

POLICE FEDERATION

Police Act 1964

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

CHESHIRE JOINT BRANCH BOARD FUND MEMBER SERVICES

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2015

F45
MM / 2015

CHESHIRE JOINT BRANCH BOARD FUND MEMBER SERVICES

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
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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
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Cheshire
CW7 2UA

Mr D Snasdell
c/o Cheshire Police Federation
Clemonds Hey
Oakmere Road
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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 CHESHIRE JOINT BRANCH BOARD FUND MEMBER SERVICES

We have audited the financial statements of the Cheshire Joint Branch Board Fund Member Services 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:

CHESHIRE JOINT BRANCH BOARD FUND MEMBER SERVICES

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

	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)	2015	2 years to 2014
INCOME				
Weekly Subscriptions				
Constables			-	-
Sergeants			-	-
Inspectors			-	-
			-	-
Less: Payable to Central/Joint Committee				
Constables			-	-
Sergeants			-	-
Inspectors			-	-
			-	-
TOTAL INCOME			-	-
Less: ADMINISTRATIVE EXPENSES (Note 1)			63,564	145,676
(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE			(63,564)	(145,676)
Add: Other Income - (Note 1.1) To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015			53,816	136,387
(DEFICIT) FOR THE YEAR BEFORE GAINS / (LOSSES)			(9,748)	(9,290)
Gains / (Losses) - (Note 1.2)			-	-
(DEFICIT) FOR THE YEAR			(9,748)	(9,290)
ACCUMULATED FUND BROUGHT FORWARD			25,086	-
ACCUMULATED FUND CARRIED FORWARD			£ 15,338	£ (9,290)

CHESHIRE JOINT BRANCH BOARD FUND MEMBER SERVICES

BALANCE SHEET AS AT 31ST DECEMBER 2015

	Cost	Accumulated Depreciation/ Revaluation/ Impairment	2015 Net Book Value	2 years to 2014
FIXED ASSETS				
Furniture and Fittings	-	-	-	
Computer Equipment	-	-	-	
Investments	-	-	-	
Others - (<i>Specify</i>)				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
CURRENT ASSETS				
Subscriptions Due				
Cash at Bank and in Hand		15,338		25,086
Others - (<i>Specify</i>)				
		<u>15,338</u>		<u>25,086</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint/Central Committee (Note 4)				
Corporation Tax				
Sundry Accrued Expenses				
		<u>-</u>		<u>-</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>15,338</u>	<u>25,086</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			15,338	25,086
CREDITORS: amounts falling due after more than one year (<i>Specify</i>)				
NET ASSETS			<u>£ 15,338</u>	<u>£ 25,086</u>
REPRESENTED BY				
Accumulated Fund			15,338	25,086
Other Reserves - (<i>Specify</i>)				
			<u>£ 15,338</u>	<u>£ 25,086</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:

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

	2015	2 years to 2014
1. ADMINISTRATIVE EXPENSES		
Annual Conference	531	265
Audit and Accountancy Charges		
Bank Charges	107	83
Clerical Assistance and Social Security Costs	-	1,382
Computer Consumables		
Corporation Tax		
Depreciation		
Donations - (<i>Specify</i>)		
Donation 1 - Other	45	79
Donation 2		
Donation 3		
Donation 4		
Honoraria		
Insurance		
Meeting Expenses	-	513
Official Publications		
Out-of-Pocket Expenses		
Postage, Printing and Stationery	-	6
Repairs and Maintenance		
Sundry Expenses		
Telephone Charges	300	575
Travelling and Subsistence	8,049	9,948
Other Expenses - (<i>Specify</i>)		
Miscellaneous (Note 7)	1,663	5,174
Zoo tickets	5,799	22,755
Charity Dinner Dance	42,784	83,084
Official publications	4,285	12,384
Award Presentations	-	4,101
Cricket Tickets	-	2,545
Member Services Day	-	2,783
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 63,564	£ 145,676
	2015	2 years to 2014
1 OTHER INCOME		
Bank Interest (gross)		4,524
Diminution on investments		
Dividends received		
Donations received		16,300
Profits/(loss) from mailshots and commissions	25,864	47,375
Regulation 2c income		
Ticket Sales	5,576	26,366
Charity Dinner	22,376	41,821
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 53,816	£ 136,387
	2015	2 years to 2014
1 GAINS / (LOSSESS)		
Gain (loss) on investments	-	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ -	£ -

**CHESHIRE JOINT BRANCH BOARD FUND MEMBER SERVICES
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*)

**CHESHIRE JOINT BRANCH BOARD FUND MEMBER SERVICES
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	2 years to 2014
Constables	-	-
Sergeants	-	-
Inspectors	-	-
	£ -	£ -

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

	2015	2 years to 2014
Constables	-	-
Sergeants	-	-
Inspectors	-	-
	£ -	£ -

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						
Sergeants						
Inspectors/Chief						
Inspectors						
	-	-	-	-	-	-

* 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				
Others - (<i>Specify</i>)				
	£ -	£ -	£ -	£ -

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 MEMBER SERVICES
NOTES ON AND FORMING PART OF THE ACCOUNTS
for the year ended 31 December 2015

		<u>2015</u>	<u>2 years to</u> <u>2014</u>
7	MISCELLANEOUS EXPENSES		
	Gifts & Promotional Items	427	213
	Federation Cost Co Members	89	178
	Refreshments	-	38
	Social Media Costs	900	975
	Police Unity Tour	-	200
	AT Royal Philharmonic	-	283
	Sundry	-	463
	Christmas Decorations & Carc	33	-
	Christmas Party	-	2,825
	W/O Old cheques	216	-
		<u>£ 1,663</u>	<u>£ 5,174</u>

S Roberts
Chairman

K Davies
Treasurer

Morris & Co
Statutory Auditors