

# **POLICE FEDERATION**

**Police Act 1964**

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

**CHESHIRE CONSTABULARY JOINT BRANCH BOARD**

## **FINANCIAL STATEMENTS**

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

**F45**

**MM / 2015**

**JOINT BRANCH BOARD FUND**

**YEAR ENDED 31ST DECEMBER 2015**

**CHAIRMAN**            **Mr S Roberts**  
c/o Cheshire Police Federation  
Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire  
CW7 2UA

**SECRETARY**        **Mr A Todd**  
c/o Cheshire Police Federation  
Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire  
CW7 2UA

**TREASURER**        **Mr Ken Davies**  
c/o Cheshire Police Federation  
Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire  
CW7 2UA

**AUDITORS**            **Morris & Co**  
Chartered Accountants and Statutory Auditor  
Chester House  
Lloyd Drive  
Cheshire Oaks Business Park  
Ellesmere Port  
Cheshire CH65 9HQ

**TRUSTEES**            **Mr A Taylor**  
c/o Cheshire Police Federation  
Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire  
CW7 2UA

**Mr D Snasdell**  
c/o Cheshire Police Federation  
Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire  
CW7 2UA

**Mr C Taylor**  
c/o Cheshire Police Federation  
Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire  
CW7 2UA

**SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS**

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

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

Morris & Co  
Chartered Accountants & Statutory Auditors  
Chester House, Lloyd Drive  
Cheshire Oaks Business Park  
Ellesmere Port, Cheshire  
CH65 9HQ

Dated: .....

## 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
<b>INCOME</b>				
Weekly Subscriptions				
Constables	90,736	269,713	360,449	364,056
Sergeants	21,213	60,964	82,177	84,874
Inspectors	8,114	23,716	31,831	32,564
	<u>          </u>	<u>          </u>	<u>474,456</u>	<u>481,495</u>
Less: Payable to Central/Joint Committee	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)		
Constables	63,515	188,799	252,314	254,839
Sergeants	14,849	42,674	57,524	59,412
Inspectors	5,680	16,601	22,281	22,795
	<u>          </u>	<u>          </u>	<u>332,119</u>	<u>337,046</u>
<b>TOTAL INCOME</b>			142,337	144,449
Less: <b>ADMINISTRATIVE EXPENSES</b> (Note 1)			147,336	141,906
<b>(DEFICIT) / SURPLUS OF SUBSCRIPTION INCOME OVER EXPENDITURE</b>			<u>(5,000)</u>	<u>2,543</u>
Add: Other Income - (Note 1.1) To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015				
<b>(DEFICIT) / SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)</b>			(5,000)	2,543
Gains / (Losses) - (Note 1.2)			-	-
<b>(DEFICIT) / SURPLUS FOR THE YEAR</b>			(5,000)	2,543
<b>ACCUMULATED FUND BROUGHT FORWARD</b>			63,505	60,962
<b>ACCUMULATED FUND CARRIED FORWARD</b>			<u>£ 58,506</u>	<u>£ 63,505</u>

## JOINT BRANCH BOARD FUND

### BALANCE SHEET AS AT 31ST DECEMBER 2015

	Cost	Accumulated Depreciation/ Revaluation/ Impairment	2015 Net Book Value	2014
<b>FIXED ASSETS</b>				
Furniture and Fittings	707	426	282	37
Computer Equipment	20,324	16,485	3,839	4,410
Investments	-	-	-	
Others - ( <i>Specify</i> )				
Mechanical & Electronic Equipment	3,614	3,526	88	29
	<u>24,645</u>	<u>20,436</u>	4,209	<u>4,476</u>
<b>CURRENT ASSETS</b>				
Subscriptions Due		-		1,331
Cash at Bank and in Hand		49,752		53,927
Others - ( <i>Specify</i> )				
Stocks		3,976		5,001
Prepayments		5,381		3,792
		<u>59,109</u>		<u>64,051</u>
Less:				
<b>CURRENT LIABILITIES</b>				
Contributions due to Joint/Central Committee (Note 4)		66		320
Corporation Tax				
Sundry Accrued Expenses		4,746		4,701
		<u>4,812</u>		<u>5,021</u>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			<u>54,297</u>	<u>59,030</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			58,506	63,506
<b>CREDITORS:</b> amounts falling due after more than one year ( <i>Specify</i> )				
<b>NET ASSETS</b>			<u>£ 58,506</u>	<u>£ 63,506</u>
<b>REPRESENTED BY</b>				
Accumulated Fund			58,506	63,506
Other Reserves - ( <i>Specify</i> )				
			<u>£ 58,506</u>	<u>£ 63,506</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: .....

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

	<b>2015</b>	<b>2014</b>
<b>1. ADMINISTRATIVE EXPENSES</b>		
Annual Conference	2,316	4,973
Audit and Accountancy Charges	3,360	2,640
Bank Charges	205	144
Clerical Assistance and Social Security Costs	47,996	44,496
Computer Consumables	4,997	8,450
Corporation Tax	-	-
Depreciation	1,849	1,487
Donations - ( <i>Specify</i> )		
Donation 1 - NARPO	1,200	2,000
Donation 2 - Other	2,725	1,922
Donation 3		
Donation 4		
Honoraria	9,500	9,000
Insurance	-	-
Meeting Expenses	1,771	2,735
Official Publications	1,620	2,399
Out-of-Pocket Expenses	125	335
Postage, Printing and Stationery	1,083	983
Repairs and Maintenance	172	371
Sundry Expenses	-	-
Telephone Charges	3,454	3,405
Travelling and Subsistence	39,015	40,516
Other Expenses - ( <i>Specify</i> )		
Miscellaneous (Note 7)	8,556	10,713
Change in Stock	1,024	(696)
Training	2,204	3,793
Consultancy	13,632	1,705
Payroll Bureau Charges	534	536
<b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>	<b>£ 147,336</b>	<b>£ 141,907</b>
	<b>2015</b>	<b>2014</b>
<b>1.1 OTHER INCOME</b>		
Bank Interest (gross)	-	-
Diminution on investments	-	-
Dividends received	-	-
Donations received	-	-
Profits/(loss) from mailshots and commissions	-	-
Regulation 2c income	-	-
<b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>	<b>£ -</b>	<b>£ -</b>
	<b>2015</b>	<b>2014</b>
<b>1.2 GAINS / (LOSSES)</b>		
Gain (loss) on investments	-	-
<b>TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT</b>	<b>£ -</b>	<b>£ -</b>

**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> )	

**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*)**

**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	-	(400)
Sergeants	-	320
Inspectors	-	(931)
	£ -	£ (1,011)

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

	2015	2014
Constables	22	-
Sergeants	22	-
Inspectors	22	-
	£ 66	£ -

**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	1,494	1,479	58**	29	-	-
Sergeants	305	332	4	9	-	-
Inspectors/Chief	-	-	-	-	-	-
Inspectors	120	125	-	1	-	-
	1,919	1,936	62	39	-	-

\* 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)

\*\* 30 of these officers were student officers in the first month of service, this is a subs free month for those officers.

**6. INVESTMENTS (if applicable)**

	Cost Less Provision		Market Value	
	2015	2014	2015	2014
Equities	-	-	-	-
Fixed Interest Funds	-	-	-	-
Unit Trusts	-	-	-	-
Others - (Specify)	-	-	-	-
	£ -	£ -	£ -	£ -



**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).

**CHESHIRE CONSTABULARY JOINT BRANCH BOARD FUND**  
**NOTES ON AND FORMING PART OF THE ACCOUNTS**  
**for the year ended 31 December 2015**

	<u>2015</u>	<u>2014</u>
7 MISCELLANEOUS EXPENSES		
PFNDF	-	169
Refreshments etc	31	45
Staff welfare	-	-
Formal dress wear	-	650
Sundry items	-	107
Gifts	8,490	6,716
Awards presentation gifts	-	2,962
Data Protection	35	35
Social event contribution	-	-
Gratuity	-	30
	<b><u>£ 8,556</u></b>	<b><u>£ 10,713</u></b>

S Roberts  
Chairman

K Davies  
Treasurer

Morris & Co  
Statutory Auditor