

REGISTERED COMPANY NUMBER: 08961292 (England and Wales)
REGISTERED CHARITY NUMBER: 1159831

**Report of the Trustees and
Financial Statements for the Year Ended
31 December 2018
for**

The Police Arboretum Memorial Trust

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



The Police Arboretum Memorial Trust

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for the Year Ended 31 December 2018**

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The Police Arboretum Memorial Trust

Chairman's Report for the Year Ended 31 December 2018

The Police Arboretum Memorial Trust is creating a new UK Police Memorial to pay tribute to our Police Service and to honour the dedication, courage and sacrifice of its members who have died. This new Memorial will be a place of ceremony, remembrance and quiet reflection located at the National Memorial Arboretum in Staffordshire, the UK's national place for year round remembrance. Together with a national campaign, the Memorial will also help foster a national sense of pride and value in our Police service for generations to come.

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. This year alone we have seen several of our colleagues lose their lives in horrific circumstances as they courageously performed their duties.

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.

It was our intention to clear the site at the Arboretum in the early part of 2019 and once planning permission had been obtained, to start to the onsite and offsite build of the Memorial throughout 2019. However, at the end of 2018, we were informed that there was likely to be a delay of up to two months to secure planning permission. In the view of the Trustees, the National Memorial Arboretum and the builders, it was not advisable to begin work without planning permission.

We have now missed the site clearance window and because of the spring nesting season for birds, it has been recommended by our contractors that we should delay the build by 10-12 months. Whilst this delay is regrettable it will give us the opportunity to raise the additional funds needed to complete this project.

It is hoped that site clearance can take place at the end of 2019, onsite and offsite build can then commence throughout 2020 and that the Memorial can be dedicated in the Spring of 2021. Although the build of the physical memorial will be delayed, plans continue to develop the digital memorial and this will be launched in the Summer of 2019.

Our project is one of major national significance, supported by leaders, forces and associations of the Police service. Our Trustees, Patrons and sub-committee members continue to operate as volunteers, giving their time freely and without recompense to realise this project. Day-to-day management is outsourced to a single supplier, Morgen Thomas Ltd and subject to regular monitoring and review. A heartfelt thank you to all of those who have supported us and to all who are considering support, to help us create the Memorial that our Police service and our country so richly deserve.

The Trustees and Patrons of the Police Arboretum Memorial Trust invite you to help us create the Memorial that our Police service and our country so richly deserve. A heartfelt 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

www.ukpolicememorial.org

**Report of the Trustees
for the Year Ended 31 December 2018**

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 2018. 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, aims and significant activities

The Police Arboretum Memorial Trust, has been established to ensure a fitting tribute is paid to the UK's Police service through the creation of a new UK Police Memorial at the National Memorial Arboretum in Staffordshire, the UK's recognised centre for remembrance.

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.

**Report of the Trustees
for the Year Ended 31 December 2018**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

FUNDRAISING

Gifts and pledges now equate to 85% of the Trust's £4 million target to build the memorial, thanks to the generous support from within the police family, individuals, business, trusts and foundations and Government. We are particularly grateful to BT for hosting an evening at BT Tower, and to Nick Ferrari and Katherine Jenkins OBE for their support.

In October we had an opportunity to address parliamentary representatives at Speakers House, an event endorsed by the Rt Hon Sajid Javid MP.

DESIGN AND BUILD

Based on fundraising projections, trustees agreed to a phased approach to building the Memorial, beginning with the build of the portal, walkways and landscaping. This will enable work to start and fundraising to continue to complete the project.

A pre-planning application was submitted, followed by a full application, in anticipation of beginning ground clearance work at the Memorial site at the NMA. A much delayed response to the application has led to a missed opportunity for site clearance in that trees cannot be cleared during nesting season. Trustees therefore decided to postpone clearance works until early 2020.

Terms of reference have been agreed for an independent Names Committee, who will consider which names will appear where on the Memorial.

DIGITAL

The second phase of our website was launched improving the user experience, and work continues with Liverpool John Moores University and Police Roll of Honour Trust in creating content for the digital memorial, focusing on an initial 20 names of fallen officers and working in partnership with their families and colleagues.

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 in place through gifts received and forward pledges, prior to commissioning construction of the Memorial. At 31 December, committed forward pledges amounted to £775,000 and the funding gap, £644,000.

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

Some £700,000 has been committed in written and confirmed forward pledges.

We are currently in negotiations with 155 potential funders targeted at £978,000 collectively.

The deficit of expenditure over income for the period is £40,605 and the unrestricted reserves are £456,612. While the Trust aims to function within its operating budget, meeting short-term expenditure and liabilities, this reserves level is within anticipated levels.

**Report of the Trustees
for the Year Ended 31 December 2018**

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. Build cannot proceed until all requisite funding is secured in received gifts and forward pledges.

Development of the digital aspects of the Memorial will continue, including both formal and informal education initiatives, with a launch anticipated later in 2019. Funding is also sought for this aspect of the Memorial.

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 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Board of trustees during the year were as follows:

Sir Hugh Orde OBE QPM (Chair)
Adrian Leppard QPM - resigned 11/09/2018
Stephen Mann
Sir Paul Scott-Lee QPM
Sara Thornton CBE QPM
Michael Foster QPM
Stephen White - resigned 11/09/2018
Jane Sawyers
Debbie Simpson QPM - resigned 11/09/2019
Gavin Thomas
Andrea MacDonald
Mark Lindsay
Gareth Morgan
Martyn Underhill - appointed 09/03/2018
Giles York QPM -appointed 11/09/2018

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. Management is subcontracted to Morgen Thomas Ltd, a specialist third sector advisory and fundraising organisation, which draws in additional professional services such as digital development, as and when needed. The management fee is agreed by trustees, as is requisite spend for additional services.

The trustees receive no remuneration, nor do they charge expenses.

Independent advisory committees are appointed as and when required, for example, to address naming protocols and dedication of the Memorial. These committees typically consist of representatives drawn from organisation such as NARPO, PSAEW, PFEW, UNISON, COPS, PRHT and the National Police Chaplaincy.

During 2018, 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;
- Consult with Police 'family' stakeholders to ensure that commemoration protocols are apt and comprehensive;
- Progress digital and online opportunities for commemoration;
- Engage with the public in partnership with an appropriate media partner;
- Progress construction plans.

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 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Key management and remuneration

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

An independent 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 during 2017 as a Names Committee to inform commemoration protocols.

At the outset of the project and the establishment of the charity, the trustees decided that the costs and complications of becoming an employer for a time limited undertaking were not reasonable. Accordingly a project management contract was agreed with Morgen Thomas Ltd as a single point of accountability across all management areas, including design and build, digital development, communications and fundraising and charity governance. Morgen Thomas Ltd agreed to supply services and reclaim expenses at cost.

The trustees are unpaid and neither the senior members of the management team nor trustees claim their expenses for reimbursement.

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

The full list of trustees serving during the period is given in the organisational structure section of this report.

**Report of the Trustees
for the Year Ended 31 December 2018**

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:

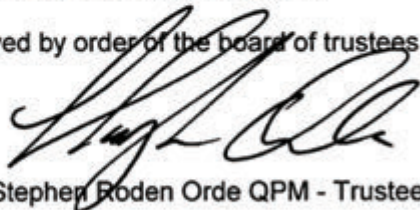
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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 4 June 2019 and signed on its behalf by:



Hugh Stephen Roden Orde QPM - Trustee

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

Opinion

We have audited the financial statements of The Police Arboretum Memorial Trust (the 'charitable company') for the year ended 31 December 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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).

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 2018 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 13 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.



TRUSTED ACCOUNTING SOLUTIONS

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

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

David Williams (Senior Statutory Auditor)
for and on behalf of Locke Williams Associates LLP
Chartered Accountants
Registered Auditors
Blackthorn House
St Pauls Square
Birmingham
West Midlands
B3 1RL

Date:

17 June 2019



TRUSTED ACCOUNTING SOLUTIONS

The Police Arboretum Memorial Trust

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 December 2018**

	Notes	31.12.18 Unrestricted fund £	31.12.17 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2	553,939	435,421
Charitable activities	3		
Fundraising		-	137,632
Total		<u>553,939</u>	<u>573,053</u>
EXPENDITURE ON			
Charitable activities	4		
Management		170,400	215,328
Operations and fundraising		82,003	73,686
Design and construction incl online		342,141	117,871
Total		<u>594,544</u>	<u>406,885</u>
NET INCOME/(EXPENDITURE)		<u>(40,605)</u>	<u>166,168</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>497,217</u>	<u>331,049</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>456,612</u></u>	<u><u>497,217</u></u>

The notes form part of these financial statements

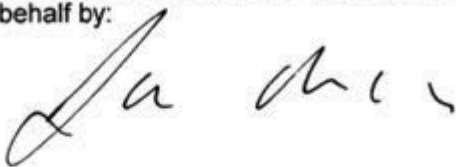
The Police Arboretum Memorial Trust (Registered number: 08961292)

Balance Sheet
At 31 December 2018

	Notes	31.12.18 Unrestricted fund £	31.12.17 Total funds £
CURRENT ASSETS			
Debtors	9	-	14,100
Cash at bank and in hand		<u>523,674</u>	<u>523,699</u>
		523,674	537,799
CREDITORS			
Amounts falling due within one year	10	<u>(67,062)</u>	<u>(40,582)</u>
		456,612	497,217
NET CURRENT ASSETS			
		<u>456,612</u>	<u>497,217</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>456,612</u>	<u>497,217</u>
NET ASSETS			
		<u>456,612</u>	<u>497,217</u>
FUNDS			
Unrestricted funds	11	<u>456,612</u>	<u>497,217</u>
TOTAL FUNDS			
		<u>456,612</u>	<u>497,217</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 4 June 2019 and were signed on its behalf by:



Stephen Andrew Joseph Mann -Trustee

The Police Arboretum Memorial Trust

**Cash Flow Statement
for the Year Ended 31 December 2018**

	Notes	31.12.18 £	31.12.17 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>(25)</u>	<u>189,290</u>
Net cash provided by (used in) operating activities		<u>(25)</u>	<u>189,290</u>
Change in cash and cash equivalents in the reporting period		<u>(25)</u>	<u>189,290</u>
Cash and cash equivalents at the beginning of the reporting period		<u>523,699</u>	<u>334,409</u>
Cash and cash equivalents at the end of the reporting period		<u><u>523,674</u></u>	<u><u>523,699</u></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 2018

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES	31.12.18	31.12.17
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(40,605)	166,168
Adjustments for:		
Decrease in debtors	14,100	10,782
Increase in creditors	26,480	12,340
Net cash provided by (used in) operating activities	(25)	189,290

The Police Arboretum Memorial Trust

Notes to the Financial Statements for the Year Ended 31 December 2018

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.

Allocation and apportionment of costs

All costs, other than Governance costs, are incurred directly in support of expenditure on the objects of the charity and include:

Management	Costs of overall project management and fundraising management
Design and construction (including online)	Costs relating to the design, planning and construction of both the physical and digital memorials
Operations and fundraising	Costs incurred in support of the above activities, including advertising and branding and other general overhead costs.

All costs associated with the overall project management and design and construction of the memorial are expended through the Statement of Financial Activities, as the charity will not 'have ownership' of the memorial asset once constructed.

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.

The Police Arboretum Memorial Trust

Notes to the Financial Statements - continued
for the Year Ended 31 December 2018

1. ACCOUNTING POLICIES - continued

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.

At this time, the charity has only received funds in furtherance of its one charitable activity and so total funds are therefore unrestricted funds.

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

	31.12.18 £	31.12.17 £
Donations	<u>553,939</u>	<u>435,421</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	31.12.18 £	31.12.17 £
Grants	-	137,632
	<u>-</u>	<u>137,632</u>

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

	31.12.18 £	31.12.17 £
RBL Libor grant	-	137,632
	<u>-</u>	<u>137,632</u>

4. CHARITABLE ACTIVITIES COSTS

	Support costs (See note 5) £	Totals £
Management	170,400	170,400
Operations and fundraising	82,003	82,003
Design and construction incl online	342,141	342,141
	<u>594,544</u>	<u>594,544</u>

The Police Arboretum Memorial Trust

Notes to the Financial Statements - continued
for the Year Ended 31 December 2018

5. SUPPORT COSTS

	Management £	Design and construction incl online £	Operations and fundraising £	Governance costs £	Totals £
Management	170,400	-	-	-	170,400
Operations and fundraising	-	-	79,843	2,160	82,003
Design and construction incl online	-	342,141	-	-	342,141
	<u>170,400</u>	<u>342,141</u>	<u>79,843</u>	<u>2,160</u>	<u>594,544</u>

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

	Management £	Operations and fundraising £	Design and construction incl online £	31.12.18 Total activities £	31.12.17 Total activities £
Trust & project management fees	170,400	-	-	170,400	215,328
Postage and direct marketing	-	751	-	751	983
Travel	-	8,511	-	8,511	7,115
Membership and insurance	-	-	-	-	144
Accountancy and legal compliance	-	133	-	133	253
Stationery and printing	-	181	-	181	1,026
Events and hospitality	-	8,476	-	8,476	6,907
Branding design fees etc	-	61,791	-	61,791	55,068
Auditors' remuneration	-	2,160	-	2,160	2,190
Design fees	-	-	301,683	301,683	50,004
Online costs	-	-	40,458	40,458	67,867
	<u>170,400</u>	<u>82,003</u>	<u>342,141</u>	<u>594,544</u>	<u>406,885</u>

6. NET INCOME/(EXPENDITURE)

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

	31.12.18 £	31.12.17 £
Auditors' remuneration	<u>2,160</u>	<u>2,190</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2018 nor for the year ended 31 December 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2018 nor for the year ended 31 December 2017.

The Police Arboretum Memorial Trust

Notes to the Financial Statements - continued
for the Year Ended 31 December 2018

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	435,421
Charitable activities	
Fundraising	137,632
Total	<u>573,053</u>
EXPENDITURE ON	
Charitable activities	
Management	215,328
Operations and fundraising	73,686
Design and construction incl online	117,871
Total	<u>406,885</u>
NET INCOME/(EXPENDITURE)	<u>166,168</u>
RECONCILIATION OF FUNDS	
Total funds brought forward	<u>331,049</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>497,217</u></u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.18 £	31.12.17 £
Prepayments and accrued income	<u>-</u>	<u>14,100</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.18 £	31.12.17 £
Trade creditors	64,902	38,422
Accruals and deferred income	2,160	2,160
	<u>67,062</u>	<u>40,582</u>

The Police Arboretum Memorial Trust

Notes to the Financial Statements - continued
for the Year Ended 31 December 2018

11. MOVEMENT IN FUNDS

	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
Unrestricted funds			
General fund	497,217	(40,605)	456,612
TOTAL FUNDS	<u>497,217</u>	<u>(40,605)</u>	<u>456,612</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	553,939	(594,544)	(40,605)
TOTAL FUNDS	<u>553,939</u>	<u>(594,544)</u>	<u>(40,605)</u>

Comparatives for movement in funds

	At 1.1.17 £	Net movement in funds £	At 31.12.17 £
Unrestricted Funds			
General fund	331,049	166,168	497,217
TOTAL FUNDS	<u>331,049</u>	<u>166,168</u>	<u>497,217</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	573,053	(406,885)	166,168
TOTAL FUNDS	<u>573,053</u>	<u>(406,885)</u>	<u>166,168</u>

The Police Arboretum Memorial Trust

Notes to the Financial Statements - continued
for the Year Ended 31 December 2018

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.17 £	Net movement in funds £	At 31.12.18 £
Unrestricted funds			
General fund	331,049	125,563	456,612
TOTAL FUNDS	<u>331,049</u>	<u>125,563</u>	<u>456,612</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,126,992	(1,001,429)	125,563
TOTAL FUNDS	<u>1,126,992</u>	<u>(1,001,429)</u>	<u>125,563</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2018.

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.

The Police Arboretum Memorial Trust

Detailed Statement of Financial Activities
for the Year Ended 31 December 2018

	31.12.18 £	31.12.17 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	553,939	435,421
Charitable activities		
Grants	-	137,632
Total incoming resources	553,939	573,053
EXPENDITURE		
Direct costs		
Management		
Trust & project management fees	170,400	215,328
Design and construction incl online		
Design fees	301,683	50,004
Online costs	40,458	67,867
	342,141	117,871
Operations and fundraising		
Postage and direct marketing	751	983
Travel	8,511	7,115
Membership and insurance	-	144
Accountancy and legal compliance	133	253
Stationery and printing	181	1,026
Events and hospitality	8,476	6,907
Branding design fees	58,829	51,904
Sundries	2,962	2,393
Bank charges	-	771
	79,843	71,496
Governance costs		
Auditors' remuneration	2,160	2,190
Total resources expended	594,544	406,885
Net (expenditure)/income	(40,605)	166,168

This page does not form part of the statutory financial statements