

POLICE FEDERATION
(Police Act 1964)
Police Federation Regulations 1969, Part III
(As Amended)

HAMPSHIRE CONSTABULARY
JOINT BRANCH BOARD FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2015

D. VELIDA & CO

Registered Auditors
Chartered Accountants

Centurion House
Central Way
Andover
Hampshire
SP10 5AN

HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND

CHAIRMAN	J. Apter Esq, Federation Office, 440 The Grange, Romsey, Hampshire, SO51 0AE
SECRETARY	P. Robertson Esq, Federation Office, 440 The Grange, Romsey, Hampshire, SO51 0AE
TREASURER	P. Callard Esq, Federation Office, 440 The Grange, Romsey, Hampshire, SO51 0AE
TRUSTEES	M. Moss Esq, Portsmouth Central Police Station, Winston Churchill Avenue, Portsmouth, Hampshire, PO1 2DG Mrs K. Shannon, Totton Police Station, Testwood Lane, Totton, Southampton, Hampshire, SO40 3ZE Mrs C. Wall, Portsmouth Central Police Station, Winston Churchill Avenue, Portsmouth, Hampshire, PO1 2DG
BANKERS	Unity Trust Bank Plc, Nine Brindley Place, 4 Oozells Square, Birmingham, B1 2HB
AUDITORS	D. Velida & Co, Registered Auditors, Chartered Accountants, Centurion House, Central Way, Andover, Hampshire, SP10 5AN

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND

We have audited the financial statements of the Hampshire Constabulary 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 a Report of the Auditors 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 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 United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Police Federation Regulations and Fund Rules.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND**

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.

Matters on which we are Required to Report by Exception

We have nothing to report in respect of the following matters where we are required to report to you if, in our opinion:

- adequate accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Don Velida
Statutory Auditor
D. Velida & Co.,
Chartered Accountants & Registered Auditors
Centurion House
Central Way
Andover
Hampshire, SP10 5AN

Date: 3 February 2016

**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2015**

INCOME	Gross Income £	Payable to Central Committees £	2015 £ Net	2014 £ Net
Weekly Subscriptions:				
Constables	577,680	404,376	173,304	182,239
Sergeants	126,674	88,672	38,002	40,365
Inspectors	50,002	35,001	15,001	16,690
	754,356	528,049	226,307	239,294
EXPENDITURE				
Annual Conference			2,785	4,646
Annual Conference Out of Pocket Expenses			1,685	2,737
Audit and Accountancy Charges				
- charged during the year			1,753	2,156
- current year provision			7,680	7,560
- prior year (over)/underprovision			(44)	(20)
Legal and Professional Fees (Note 5)			1,500	1,500
Clerical Assistance and Social Security Costs			42,716	40,923
Staff Pension Costs			830	-
Corporation Tax			2,104	2,171
Irrecoverable Tax on Dividends			967	950
Depreciation			21,957	9,977
(Profit)/loss on Disposal of Fixed Assets			(1,928)	353
Donations (Note 6)			72,948	10,531
Honoraria			16,492	16,492
Insurance			2,520	2,361
Meeting Expenses			13,148	11,626
Joint Branch Board Dinner			4,733	0
Official Publications			1,155	275
Open Meeting			5,195	6,078
Out of Pocket Expenses			2,743	4,161
Production of Federation Times			720	3,540
Postage, Printing and Stationery			1,704	2,371
Repairs and Maintenance			-	564
Website Costs			4,320	4,536
Welfare Home Expenses				
Less Income (Note 7)			4,983	2,528
Sundry Expenses (Note 8)			9,329	8,010
Telephone			3,518	3,716
Training Costs/Conferences			8,724	6,208
Travel and Subsistence			11,644	16,113
Sleep and Fatigue Assessment Project			-	3,000
Retirement Gifts and Presentation Items			8,624	8,242
NARPO Subscriptions			1,436	701
Rates			1,230	1,200
Fees Paid to Property Management Company			700	910
Other Property Expenses (Note 9)			7,754	8,025

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**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2015**

(Continued)

	2015	2014
	£	£
Pension Scheme Admin Fees	600	-
Social Media Expenses	8,927	-
Cuts Have Consequences Campaign	18,707	-
Promotional Video	5,724	-
GIS Trustees approved goodwill payments	5,800	-
Group Insurance Refunds	956	-
HMRC Interest Payable	<u>5</u>	<u>-</u>
	306,344	194,141
 Surplus of Expenditure over Subscription Income	 <u>(80,037)</u>	 <u>45,153</u>
 OTHER INCOME		
 Donations Received	 -	 228
Bank Interest (gross)	1,186	1,617
Dividends Received (gross)	9,666	9,504
Interest Received on Investments (gross)	3,573	3,684
Surplus on Insurance Premiums	25,179	25,225
HMRC Interest Supplement	3	0
Other Commission	2,095	1,662
Advertising/Website Income	6,550	6,669
Contribution Towards Overheads	<u>12,000</u>	<u>12,000</u>
	<u>60,252</u>	<u>60,589</u>
 (DEFICIT)/SURPLUS FOR THE YEAR	 <u>(19,785)</u>	 <u>105,742</u>

HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND

BALANCE SHEET AS AT 31 DECEMBER 2015

	2015	2014
	£	£
FIXED ASSETS		
Tangible assets (note 3)	449,151	503,625
Investments (note 4)	<u>370,388</u>	<u>358,830</u>
	<u>819,539</u>	<u>862,455</u>
CURRENT ASSETS		
Debtors	22,472	45,799
Cash at Bank and in Hand	<u>402,724</u>	<u>353,244</u>
	<u>425,196</u>	<u>399,043</u>
CURRENT LIABILITIES		
Contributions due to Central Committees	1,502	1,885
Corporation Tax	1,390	1,435
Sundry Accrued Expenses	<u>25,301</u>	<u>21,851</u>
	<u>28,193</u>	<u>25,171</u>
NET CURRENT ASSETS	<u>397,003</u>	<u>373,872</u>
NET ASSETS	<u>1,216,542</u>	<u>1,236,327</u>
REPRESENTED BY		
ACCUMULATED FUND		
Balance at 1 January 2015	1,236,327	1,130,585
(Deficit)/Surplus for Year	<u>(19,785)</u>	<u>105,742</u>
	<u>1,216,542</u>	<u>1,236,327</u>

Accounts approved on 3 February 2016

J. Apter Esq
Chairman

P. Callard Esq
Treasurer

**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2015**

1. ACCOUNTING POLICIES

1.1 Accounting Convention

The financial statements have been prepared under the historical cost convention.

1.2 Income

Income is primarily derived from subscriptions collected from the Fund's members.

Other Income

Other income sources may include rental/investment income generated from providing member services.

1.3 Expenditure

Expenditure is shown inclusive of Value Added Tax.

1.4 Depreciation

Depreciation has been calculated at rates required to write off the relevant assets over their anticipated useful lives. The applicable annual rates are:

Leasehold Property	2% straight line basis
Welfare Chalets	Straight line over 15 years
Computers	25% straight line
Office Equipment	15% reducing balance
Exhibition Equipment	20% straight line basis

1.5 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.

1.6 Investments

Investments are shown in the financial statements at cost less provision for diminution in value.

2. STATEMENT OF RESPONSIBILITIES

Regulation 18(2) of the Police Federation Regulations (as amended) requires the Board, in relation to Federation funds held by it to keep financial statements showing all monies received or paid out and to cause the financial statements each year to be audited by an independent auditor. In causing the financial statements to be prepared, the Board is required to:

- select suitable accounting policies and then 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 Board is responsible for keeping proper accounting records and is also responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2015**

3. TANGIBLE FIXED ASSETS

	Property The Grange	Welfare Chalets	Welfare Chalets Fixtures Fittings & Equipment	Computers	Office Equipment	Exhibition Equipment	Total
Cost:	£	£	£	£	£	£	£
At 1 January 2015	235,274	248,255	5,937	13,820	15,963	3,330	522,579
Additions	-	-	1,187	488	-	-	1,675
Disposals	-	(34,192)	-	-	-	-	(34,192)
At 31 December 2015	<u>235,274</u>	<u>214,063</u>	<u>7,124</u>	<u>14,308</u>	<u>15,963</u>	<u>3,330</u>	<u>490,062</u>
Depreciation:							
At 1 January 2015	6,274	-	-	6,278	3,073	3,329	18,954
Charge for the Year	4,705	11,893	395	3,030	1,934	-	21,957
Disposals	-	-	-	-	-	-	-
At 31 December 2015	<u>10,979</u>	<u>11,893</u>	<u>395</u>	<u>9,308</u>	<u>5,007</u>	<u>3,329</u>	<u>40,911</u>
Net Book Value:							
At 31 December 2015	<u>224,295</u>	<u>202,170</u>	<u>6,729</u>	<u>5,000</u>	<u>10,956</u>	<u>1</u>	<u>449,151</u>
At 31 December 2014	<u>229,000</u>	<u>248,255</u>	<u>5,937</u>	<u>7,542</u>	<u>12,890</u>	<u>1</u>	<u>503,625</u>

4. FIXED ASSET INVESTMENTS

Listed Investments	£
Cost:	
At 1 January 2015	358,830
Additions – Reinvestments	<u>11,558</u>
At 31 December 2015	<u>370,388</u>

Market value of listed investments at 31 December 2015 - £454,297 (2014: £441,420)

5. LEGAL AND PROFESSIONAL FEES

	2015	2014
	£	£
Solicitors Fees in Connection with Preparation of Trust Deed	0	840
Solicitors Fees in Connection with Employment Contracts	0	660
Set Up Fee for Auto Enrolment Pension Scheme	<u>1,500</u>	<u>0</u>
	<u>1,500</u>	<u>1,500</u>

HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND

NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2015

6. DONATIONS

	2015	2014
	£	£
Lejog4Us	350	0
Gurney Fund	50	0
Hampshire Constabulary (Running machines for Force gyms)	70,000	0
Donation Re Road Death Memorial Fund	150	0
Southampton Hospice Charity	20	0
Naomi House	0	100
J Ellis Trust Fund (Including £2934 collected on family day)	0	5,995
N Hughes Memorial	0	500
Netley Music Festival	0	750
Earl Mountbatten Hospice	0	100
Sophie ROIF Trust	0	100
Donation towards care costs of terminally ill officer	0	400
Donations in lieu of Welfare Chalet use	0	776
Pets 4 Paws (money collected on family day)	614	150
Air Ambulance	0	50
Countess Mount Hospice	0	50
Funding for Officers stay Flint House	0	1,560
Team BEX	100	0
Simon Says	50	0
David Phillips Memorial Fund	1,000	0
Hampshire Constabulary Welfare Fund (money collected on family day)	614	0
	<u>72,948</u>	<u>10,531</u>

7. WELFARE HOME EXPENSES/INCOME

	Honicombe Manor	Lodge 85 Sandy Balls Holiday Village
	£	£
Rental Income	<u>0</u>	<u>7,900</u>
Expenditure:-		
Annual Service Charge	1,073	9,000
Light & Heat	597	0
Insurance	0	932
Sundry Repairs & Maintenance	17	602
Rates	662	0
	<u>2,349</u>	<u>10,534</u>
Excess of Expenditure Over Income	<u>2,349</u>	<u>2,634</u>

The Board has an annual commitment of £10,800 in respect of the Annual Service charge for Lodge 85 Sandy Balls Holiday Village.

HAMPSHIRE CONSTABULARY JOINT BRANCH BOARD FUND

NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2015

8. SUNDRY EXPENSES	2015	2014
	£	£
Subscriptions	299	336
Computer Consumables, Software Assistance and Programming	4,924	5,572
Federation Diaries	1,883	0
Family Day (net)	(559)	(943)
Bravery Awards	872	850
Memorial Day	540	341
Other Sundry Expenses	<u>1,370</u>	<u>1,854</u>
	<u>9,329</u>	<u>8,010</u>
9. PROPERTY EXPENSES	2015	2014
	£	£
Alarm/Alarm Maintenance	1,389	925
Light and Heat	2,685	2,043
Storage Costs	1,246	1,221
Water Rates	98	249
Fire Extinguisher Service	42	42
Office Blinds	0	445
General Repairs/Maintenance	101	518
Frosted Door and Window Graphics	0	642
Office Cleaning	<u>2,193</u>	<u>1,940</u>
	<u>7,754</u>	<u>8,025</u>

10. FINANCIAL COMMITMENTS

At 31 December 2015 the Board had agreed to purchase a second Welfare Chalet at Sandy Balls Holiday Village for the sum of £242,250. As at 31 December 2015, £145,350 had been spent on the said purchase – this amount is included within Cash at Bank and In Hand as legal title to the chalet has not yet passed. A further sum of £97,049 is due to be paid in respect of this purchase.