

POLICE FEDERATION

Police Act 1964

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

SUSSEX POLICE FEDERATION JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2015

F45
MM / 2015

SUSSEX POLICE FEDERATION JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2015

CHAIRMAN M Webb
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AUDITORS George Hay & Company
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Statutory Auditors
83 Cambridge Street
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SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS

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

We have audited the financial statements of the Sussex Police Federation 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: 28th January 2016

SUSSEX POLICE FEDERATION 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	131,123	387,529	518,652	525,484
Sergeants	28,550	83,299	111,849	121,819
Inspectors	12,279	34,161	46,440	51,663
			<u>676,941</u>	<u>698,966</u>
Less: Payable to Central/Joint Committee	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)		
Constables	91,786	271,271	363,057	367,839
Sergeants	19,985	58,309	78,294	85,273
Inspectors	8,595	23,913	32,508	36,164
Joint Central Committee	-		-	
			<u>473,859</u>	<u>489,276</u>
NET INCOME			203,082	209,690
Less: ADMINISTRATIVE EXPENSES (Note 1)			244,137	196,208
(DEFICIT) / SURPLUS OF SUBSCRIPTION INCOME OVER EXPENDITURE			<u>(41,055)</u>	<u>13,482</u>
Add: Other Income - (Note 1.1) To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015			31,266	20,161
(DEFICIT) / SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)			(9,789)	33,643
Gains / (Losses) - (Note 1.2)			-	-
(DEFICIT) / SURPLUS FOR THE YEAR			(9,789)	33,643
ACCUMULATED FUND BROUGHT FORWARD				
ACCUMULATED FUND CARRIED FORWARD			<u>£ (9,789)</u>	<u>£ 33,643</u>

SUSSEX POLICE FEDERATION 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	-	-	-	-
Computer Equipment	52,337	52,337	-	303
Investments	210,976	-	210,976	207,595
Office Equipment	96,675	95,998	677	902
	<u>359,988</u>	<u>148,335</u>	<u>211,653</u>	<u>208,800</u>
CURRENT ASSETS				
Debtors		4,658		5,175
Cash at Bank and in Hand		166,477		186,874
Stock		3,753		2,307
		<u>174,888</u>		<u>194,356</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint/Central Committee (Note 4)		(30,811)		(11,868)
Corporation Tax		1,095		66
Sundry Accrued Expenses		26,418		15,330
		<u>(3,298)</u>		<u>3,528</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>178,186</u>	<u>190,828</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>389,839</u>	<u>399,628</u>
CREDITORS: amounts falling due after more than one year				
NET ASSETS			<u>£ 389,839</u>	<u>£ 399,628</u>
REPRESENTED BY				
Accumulated Fund			389,839	399,628
			<u>£ 389,839</u>	<u>£ 399,628</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: 28th January 2016

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

	2015	2014
1. ADMINISTRATIVE EXPENSES		
Advertising & media costs	46,660	-
Annual Conference	11,798	7,218
Audit and Accountancy Charges	8,460	9,022
Bank Charges	42	39
Clerical Assistance and Social Security Costs	76,060	84,665
Computer Consumables	11,099	12,276
Corporation Tax	1,812	713
Depreciation	528	1,261
 Donations		
Other		703
Donation to Joe Banks re Local Charity	200	-
A Friend In Need	200	-
Sussex Police Tour TEAM (Cops Cycle Ride)	500	-
Womens Support Group	900	-
Motuary Team	200	-
Eric Osborne Donation	250	-
Philips Memorial Fund	500	-
Shoreham Air Disaster	200	-
National Police Memorial	6	-
Prostate Cancer UK	100	-
 Additional Responsibility Payment (Honoraria)	5,417	5,521
Insurance	1,301	1,127
Meeting Expenses	19,124	18,614
Official Publications	1,272	50
Out-of-Pocket Expenses	605	460
Postage, Printing and Stationery	4,926	2,988
Repairs and Maintenance	763	-
Sundry Expenses	2,421	3,191
Telephone Charges	2,866	2,701
Travelling and Subsistence	23,796	23,832
 Other Expenses		
Clerical Assistants' Pension Contributions	6,762	7,491
Equipment Hire	6,175	6,175
Legal and Professional	1,378	2,946
Medical Reports	120	255
Open Meeting		
Presentations and Retirement Gifts	1,446	1,990
Subscriptions	-	160
Training Costs	6,250	2,810
 TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ 244,137</u>	<u>£ 196,208</u>

	2015	2014
1.1 OTHER INCOME		
Bank Interest (gross)	349	330
Reimbursement of Administration costs	23,699	12,626
Dividends received	4,099	4,183
Advertising	1,475	2,100
Commission	1,644	922
Regulation 2c income		
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ 31,266</u>	<u>£ 20,161</u>
	2015	2014
1.2 GAINS / (LOSSES)		
Gain (loss) on investments	-	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ -</u>	<u>£ -</u>

**SUSSEX 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 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	

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

**SUSSEX 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 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	(1,448)	(6,377)
Sergeants	(2,615)	(5,192)
Inspectors	(754)	(299)
	£ (4,817)	£ (11,868)

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

	2015	2014
Constables	(12,366)	-
Sergeants	(10,091)	-
Inspectors	(3,537)	-
	£ (25,994)	£ -

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	2,059	2,128	94	69	17	20
Sergeants	423	447	14	15	-	-
Inspectors/Chief	-	-	-	-	1	-
Inspectors	170	190	1	-	-	-
	2,652	2,765	109	84	18	20

* 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	-	-	-	-
Unit Trusts	210,976	207,595	221,612	219,743
	£ 210,976	£ 207,595	£ 221,612	£ 219,743

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).