 5,684            |
| Gains / (Losses) - (Note 1.2)  |                          |                          | (2,157)          | 1,912            |
| <b>(DEFICIT) / SURPLUS FOR THE YEAR</b>  |                          |                          | <u>(19,000)</u>  | <u>7,596</u>     |
| <b>ACCUMULATED FUND BROUGHT FORWARD</b>  |                          |                          | 442,126          | 434,530          |
| <b>ACCUMULATED FUND CARRIED FORWARD</b>  |                          |                          | <u>£ 423,126</u> | <u>£ 442,126</u> |

**SURREY JOINT BRANCH BOARD FUND**

**BALANCE SHEET AS AT 31ST DECEMBER 2015**

|   | Cost           | Accumulated<br>Depreciation/<br>Revaluation/<br>Impairment | 2015<br>Net Book<br>Value | 2014             |
|---|----------------|--|---------------------------|------------------|
| <b>FIXED ASSETS</b>   |                |  |                           |                  |
| Furniture and Fittings  | 31,759         | 22,125   | 9,634                     | 10,705           |
| Computer Equipment  | 34,830         | 34,335   | 495                       | 2,259            |
| Investments   | -              | -  | -                         | -                |
| Others - (Specify)  |                |  | -                         | -                |
| Welfare Home  | 41,247         | 24,454   | 16,793                    | 20,992           |
| Building Extension  | 28,561         | 13,664   | 14,897                    | 17,367           |
|   | <u>136,397</u> | <u>94,578</u>  | 41,819                    | <u>51,323</u>    |
| <b>CURRENT ASSETS</b>   |                |  |                           |                  |
| Subscriptions Due   |                | 37,406   |                           | 38,144           |
| Cash at Bank and in Hand  |                | 39,222   |                           | 70,033           |
| Others - (Specify)  |                |  |                           | 108,328          |
| Building Society  |                | 63,284   |                           |                  |
| Sundry Debtors  |                | 8,592  |                           | 7,429            |
| Unit Trust Investment   |                | 289,956  |                           | 169,188          |
| Building Society Bond   |                | -  |                           | 53,788           |
|   |                | <u>438,460</u>   |                           | <u>446,910</u>   |
| Less:   |                |  |                           |                  |
| <b>CURRENT LIABILITIES</b>  |                |  |                           |                  |
| Contributions due to Joint/Central Committee (Note 4)                       |                | 26,184   |                           | 26,701           |
| Corporation Tax   |                | -  |                           | -                |
| Sundry Accrued Expenses   |                | 30,969   |                           | 29,406           |
|   |                | <u>57,153</u>  |                           | <u>56,107</u>    |
| <b>NET CURRENT ASSETS/(LIABILITIES)</b>                                     |                |  | <u>381,307</u>            | <u>390,803</u>   |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>                                |                |  | 423,126                   | 442,126          |
| <b>CREDITORS:</b> amounts falling due after more than one year<br>(Specify) |                |  | -                         | -                |
| <b>NET ASSETS</b>   |                |  | <u>£ 423,126</u>          | <u>£ 442,126</u> |
| <b>REPRESENTED BY</b>   |                |  |                           |                  |
| Accumulated Fund  |                |  | 423,126                   | 442,126          |
| Other Reserves - (Specify)  |                |  |                           |                  |
|   |                |  | <u>£ 423,126</u>          | <u>£ 442,126</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: 26/1/2016

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

|  | 2015             | 2014             |
|--|------------------|------------------|
| <b>1. ADMINISTRATIVE EXPENSES</b>                        |                  |                  |
| Annual Conference  | 5,434            | 5,240            |
| Audit and Accountancy Charges                            | 4,020            | 3,888            |
| Bank Charges   | 5,243            | 142              |
| Clerical Assistance and Social Security Costs            | 65,018           | 56,708           |
| Computer Consumables                                     | 5,048            | 5,598            |
| Corporation Tax  | (292)            | 457              |
| Depreciation   | 10,484           | 12,891           |
| Donations - ( <i>Specify</i> )                           |                  |                  |
| Donation 1      PC Neil Doyle Memorial                   | 500              | -                |
| Donation 2      British Heart Foundation Re: Alan Hobbs  | 100              | -                |
| Donation 3      Cancer Research Re: Alan Hobbs           | 100              | -                |
| Donation 4      Bernie Green (via NARPO) wheelchair      | 500              | -                |
| Donation 5      Heather Cooper - Memorial Fund           | 150              | -                |
| Donation 6      David Phillips - Memorial Fund           | 520              | -                |
| Donation 7      Police Roll of Honour Trust              | -                | 500              |
| Donation 8      Parkinson Society                        | -                | 100              |
| Donation 9      Gurney Fund                              | -                | 36               |
| Honoraria  | 9,262            | 11,030           |
| Insurance  | 1,077            | 1,070            |
| Meeting Expenses   | 16,617           | 11,867           |
| Official Publications                                    | 1,383            | 2,367            |
| Out-of-Pocket Expenses                                   | 90               | 100              |
| Postage, Printing and Stationery                         | 1,116            | 1,854            |
| Repairs and Maintenance                                  | 173              | 621              |
| Sundry Expenses  | 298              | 12,877           |
| Telephone Charges  | 262              | 287              |
| Travelling and Subsistence                               | 11,198           | 10,924           |
| Other Expenses - ( <i>Specify</i> )                      |                  |                  |
| Flowers and Presentations                                | 121              | 578              |
| Shorefield - Welfare Home Expenses                       | 4,972            | 5,785            |
| Welfare  | 7,552            | 2,152            |
| Professional Fees  | 10,288           | 5,669            |
| <b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>       | <u>£ 161,234</u> | <u>£ 152,741</u> |
|  | <b>2015</b>      | <b>2014</b>      |
| <b>1.1 OTHER INCOME</b>                                  |                  |                  |
| Building Society Interest Received                       | 1,554            | 1,684            |
| Bank Interest Received - Net                             | 107              | 165              |
| Diminution on investments                                | -                | -                |
| Unit Trust Interest Received                             | 2,202            | 1,557            |
| Dividends received                                       | 1,723            | 1,256            |
| Donations received                                       | 270              | -                |
| Contributions to Conference from Surrey Police Authority | -                | 78               |
| Profits/(loss) from mailshots and commissions            | -                | -                |
| Regulation 2c income                                     | -                | -                |
| Sundry Income  | 2,322            | 12,854           |
| <b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>       | <u>£ 8,178</u>   | <u>£ 17,594</u>  |
|  | <b>2015</b>      | <b>2014</b>      |
| <b>1.2 GAINS / (LOSSESS)</b>                             |                  |                  |
| Gain (loss) on investments                               | (2,157)          | 1,912            |
| <b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>       | <u>£ (2,157)</u> | <u>£ 1,912</u>   |

**SURREY 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        | — 10% reducing balance basis |
| Computer Equipment            | — 50% straight line basis    |
| Other Assets                  | — 25% reducing balance basis |
| Property - ( <i>Specify</i> ) |                              |
| Welfare Assets                | — 20% reducing balance basis |
| Property - Conservatory       | — 10% 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.

**F. Investments (if applicable)**

Investments are shown in the financial statements at cost less provision for impairment in value.

**G. Other Policies - (*Specify*)**

**SURREY 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  | 20,919   | 21,595   |
| Inspectors | 4,078    | 3,807    |
|            | 1,495    | 1,299    |
|            | £ 26,492 | £ 26,701 |

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

|            | 2015     | 2014 |
|------------|----------|------|
| Constables | 19,960   | -    |
| Sergeants  | 4,683    | -    |
| Inspectors | 1,541    | -    |
|            | £ 26,184 | £ -  |

**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       | 1,426                       | 1,488 | -                               | -    | -       | -    |
| Sergeants        | 310                         | 252   | -                               | -    | -       | -    |
| Inspectors/Chief | -                           | -     | -                               | -    | -       | -    |
| Inspectors       | 102                         | 86    | -                               | -    | -       | -    |
|                  | 1,838                       | 1,826 | -                               | -    | -       | -    |

\* 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             |                     |           |              |           |
| Fixed Interest Funds | -                   | 50,000    | -            | 53,788    |
| Unit Trusts          | 292,377             | 169,452   | 292,185      | 172,252   |
| Others - (Specify)   |                     |           |              |           |
|                      | £ 292,377           | £ 219,452 | £ 292,185    | £ 226,040 |