

Report of the Trustees and
Financial Statements for the Year Ended
31 December 2016
for

The Police Arboretum Memorial Trust

UK POLICE MEMORIAL

Locke Williams Associates LLP
Chartered Accountants
Registered Auditors
Blackthorn House
St Pauls Square
Birmingham
West Midlands
B3 1RL

The Police Arboretum Memorial Trust

Contents of the Financial Statements for the Year Ended 31 December 2016

	Page
Chairman's Report	1 to 3
Report of the Trustees	4 to 8
Report of the Independent Auditors	9 to 10
Statement of Financial Activities	11
Balance Sheet	12 to 13
Cash Flow Statement	14
Notes to the Cash Flow Statement	15
Notes to the Financial Statements	16 to 20

Chairman's Report
for the Year Ended 31 December 2016

BACKGROUND & VISION

Our vision is to pay tribute to the United Kingdom's Police Service and to honour the dedication, courage and sacrifice of its members who have died, through:

- The creation of a new memorial at the National Memorial Arboretum (NMA) in Staffordshire
- The development of an educational programme
- The undertaking of a national campaign to foster an understanding and appreciation of Policing.

The Chancellor of the Exchequer, the Rt. Hon George Osborne MP, announced the UK Government's support for the project at a special reception at 11 Downing Street, and said:

"The UK is the birthplace of modern Policing. Policing is our gift to the world; our Police service is respected and admired throughout the world for its professionalism, its commitment to our protection and its service to our nation. It is therefore fitting that we have a memorial to the Service and to the thousands of men and women who have given their lives for us and our communities."

Since 1749 and the creation of the Bow Street Runners as the world's first recognised Police service, over 4,000 men and women have given their lives to serve and protect our communities in the United Kingdom. Losses in British Colonial and other UK administered forces overseas number as many as a further 1,000. The new Police memorial is a project of major national significance, supported by leaders, forces and associations of the Police service.

The Arboretum Memorial will complement other memorials around the country, notably the National Police Memorial at the Mall and both The Beat and the Police Memorial Garden, which are already located at the National Memorial Arboretum.

The National Memorial Arboretum in the heart of the country is conveniently situated and is purposefully designed for major events but also for individual reflection.

Families of the fallen are keen to see these issues addressed. To this end, Michael Foster QPM, former Chair of Care of Police Survivors (COPS), a leading charity which cares for families of the fallen, is one of our Trustees. He says:

"With the benefit of our many years of providing support for loved ones, I believe It is important to have not only a memorial to those who made the ultimate sacrifice but to also provide a place of remembrance for family, friends and colleagues in a central place of quiet contemplation. Somewhere where others can learn of the bravery and devotion to duty of those that have served to protect their communities."

Lastly, there are national cultural and heritage considerations in our plans. The new Memorial, as a place of ceremony, remembrance and quiet reflection located at the UK's national place for year round remembrance, together with a national campaign, will also help foster a national sense of pride and value in our Police service for generations to come.

THE MEMORIAL

The new Memorial, the design of which is currently undergoing a national consultation programme and which should be unveiled in the spring of 2016, will have four elements:

THE MEMORIAL

The memorial at the NMA will honour the fallen and pay tribute to the sacrifice of the men and women who have served and continue to serve our nation and our communities. It will be designed only after an extensive consultation process with Police and members of the public. This will be a memorial for the whole nation. Design concepts are available for confidential discussion. The world's first memorial to marry both the digital and physical (see below), construction is expected to be completed in 2017-18.

THE BEAT AND THE MEMORIAL GARDEN

First opened in 1997, 'The Beat' at the NMA is a Police memorial avenue with a tree and plaque for each police force. Many trees and plaques have since been privately placed. After 15 years the Beat will be refreshed and incorporated the new Memorial. Elements of the Memorial Garden, will also, as a space of quiet contemplation, be an important part of the new memorial design.

A DIGITAL MEMORIAL FOR THE 21ST CENTURY AND BEYOND

We will create an internationally important memorial, the first to merge the physical and digital, extending its reach beyond those who visit, to national and international audiences and achieving our goals of remembrance, honoring and education.

The digital channel will cover the following themes:

- ✓ Augmentation
| *Enhancing a visit to the memorial using technology.*
- ✓ Awareness
| *Raising awareness of the purpose of the physical memorial in the wider population.*
- ✓ Digital
| *Specific digital only activity that enhances the physical, but doesn't interact with it.*
- ✓ Education
| *Specific activities for enhancement based around school age groups.*
- ✓ Honouring
| *Remembrance specifically for the police family "audience".*
- ✓ Tailoring
| *Adjusting the experience of the Memorial for individuals and groups.*

The memorial must pass the test of time and not be reliant on particular technologies. The digital focus will be upon the curation of the memorial story through a series of narratives, told through technology and designed for cost effective managed updates as required. Our intention is that this memorial will be as relevant to all visitors, whether digital or physical, as much in 100 years' time as it is today.

Examples of how digital technology will bring the memorial to life, as the first of its kind in the world:

Find a leaf

This concept would incorporate an interactive point, being identified by a leaf shaped plaque. There may be dozens of these throughout the memorial grounds.

Using smart devices with the memorial app loaded, users could approach a trigger point and hold up the camera within the app toward the leaf plaque. The application could identify this point by recognising the shape of this leaf, and present information accordingly on the device.

As the visitor scans and views each piece of information, a counter or progress indicator may show how many other pieces of information are left to find at the memorial site. This may be seen as a way to "gamify" the experience for younger users, or simply a way to let visitors know how much information is available.

An additional piece of functionality may allow the user to socially share the content.

Chairman's Report
for the Year Ended 31 December 2016

Pay respects

This concept allows the visitor to pay their respects to the Service - or an individual - whilst at the memorial site. The process will be similar to a "check in", in the sense that it will record the date and time the visitor was at the memorial.

A screen within the device application will allow the visitor to "pay their respects". The visitor will be able to select from two options: to honour the fallen (all), or an individual by searching their name.

Once an option is selected the visitor may leave an optional message followed by their name. Messages may be viewed on the website or within the application. Once posted, the visitor will have the option to share their message on social networking sites. There is the opportunity here to generate an image which contains the message, for added share ability.

On this day

Using the bank of information available to the app, which could be sourced from the archives of a media partner and the Police Federation for example, a story will be available to the user that is relevant to the current date. This might be a news story, press article and/or list of officers who died on a specific day.

The user opens the application at the memorial site and is presented with an "On This Day" link, or section, loading a page which explains something that happened on this date in history. This is intended to be interesting, educational and may be shared on social media. It also uses the current date to tailor information to the user.

A LIVING MEMORIAL

We wish to make resources available which can support the families of the fallen as these tragic events occur. This will be done in partnership with organisations such as the National Association of Chaplains to the Police for example.

The sacrifices made by the members of our Police services deserve to be acknowledged and that tribute must become a part of the fabric of our national life. It is therefore fitting that, to honour the lives of the men and women who have given so much to serve and protect our communities, our nation should have a place of remembrance and celebration - both for them and their families.

The Trustees and Patrons of the Police Arboretum Memorial Trust invite everyone to help us create the Memorial that our Police service and our country so richly deserve. Thank you to all of those who have supported us and to all who are considering support.

When we enlist with the Police service, we don't sign up to lay down our lives in the service of our communities. We do know that might happen, however, and sadly it has happened to many of our colleagues over the years. Please join us and help us to create a fitting memorial to our brave Police service colleagues.



Sir Hugh Orde, OBE QPM
Chair
The Police Arboretum Memorial Trust

Report of the Trustees for the Year Ended 31 December 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the charity are:

1. The promotion of good citizenship for the public benefit through the provision and maintenance of a permanent memorial to the police officers who have lost their lives in the performance of their duties.
2. To relieve the needs of the dependents of police officers who have lost their lives in the performance of their duties by providing or assisting in the provision of counselling, support and by such other means as the trustees may determine.

More specifically, the new Memorial aims to achieve many goals, which its Trustees believe are fundamental to our country and national conscience:

- Honour the dedication, courage and sacrifice of UK policing members who have dedicated their lives to serve and protect their communities;
- Provide quiet space for personal reflection and remembrance;
- Create an area for larger public events;
- Foster a deeper understanding of UK policing nationally;
- Celebrate UK policing - our nation's gift to the world.
- Work with other police charities to support the families left behind

Public benefit

In setting these objectives and aims, the Trustees have given due regard to the guidance published by the Charity Commission on Public Benefit.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Following extensive consultation with Police 'family stakeholder to ensure that the new Memorial design is as fitting as it possibly can be, we reached a major milestone in our campaign: The launch of the design concept to an audience of donors and other stakeholders at the Drapers Hall in February.

The Memorial design was deliberately flexible to allow a number of opportunities for commemoration. Stakeholder consultation continued through an independent Names Committee to define commemoration protocols that are both fitting and comprehensive. Trustees adopted the Committee's recommendation that memorial should permanently record the names of those officers and staff who received injuries in the course of their lawful duty from which they subsequently died.

Options for wider digital and online commemoration are being explored in partnership with Liverpool John Moores University and with Police Roll of Honour Trust.

We welcomed five more Trustees to the Board to broaden stakeholder representation.

Report of the Trustees
for the Year Ended 31 December 2016

FINANCIAL REVIEW

Principal funding sources

Principal funding to date has been secured through philanthropic donations from the majority of the UK's Police forces, private donors, corporate partners and Government. The Trustees would like to express their gratitude to all who have pledged their support.

Reserves policy

Reserves are reviewed at each meeting of the Project Committee and of the Boards of Trustees. All activities will be reviewed should the level of reserves fall below the amount required to operate the Trust for a period of three months.

Trustees will ensure that all required funding is secured prior to commissioning construction of the Memorial.

Reserves after design, build and project management costs, will be directed towards a maintenance fund to ensure sustainability of the charity.

The surplus for the period is £331,049. While the Trust aims to function within its operating budget, meeting short-term expenditure and liabilities, this surplus is within anticipated levels.

FUTURE PLANS

Work will continue to secure the necessary funds to build and maintain the new Memorial, through applications to grant-making trusts and partnerships with corporate and private benefactors. We have now reached over 50% of our £4million target, however construction cannot begin until funding is fully in place. Fundraising will continue until the requisite funding has been achieved.

We look forward to launching a public campaign in April 2017 in partnership with major media outlets, and to launching phase II of our website and online giving functionality.

Development of the digital aspects of the Memorial will continue, including both formal and informal education initiatives.

Project Committee representation will be reviewed to replace Peter Evans who retired from the Committee in 2016.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The governing document is its Articles of Association.

Charity constitution

The Police Arboretum Memorial Trust is a charity, incorporated under the Companies Act 2006 as a private company, limited by guarantee, with its registered office in England & Wales and registered with the Charity Commission in January 2015.

Recruitment and appointment of new trustees

There are currently twelve trustees, all of whom have been recruited as individuals by virtue of their roles as Police family stakeholders who are committed to ensuring that a new and fitting memorial to UK Policing is realised.

All trustees are appointed by ordinary resolution at Ordinary General Meetings.

Report of the Trustees
for the Year Ended 31 December 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Board of Trustees were appointed as follows:

Sir Hugh Orde OBE QPM (Chair)
Adrian Leppard QPM
Stephen Mann
Sir Paul Scott-Lee QPM
Sara Thornton CBE QPM
Michael Foster QPM
Stephen White
Jane Sawyers
Deborah Simpson QPM
Gavin Thomas
Andrea MacDonald
Mark Lindsay

They continue to meet quarterly.

A Project Committee, with delegated authority meets quarterly between trustee meetings. Membership as follows:

Stephen Mann (Chair)
Michael Foster QPM
Sir Paul Scott-Lee QPM

All decisions by the Project Committee are ratified by the full Board at trustees' meetings.

The trustees are supported in day-to-day operational matters and project management by a small management team.

An Advisory Council was appointed to inform trustee decisions on issues such as the Memorial design. Membership includes representatives from NARPO, PSAEW, PFEW, UNISON, COPS, PRHT, National Police Chaplain. This team continued their advisory role, specifically as a Names Committee to inform commemoration protocols.

During 2016, the Board's key areas of focus have been to:

- Ensure funds to design, build and maintain a new UK Police Memorial are in place;
- Launch the memorial design.
- Consult with Police 'family' stakeholders to ensure that naming protocols are apt and comprehensive;
- Progress digital and online opportunities for commemoration
- Plan a public campaign launch with an appropriate media partner

Induction and training of new trustees

Trustees are inducted to the charity individually by the Chairman and the management team.

Report of the Trustees
for the Year Ended 31 December 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The following systems have been put in place specifically to manage risk:

- Risks, Assumptions, Issues and Dependencies log which is maintained by the management team and reviewed regularly both by the Project Committee and the Board;
- Project spend forecasts which are reviewed regularly by the Project Committee and the Board;
- Cashflow forecast, also reviewed regularly by the Project Committee and the Board;
- Decision by the Board not to commence construction of the Memorial until all funds are secured." Decision by the Board to review all activities should the point where three months operating capital only is available;
- Accounting systems manual which sets out accounting processes;
- Spot checks on accounting records administration by the charity's auditors.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08961292 (England and Wales)

Registered Charity number

1159831

Registered office

Alexandra House
Queen Street
Lichfield
Staffordshire
WS13 6QS

Trustees

Michael Jon Foster QPM

Adrian Allen Leppard QPM

Stephen Andrew Joseph Mann

Hugh Stephen Roden Orde QPM

Paul Joseph Scott-lee QPM

Sara Joanne Thornton CBE QPM

Stephen John White

Jane Sawyers

- appointed 14.3.16

Deborah Louise Simpson QPM

- appointed 14.3.16

Mark Lindsay

- appointed 16.12.16

Andrea Elizabeth Macdonald

- appointed 16.12.16

Gavin Douglas Thomas

- appointed 30.9.16

Report of the Trustees
for the Year Ended 31 December 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

Locke Williams Associates LLP
Chartered Accountants
Registered Auditors
Blackthorn House
St Pauls Square
Birmingham
West Midlands
B3 1RL

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The Police Arboretum Memorial Trust for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

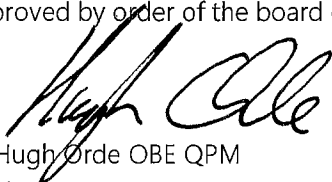
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Locke Williams Associates LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 7 March 2017 and signed on its behalf by:



Sir Hugh Orde OBE QPM
Trustee



Locke Williams Associates LLP
Blackthorn House, St Pauls Square Birmingham B3 1RL
T: 0121 262 3980 F: 0121 262 3981
E: info@lockewilliams.com W: www.lockewilliams.com

We have audited the financial statements of The Police Arboretum Memorial Trust for the year ended 31 December 2016 on pages eleven to twenty. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

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, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 13 to the financial statements

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 charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Chairman's Report and the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.



Report of the Independent Auditors to the
Trustees of The Police Arboretum Memorial Trust
(Registered number: 08961292)



Locke Williams Associates LLP
Blackthorn House, St Pauls Square Birmingham B3 1RL
T: 0121 262 3980 F: 0121 262 3981
E: info@lockewilliams.com W: www.lockewilliams.com

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure, 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 requirements of the Companies Act 2006.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- 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.

Locke Williams Associates LLP

Locke Williams Associates LLP
Chartered Accountants
Registered Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Blackthorn House
St Pauls Square
Birmingham
West Midlands
B3 1RL

7 March 2017



THE INSTITUTE
OF CHARTERED
ACCOUNTANTS
IN ENGLAND AND WALES

A FULL CIRCLE APPROACH TO YOUR BUSINESS NEEDS

Registered number: OC350146 Registered in England.

Partners: Christopher B. Locke BA (Econ) FCA Katrina L. Williams ACA CTA TEP

The Police Arboretum Memorial Trust

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 December 2016

	Notes	31.12.16 Unrestricted fund £	31.12.15 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2	148,599	164,079
Charitable activities	3		
Fundraising		<u>423,662</u>	<u>459,706</u>
Total		572,261	623,785
EXPENDITURE ON			
Charitable activities	4		
Management		249,402	241,800
Operations and fundraising		14,672	22,306
Design and construction incl online		<u>166,177</u>	<u>222,563</u>
Total		430,251	486,669
NET INCOME		142,010	137,116
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>189,039</u>	<u>51,923</u>
TOTAL FUNDS CARRIED FORWARD		<u>331,049</u>	<u>189,039</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Balance Sheet
At 31 December 2016

	Notes	£	31.12.16 Unrestricted fund £	31.12.15 Total funds £
CURRENT ASSETS				
Debtors	9		24,882	40,132
Cash at bank			<u>334,409</u>	<u>193,234</u>
			359,291	233,366
CREDITORS				
Amounts falling due within one year	10		(28,242)	(44,327)
			<u>331,049</u>	<u>189,039</u>
NET CURRENT ASSETS				
			<u>331,049</u>	<u>189,039</u>
TOTAL ASSETS LESS CURRENT LIABILITIES				
			<u>331,049</u>	<u>189,039</u>
NET ASSETS				
			<u>331,049</u>	<u>189,039</u>
FUNDS				
Unrestricted funds	11		<u>331,049</u>	<u>189,039</u>
TOTAL FUNDS				
			<u>331,049</u>	<u>189,039</u>

The notes form part of these financial statements

Balance Sheet - continued

At 31 December 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2016.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

The financial statements were approved by the Board of Trustees on 7 March 2017 and were signed on its behalf by:



Stephen Mann
Trustee

The Police Arboretum Memorial Trust

Cash Flow Statement

for the Year Ended 31 December 2016

	Notes	31.12.16 £	31.12.15 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>141,175</u>	<u>128,010</u>
Net cash provided by (used in) operating activities		<u>141,175</u>	<u>128,010</u>
		_____	_____
Change in cash and cash equivalents in the reporting period		141,175	128,010
Cash and cash equivalents at the beginning of the reporting period		<u>193,234</u>	<u>-</u>
Cash and cash equivalents at the end of the reporting period		<u>334,409</u>	<u>128,010</u>

The notes form part of these financial statements

The Police Arboretum Memorial Trust

Notes to the Cash Flow Statement
for the Year Ended 31 December 2016

1.	RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	31.12.16	31.12.15
		£	£
	Net income for the reporting period (as per the statement of financial activities)	142,010	137,116
	Adjustments for:		
	Decrease/(increase) in debtors	15,250	(40,132)
	(Decrease)/increase in creditors	<u>(16,085)</u>	<u>31,026</u>
	Net cash provided by (used in) operating activities	<u>141,175</u>	<u>128,010</u>

Notes to the Financial Statements
for the Year Ended 31 December 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Grant income is recognised when there is: 1) entitlement to the grant, 2) virtual certainty that it will be received and 3) sufficient measurability of the amount. Where amounts so recognised are actually received after the balance sheet date, these are shown in the balance sheet as assets.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

The Police Arboretum Memorial Trust

Notes to the Financial Statements - continued
for the Year Ended 31 December 2016

1. ACCOUNTING POLICIES - continued

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. DONATIONS AND LEGACIES

	31.12.16	31.12.15
	£	£
Donations	<u>148,599</u>	<u>164,079</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	31.12.16	31.12.15
	£	£
Grants	<u>423,662</u>	<u>459,706</u>

Grants received, included in the above, are as follows:

	31.12.16	31.12.15
	£	£
RBL Libor grant	<u>423,662</u>	<u>459,706</u>

4. CHARITABLE ACTIVITIES COSTS

	Support costs	Totals
	(See note 5)	
	£	£
Management	249,402	249,402
Operations and fundraising	14,672	14,672
Design and construction incl online	<u>166,177</u>	<u>166,177</u>
	<u>430,251</u>	<u>430,251</u>

The Police Arboretum Memorial Trust

Notes to the Financial Statements - continued
for the Year Ended 31 December 2016

5. SUPPORT COSTS

	Management £	Design and construction incl online £	Operations and fundraising £	Governance costs £	Totals £
Management	249,402	-	-	-	249,402
Operations and fundraising	-	-	12,512	2,160	14,672
Design and construction incl online	-	166,177	-	-	166,177
	<u>249,402</u>	<u>166,177</u>	<u>12,512</u>	<u>2,160</u>	<u>430,251</u>

Support costs, included in the above, are as follows:

	Management £	Operations and fundraising £	Design and construction incl online £	31.12.16 Total activities £	31.12.15 Total activities £
Trust & project management fees	249,402	-	-	249,402	241,800
Postage and direct marketing	-	153	-	153	216
Travel	-	5,149	-	5,149	10,273
Accountancy and legal compliance	-	13	-	13	162
Stationery and printing	-	32	-	32	37
Events and hospitality	-	2,767	-	2,767	3,832
Branding design fees etc	-	4,398	-	4,398	5,626
Auditors' remuneration	-	2,160	-	2,160	2,160
Design fees	-	-	110,082	110,082	180,582
Online costs	-	-	56,095	56,095	41,981
	<u>249,402</u>	<u>14,672</u>	<u>166,177</u>	<u>430,251</u>	<u>486,669</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.16 £	31.12.15 £
Auditors' remuneration	<u>2,160</u>	<u>2,160</u>

The Police Arboretum Memorial Trust

Notes to the Financial Statements - continued
for the Year Ended 31 December 2016

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2016 nor for the year ended 31 December 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2016 nor for the year ended 31 December 2015.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	164,079
Charitable activities	
Fundraising	<u>459,706</u>
Total	623,785
EXPENDITURE ON	
Charitable activities	
Management	241,800
Operations and fundraising	22,306
Design and construction incl online	<u>222,563</u>
Total	486,669
NET INCOME	137,116
RECONCILIATION OF FUNDS	
Total funds brought forward	51,923
TOTAL FUNDS CARRIED FORWARD	<u>189,039</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.16	31.12.15
	£	£
Prepayments and accrued income	<u>24,882</u>	<u>40,132</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2016

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.16	31.12.15
	£	£
Trade creditors	26,082	42,167
Accruals and deferred income	<u>2,160</u>	<u>2,160</u>
	<u>28,242</u>	<u>44,327</u>

11. MOVEMENT IN FUNDS

	At 1.1.16	Net movement in funds	At 31.12.16
	£	£	£
Unrestricted funds			
General fund	189,039	142,010	331,049
	<u>189,039</u>	<u>142,010</u>	<u>331,049</u>
TOTAL FUNDS	<u>189,039</u>	<u>142,010</u>	<u>331,049</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	572,261	(430,251)	142,010
	<u>572,261</u>	<u>(430,251)</u>	<u>142,010</u>
TOTAL FUNDS	<u>572,261</u>	<u>(430,251)</u>	<u>142,010</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2016.

13. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.