

POLICE FEDERATION

Police Act 1964

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

AVON & SOMERSET CONSTABULARY JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2015

F45

MM / 2015

AVON & SOMERSET CONSTABULARY JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2015

CHAIRMAN KEVIN PHILLIPS (CONSTABLE)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

SECRETARY PAUL BUDD (CONSTABLE)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

TREASURER ALAN BELL (SERGEANT)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

AUDITORS MAZARS LLP
CHARTERED ACCOUNTANTS AND STATUTORY AUDITOR
90 VICTORIA STREET
BRISTOL
BS1 6DP

TRUSTEES ANDREW BRAUND (CONSTABLE)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

MARTIN JONES (INSPECTOR)
C/O1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

STEVE FRASER (SERGEANT)
C/O 1 ST DAVID'S COURT
WINDMILL ROAD
CLEVEDON
N SOMERSET
BS21 6UP

SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
AVON & SOMERSET CONSTABULARY JOINT BRANCH BOARD FUND**

We have audited the financial statements of the Avon & Somerset 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:

Mazars LLP

Mazars LLP
90 Victoria Street
Bristol
BS1 6DP

Dated:

5/2/16

AVON & SOMERSET 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	131,016		131,016	535,113
Sergeants	24,688		24,688	102,181
Inspectors	10,186		10,186	44,800
Central		493,212	493,212	-
			<u>659,101</u>	<u>682,094</u>
Less: Payable to Central/Joint Committee				
Constables	91,711		91,711	374,579
Sergeants	17,281		17,281	71,527
Inspectors	7,130		7,130	31,360
Central	-	345,248	345,248	-
			<u>461,371</u>	<u>477,466</u>
TOTAL INCOME			197,730	204,628
Less: ADMINISTRATIVE EXPENSES (Note 1)			214,009	191,094
(DEFICIT) / SURPLUS OF SUBSCRIPTION INCOME OVER EXPENDITURE			<u>(16,279)</u>	<u>13,534</u>
Add: Other Income - (Note 1.1) To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015			73,658	88,286
SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)			57,379	101,819
Gains / (Losses)			-	-
SURPLUS FOR THE YEAR			57,379	101,819
ACCUMULATED FUND BROUGHT FORWARD			878,375	776,556
ACCUMULATED FUND CARRIED FORWARD			<u>£ 935,754</u>	<u>£ 878,375</u>

AVON & SOMERSET 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	143,654	109,977	33,677	39,620
Computer Equipment	35,074	32,784	2,290	3,432
Member Services Fixed Assets	14,573	13,998	575	719
Other Assets				
Land	100,000		100,000	100,000
Freehold Buildings	259,838	79,836	180,000	180,000
Solar Panels	14,656	12,760	1,895	6,140
	<u>567,792</u>	<u>249,355</u>	<u>318,437</u>	<u>329,911</u>
CURRENT ASSETS				
Subscriptions Due		54,276		55,581
Cash at Bank and in Hand		612,744		508,271
Others - Debtors and prepayments		2,042		2,416
		<u>669,062</u>		<u>566,268</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint/Central Committee (Note 4)		42,151		-
Corporation Tax		-		-
Sundry Accrued Expenses		9,594		17,804
		<u>51,745</u>		<u>17,804</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>617,317</u>	<u>548,464</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			935,754	878,375
CREDITORS: amounts falling due after more than one year				-
NET ASSETS			<u>£ 935,754</u>	<u>£ 878,375</u>
REPRESENTED BY				
Accumulated Fund			711,541.06	683,553
Other Reserves			224,213	194,822
			<u>£ 935,754</u>	<u>£ 878,375</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: 5/2/2016

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

	2015	2014
1. ADMINISTRATIVE EXPENSES		
Annual Conference	7,890	8,020
Audit and Accountancy Charges	4,225	4,380
Bank Charges	128	128
Clerical Assistance and Social Security Costs	61,768	60,160
Computer Consumables	4,809	8,941
Corporation Tax	-	-
Depreciation	12,669	12,142
Donations -		
Miscellaneous	902	4,576
Federation Donations	3,930	4,012
Honoraria	-	-
Insurance	1,536	1,282
Meeting Expenses	15,924	10,685
Official Publications	1,834	2,339
Out-of-Pocket Expenses	-	-
Postage, Printing and Stationery	-	-
Repairs and Maintenance	10,230	11,367
Sundry Expenses	4,794	1,802
Telephone Charges	2,559	3,160
Travelling and Subsistence	33,540	31,585
Other Expenses		
Hospitality	1,119	872
Meals and Drinks	-	-
Professional Fees	21,410	646
Light and Heat	3,850	3,678
Water Rates	239	388
Office Rates	-	-
Cleaning	3,715	3,233
Refreshments	130	15
Loan Interest	-	-
On Call Allowance	4,950	5,434
Advertising	6,440	-
P.R. (Literature & brochures)	1,021	1,123
Benefits paid out	3,350	3,350
Ebrahimi court costs	1,049	-
Medical Appeal Expense	-	7,776
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ 214,009</u>	<u>£ 191,094</u>
	2015	2014
1.1 OTHER INCOME		
Bank Interest (gross)	2,854	1,094
Solar Panel Income	3,865	325
Donations received	5,700	21,602
Commissions received	2,492	3,226
Regulation 2c income	58,747	60,788
Advertising / Publication Income	-	1,250
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ 73,658</u>	<u>£ 88,286</u>

**AVON & SOMERSET CONSTABULARY 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 - (<i>Specify</i>)	

No depreciation is charged on freehold buildings, but they are revalued every 5 years. A revaluation was undertaken in 2011. No depreciation is charged on land.

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.

**AVON & SOMERSET 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	-	-
Sergeants	-	-
Inspectors	-	-
	£ -	£ -

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

	2015	2014
Constables	34,235	-
Sergeants	5,514	-
Inspectors	2,402	-
	£ 42,151	£ -

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	2,090	2,086	102	109	23	74
Sergeants	385	385	22	25	4	7
Inspectors/Chief Inspectors	159	160	5	4		4
	2,614	2,631	129	138	27	85

* 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)

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).