

POLICE FEDERATION

Police Act 1964

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

CUMBRIA JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2015

F45
MM / 2015

CUMBRIA JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2015

CHAIRMAN	Mr Martin Plummer Cumbria Police Federation 1 The Green Carleton Hall Penrith CA10 2BA
SECRETARY	Mr Ed Armstrong Cumbria Police Federation 1 The Green Carleton Hall Penrith CA10 2BA
TREASURER	Mr Paul Senior Cumbria Police Federation 1 The Green Carleton Hall Penrith CA10 2BA
AUDITORS	Ingalls (Kendal) Ltd Chartered Accountants and Statutory Auditors Libra House Murley Moss Business Village Oxenholme Road Kendal LA9 7RL
TRUSTEES	Ms Janice Hedworth Cumbria Police Federation 1 The Green Carleton Hall Penrith CA10 2BA Mr Robert Lampard Cumbria Police Federation 1 The Green Carleton Hall Penrith CA10 2BA Ms Suzanne Scott Cumbria Police Federation 1 The Green Carleton Hall Penrith CA10 2BA

SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS

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

We have audited the financial statements of the Cumbria 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: T. Gell (Kendal) Ltd

Chartered Accountants & Statutory Auditors
Libra House

Dated: 3rd February 2016

CUMBRIA 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	54,265	161,303	215,568	223,852
Sergeants	11,049	31,572	42,621	43,095
Inspectors	3,927	11,157	15,084	16,768
			<u>273,273</u>	<u>283,715</u>
	(01.01.15 - 31.03.15)	(01.04.15 - 31.12.15)		
Less: Payable to Central/Joint Committee				
Constables	38,685	112,912	151,597	156,076
Sergeants	7,734	22,100	29,834	30,167
Inspectors	2,749	7,810	10,559	11,737
			<u>191,990</u>	<u>197,980</u>
TOTAL INCOME			81,283	85,735
Less: ADMINISTRATIVE EXPENSES (Note 1)			78,105	94,762
			<u>3,178</u>	<u>(9,027)</u>
SURPLUS / (DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE				
Add: Other Income - (Note 1.1)			2,620	62,817
To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015				
SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)			5,798	53,790
Gains / (Losses) - (Note 1.2)			-	-
			<u>5,798</u>	<u>53,790</u>
SURPLUS FOR THE YEAR			294,061	240,271
ACCUMULATED FUND BROUGHT FORWARD				
Transfer Group Insurance Schemes			(250,889)	-
ACCUMULATED FUND CARRIED FORWARD			<u>£ 48,970</u>	<u>£ 294,061</u>

CUMBRIA 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	18,733	17,546	1,187	1,189
Computer Equipment	43,247	43,246	1	1
Investments	-	-	-	
Others - (Specify)				
	<u>61,980</u>	<u>60,792</u>	<u>1,188</u>	<u>1,190</u>
CURRENT ASSETS				
Subscriptions Due				
Cash at Bank and in Hand		28,987		351,171
Others - (Specify)		-		-
Debtors		21,563		340
Stock		-		1,470
		<u>50,550</u>		<u>352,981</u>
Less:				
CURRENT LIABILITIES				
Contributions due to Joint/Central Committee (Note 4)		-		15,544
Corporation Tax		458		3,870
Sundry Accrued Expenses		2,310		40,696
		<u>2,768</u>		<u>60,110</u>
NET CURRENT ASSETS/(LIABILITIES)			<u>47,782</u>	<u>292,871</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			48,970	294,061
CREDITORS: amounts falling due after more than one year (Specify)			-	-
NET ASSETS			<u>£ 48,970</u>	<u>£ 294,061</u>
REPRESENTED BY				
Accumulated Fund			48,970	294,061
Other Reserves - (Specify)				
			<u>£ 48,970</u>	<u>£ 294,061</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: 3rd February 2016

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

	2015	2014
1. ADMINISTRATIVE EXPENSES		
Annual Conference	4,454	4,296
Audit and Accountancy Charges	3,084	2,443
Bank Charges	166	231
Clerical Assistance and Social Security Costs	17,890	18,070
Computer Consumables	5,444	4,982
Corporation Tax	(7,046)	3,870
Depreciation	209	689
Donations - (<i>Specify</i>)		
NARPO	353	156
Cheshire Constabulary Charity Event	-	454
Charity Bike Ride	-	320
Merseyside Sky Dive	-	100
Care of Police Survivors Charity Event	-	576
North Sports and Social Christmas Grant	-	500
Barrow Christmas Grant	150	230
Zoe's Place Baby Hospice	-	20
GMP Charity	-	270
Comms Plus Ltd Charity Event	-	180
100 Years Women in Policing	150	100
Just Giving	50	100
Lancashire Annual Charity Event	330	-
Pensioners Christmas Party	150	-
Childrens Christmas Party	250	-
Dave Phillips Fund	100	-
Loweswater Suite	100	-
Honoraria	10,205	8,021
Insurance	1,013	986
Meeting Expenses	3,096	5,483
Official Publications	-	-
Out-of-Pocket Expenses	135	-
Postage, Printing and Stationery	2,411	643
Repairs and Maintenance	-	-
Sundry Expenses	618	181
Telephone Charges	2,128	2,576
Travelling and Subsistence	22,634	30,411
Other Expenses - (<i>Specify</i>)		
Bravery Award	1,761	2,669
Hospitality	2,596	2,114
Legal and professional	1,651	2,654
Presentation and gifts	414	816
Light and heat	180	-
Training	3,429	621
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	£ 78,105	£ 94,762

	2015	2014
1.1 OTHER INCOME		
Bank Interest (gross)	1,910	1,249
Reimbursement of administration expenses	-	59,775
Profit from member services	-	529
Donations received	330	45
Profits/(loss) from mailshots and commissions	380	1,219
Regulation 2c income	-	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ 2,620</u>	<u>£ 62,817</u>

	2015	2014
1.2 GAINS / (LOSSES)		
Gain (loss) on investments	-	-
TOTAL AS PER INCOME AND EXPENDITURE ACCOUNT	<u>£ -</u>	<u>£ -</u>

**CUMBRIA 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 - (*Specify*)

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*)

**CUMBRIA 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	12,657	-
Sergeants	2,553	-
Inspectors	906	-
	<u>£ 16,116</u>	<u>£ -</u>

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

	2015	2014
Constables	-	12,024
Sergeants	-	2,598
Inspectors	-	922
	<u>£ -</u>	<u>£ 15,544</u>

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	894	934	5	6	12	3
Sergeants	163	172				
Inspectors/Chief Inspectors	59	61				
	<u>1,116</u>	<u>1,167</u>	<u>5</u>	<u>6</u>	<u>12</u>	<u>3</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)

6. INVESTMENTS (if applicable)

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

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).