

POLICE FEDERATION

Police Act 1964

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

WILTSHIRE POLICE FEDERATION JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2015

F45
MM / 2015

WILTSHIRE POLICE FEDERATION JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2015

CHAIRMAN	Mr M White Police Federation, Police Headquarters, London Road, Devizes. SN10 2DN
SECRETARY	Mrs M Rolph Police Federation, Police Headquarters, London Road, Devizes. SN10 2DN
TREASURER	Mr R Moorhouse Police Federation, Police Headquarters, London Road, Devizes. SN10 2DN
AUDITORS	George Hay & Co Chartered Accountants Statutory Auditors, 83 Cambridge Street, Pimlico, London. SW1V 4PS
TRUSTEES	Mr M Armishaw Police Federation, Police Headquarters, London Road, Devizes. SN10 2DN
	Mr J Saunders Police Federation, Police Headquarters, London Road, Devizes. SN10 2DN
	Mr A Bridge Police Federation, Police Headquarters, London Road, Devizes. SN10 2DN

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

We have audited the financial statements of the Wiltshire 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 & Co
Chartered Accountants & Statutory Auditors
83 Cambridge Street,
Pimlico,
London
SW1V 4PS

Dated: 26th January 2016

WILTSHIRE 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	47,360	138,597	185,957	193,713
Sergeants	10,941	34,010	44,951	45,858
Inspectors	5,200	15,236	20,436	20,782
			<u>251,344</u>	<u>260,353</u>
Less: Payable to Central/Joint Committee	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)		
Constables	33,152	-	33,152	135,599
Sergeants	7,659	-	7,659	32,100
Inspectors	3,640	-	3,640	14,547
Joint Central Committee	-	131,490	131,490	
			<u>175,941</u>	<u>182,246</u>
NET INCOME			75,403	78,107
Less: ADMINISTRATIVE EXPENSES (Note 1)			96,076	83,607
(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE			<u>(20,673)</u>	<u>(5,500)</u>
Add: Other Income - (Note 1.1)				
Bank interest (gross)			-	22
Reimbursement of administrative expenses			7,533	10,651
Advertising			1,400	1,200
Donations received			1,663	10,326
Dividends			8,723	7,214
Mailshots			800	800
			<u>(554)</u>	<u>24,713</u>
(DEFICIT) / SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)			(554)	24,713
Gains - (Note 1.2)			855	-
			<u>301</u>	<u>24,713</u>
SURPLUS FOR THE YEAR			301	24,713
ACCUMULATED FUND BROUGHT FORWARD			335,814	311,101
ACCUMULATED FUND CARRIED FORWARD			<u>£ 336,115</u>	<u>£ 335,814</u>

WILTSHIRE 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	341	324	17	20
Computer Equipment	11,278	4,770	6,508	9,327
Others - (<i>Specify</i>)				
Mechanical and electrical equipment	8,704	8,546	158	212
	<u>257,295</u>	<u>13,640</u>	<u>243,655</u>	<u>236,953</u>
CURRENT ASSETS				
Subscriptions Due		20,729		21,322
Cash at Bank and in Hand		95,279		99,346
Debtors		2,784		3,259
Contributions due from Joint Central Committee (Note 4)		2,837		-
		<u>121,629</u>		<u>123,927</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Central Committees (Note 4)		14,812		10,763
Corporation Tax		558		645
Sundry Accrued Expenses		13,799		13,658
		<u>29,169</u>		<u>25,066</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>92,460</u>	<u>98,861</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			336,115	335,814
CREDITORS: amounts falling due after more than one year				
NET ASSETS			<u>£ 336,115</u>	<u>£ 335,814</u>
REPRESENTED BY				
Accumulated Fund			335,814	311,101
Surplus for the year			301	24,713
			<u>£ 336,115</u>	<u>£ 335,814</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 M. Duinte CHAIRMAN

Signed R. L. TREASURER

Date accounts approved: 26th January 2016

WILTSHIRE 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	2,954	3,988
Audit and Accountancy Charges	3,200	4,014
Bank Charges		
Clerical Assistance and Social Security Costs	26,904	27,639
Computer Consumables	4,106	2,703
Corporation Tax	616	672
Depreciation	2,875	1,425
Donations -		
Neil Doyle Memorial fund	200	
David Phillips Memorial fund	250	
National Police Memorial Day	40	
Hunts Community Cancer Network	200	
Naomi House	250	
Police Roll of Honour Trust		500
COPS		200
Madrid Marathon		200
Additional Responsibility Payments (Honoraria)	4,967	4,936
Insurance	1,504	1,252
Meeting Expenses	14,775	11,275
Postage, Printing and Stationery	1,742	1,908
Sundry Expenses	507	4,221
Telephone Charges	1,145	1,344
Travel and Subsistence	1,432	1,359
Other Expenses -		
Gifts and presentations	2,516	5,158
Legal and Professional Fees	663	1,278
Loss on disposal of fixed assets	-	551
Police Memorial Day	744	813
Training	1,443	5,613
Station Welfare Costs	1,409	1,747
Staff Welfare	724	811
Media Campaigns	20,910	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 96,076	£ 83,607
	2015	2014
1.1 OTHER INCOME		
Bank Interest (gross)	-	22
Reimbursement of administrative expenses	7,533	10,651
Advertising	1,400	1,200
Dividends received	8,723	7,214
Donations received	1,663	10,326
Profits from mailshots and commissions	800	800
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 20,119	£ 30,213
	2015	2014
1.2 GAINS / (LOSSES)		
Gain on investments	855	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 855	£ -

**WILTSHIRE 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

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

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

**WILTSHIRE 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	11,021	9,313
Sergeants	2,583	1,027
Inspectors	1,208	423
	£ 14,812	£ 10,763

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

	2015	2014
Joint Central Committee	(2,837)	
	£ (2,837)	£ -

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	66	35		-		-
Constables	744	728	14	12	10	10
Sergeants	174	167	1	1	1	-
Inspectors/Chief		-		-		-
Inspectors	79	82		-		-
	1,063	1,012	15	13	11	10

* 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		227,394	257,887	253,041
Others - (Specify)				
	£ -	£ 227,394	£ 257,887	£ 253,041

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).