

POLICE FEDERATION

Police Act 1964

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

CLEVELAND POLICE JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2015

F45

MM / 2014

CLEVELAND POLICE JOINT BRANCH BOARD FUND

YEAR ENDED 31 DECEMBER 2015

CHAIRMAN A Breeze
c/o 46 Yarm Road
Stockton on Tees
Cleveland
TS18 3NG

VICE CHAIRMAN C Stoddart
c/o 46 Yarm Road
Stockton on Tees
Cleveland
TS18 3NG

SECRETARY M Richardson
c/o 46 Yarm Road
Stockton on Tees
Cleveland
TS18 3NG

TREASURER R Murray
c/o 46 Yarm Road
Stockton on Tees
Cleveland
TS18 3NG

AUDITORS Anderson Barrowcliff LLP
Statutory Auditors
Chartered Accountants
Waterloo House
Teesdale South
Thornaby Place
Thornaby on Tees
TS17 6SA

TRUSTEES J W Forster
c/o 46 Yarm Road
Stockton on Tees
TS18 3NG

J Dixon
c/o 46 Yarm Road
Stockton on Tees
TS18 3NG

A Breeze
c/o 46 Yarm Road
Stockton on Tees
TS18 3NG

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

We have audited the financial statements of the Joint Branch Board Fund for the year ended 31 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 31 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 the financial statements

In our opinion the financial statements:

- fairly reflect the state of the Fund's affairs as at 31 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 31 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:

Anderson Barrowcliff LLP

Statutory Auditors & Chartered Accountants

Dated:

CLEVELAND POLICE JOINT BRANCH BOARD FUND

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2015

INCOME	(01.01.15 - 31.03.15) £	(01.04.15 - 31.12.15) £	2015 £	2014 £
Weekly Subscriptions				
Constables	62,011	200,794	262,805	275,573
Sergeants	11,275	37,190	48,465	51,453
Inspectors	5,319	16,792	22,111	22,350
			<hr/>	<hr/>
			333,381	349,376
			<hr/>	<hr/>
	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)		
<u>Less:</u> Payable to Central/Joint Committee				
Constables	43,408	140,556	183,964	192,901
Sergeants	7,893	26,033	33,926	36,017
Inspectors	3,723	11,755	15,478	15,645
			<hr/>	<hr/>
			233,368	244,563
			<hr/>	<hr/>
TOTAL INCOME			100,013	104,813
			<hr/>	<hr/>
<u>Less:</u> ADMINISTRATIVE EXPENSES (Note 1)			(111,976)	(114,253)
			<hr/>	<hr/>
(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE			(11,963)	(9,440)
			<hr/>	<hr/>
<u>Add:</u> Other Income				
NEBOSH Income			-	8,460
Refund of Conference Expenses			4,803	5,352
Room Hire			384	120
Commissions			2,801	670
Medical Reports			-	1,820
			<hr/>	<hr/>
(DEFICIT)/SURPLUS FOR THE YEAR BEFORE GAINS/(LOSSES)			(3,975)	6,982
			<hr/>	<hr/>
Gains/(Losses)			-	-
			<hr/>	<hr/>
(DEFICIT)/SURPLUS FOR THE YEAR			(3,975)	6,982
			<hr/>	<hr/>
ACCUMULATED FUND BROUGHT FORWARD			346,525	114,894
			<hr/>	<hr/>
TRANSFER FROM MEMBERS SERVICES FUND			-	224,649
			<hr/>	<hr/>
ACCUMULATED FUND CARRIED FORWARD			342,550	346,525
			<hr/>	<hr/>

CLEVELAND POLICE JOINT BRANCH BOARD FUND

BALANCE SHEET AS AT 31 DECEMBER 2015

	Cost	Accumulated Deprecation	2015 Net Book Value	2014
	£	£	£	£
FIXED ASSETS				
Furniture and Fittings	47,297	34,428	12,869	12,901
Computer Equipment	41,192	36,202	4,990	406
Plant and Equipment	1,969	1,755	214	285
Freehold Property	268,490	-	268,490	268,490
	<u>362,988</u>	<u>76,362</u>	<u>286,563</u>	<u>282,082</u>
CURRENT ASSETS				
Cash at Bank and in Hand		210,757		194,576
Prepayments		517		1,238
Other debtors		843		342
		<u>212,117</u>		<u>196,156</u>
<i>Less:</i>				
CURRENT LIABILITIES				
Contributions due to Central Committees (Note 4)		35,176		33,231
Sundry Accrued Expenses		11,380		10,102
Mortgage loan		19,017		18,409
Other Creditors		56,199		16,596
		<u>121,772</u>		<u>78,338</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>90,345</u>	<u>117,818</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>376,908</u>	<u>399,900</u>
Creditors: amounts falling due after one year - Mortgage Loan			<u>(34,358)</u>	<u>(53,375)</u>
NET ASSETS			<u><u>342,550</u></u>	<u><u>346,525</u></u>
REPRESENTED BY				
Accumulated Fund (see note 6)			<u><u>342,550</u></u>	<u><u>346,525</u></u>
			<u><u>342,550</u></u>	<u><u>346,525</u></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.

.....
Vice Chairman

.....
Treasurer

Dated:

CLEVELAND POLICE JOINT BRANCH BOARD FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

1 ADMINISTRATIVE EXPENSES

	2015	2014
	£	£
Annual Conference	6,279	6,841
Audit and Accountancy Charges	2,396	1,585
Bank Charges	-	170
Clerical Assistance	28,910	26,708
Computer Consumables	3,925	7,049
Corporation Tax	-	-
Depreciation	3,318	2,749
Loss on disposal of fixed assets	404	1,009
Honoraria	4,361	5,077
Tax on honoraria overprovided in prior period	(1,319)	(224)
Insurance	897	1,053
Catering for Meetings	1,821	1,753
Meeting Expenses	100	114
Official Publications	5,473	5,100
Out-of-Pocket Expenses	232	354
Postage, Printing and Stationery	1,201	1,301
Repairs and Maintenance	4,038	(1,357)
Sundry Expenses	586	929
Telephone Charges	2,566	2,916
Travelling and Subsistence	23,626	24,119
Refund of Subscriptions	331	-
Other Expenses:		
Mortgage interest	2,060	2,648
Training	2,337	3,988
Entertaining	540	2,226
Legal Fees	1,102	3,186
Property Expenses:		
Rates and Water	6,481	5,174
Miscellaneous, Cleaning and Gardening	3,079	3,687
Insurance	1,666	1,608
Light and Heat	5,566	4,490
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	111,976	114,253

CLEVELAND POLICE JOINT BRANCH BOARD FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

2 ACCOUNTING POLICIES

(a) **Accounting Convention**

The accounts 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

Freehold Property is not depreciated

(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.

CLEVELAND POLICE JOINT BRANCH BOARD FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 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 proper accounting records and also is responsible for safe-guarding 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 CENTRAL COMMITTEES (TO 31 MARCH 2015)

	2015	2014
	£	£
Constables	27,834	29,031
Sergeants	4,993	5,422
Inspectors	2,379	2,380
	<u>35,206</u>	<u>36,833</u>

4b CONTRIBUTIONS DUE TO CENTRAL COMMITTEES (FROM 1 APRIL 2015)

	2015	2014
	£	£
Constables	28,220	25,980
Sergeants	4,922	4,899
Inspectors	2,034	2,352
	<u>35,176</u>	<u>33,231</u>

5 CONTRIBUTING AND NON CONTRIBUTING MEMBERS AT 31 DECEMBER 2015

	No. of Contributing Members		No. of Non Contributing Members		Others*	
	2015	2014	2015	2014	2015	2014
Cadets	-	-	-	-	-	-
Constables	1,000	1,064	10	7	-	-
Sergeants	187	199	-	-	-	-
Inspectors/Chief	-	-	-	-	-	-
Inspectors	86	86	-	-	-	-
	<u>1,273</u>	<u>1,349</u>	<u>10</u>	<u>7</u>	<u>-</u>	<u>-</u>

*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).

CLEVELAND POLICE JOINT BRANCH BOARD FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

6 ACCUMULATED FUND

	2015 £	2014 £
Balance b/fwd at 01.01.15	346,525	114,894
Surplus/(deficit) for the year	(3,975)	6,982
Transfer from Members Services Fund	-	224,649
	<u> </u>	<u> </u>
Balance c/fwd at 31.12.15	<u><u>342,550</u></u>	<u><u>346,525</u></u>

The Member Services Fund merged with the Cleveland Police Joint Branch Board Fund on 1 July 2015.