

POA WELFARE FUND
(A Company Limited by Guarantee)
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2016

Registered Company No: 5947132

Wilkins Kennedy LLP
Chartered Accountants
Greytown House
221-227 High Street
Orpington
Kent BR6 0NZ

POA WELFARE FUND
(A company Limited by Guarantee)

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REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---------------------------------|--|
| Trustees | P Chapple S Gillan R Valerio A Darken M Rolfe |
| Company Secretary | S Gillan |
| Charity Reference Number | 1117527 |
| Company Reference Number | 5947132 |
| Registered Office | c/o Wilkins Kennedy LLP Bridge House London Bridge London SE1 9QR |
| Independent Auditor | Wilkins Kennedy LLP Greytown House 221-227 High Street Orpington Kent BR6 0NZ |
| Banker | Unity Trust Bank Nine Brindleyplace 4 Oozells Square Birmingham B1 2HB |
| Solicitors | Thompsons Grove House 545 Lowlands Road Harrow Middlesex HA1 3AP |

REPORT OF THE TRUSTEES

The Trustees present their report and the audited financial statements for the year ended 31 December 2016.

Objectives and Activities

The objects of the Charity are:

1. to relieve in cases of need, hardship or distress, past or present members of the POA, by making grants of money for providing or paying for items, services or facilities for the relief of such persons.
2. the provision of grants to such other charitable organisations for the relief of the poor as the Trustees may from time to time see fit.

Financial Review

Incoming resources totalling £203,274 (2015: £204,991) included £149,649 (2015: £152,185) by way of members' contributions, £37,260 (2015: £37,806) in gift aid, £1,365 (2015: £nil) in other donations and £15,000 (2015: £15,000) in grants receivable. Expenditure totalling £190,541 (2015: £197,168) was incurred during the year including grants payable of £175,613 (2015: £183,764) and other costs of £14,928 (2015: £13,404). This resulted in a surplus for the year of £12,733 (2015: £7,823). Details of incoming and outgoing resources are set out in the financial statements.

There are no restrictions on the Charity's power to invest.

All costs of administering the Charity, other than bank charges, are met by the POA.

Reserves Policy

It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity to provide sufficient funds to meet future grant applications. There are no significant commitments to meet recurring grants with the majority of grants being one off payments based on individual applications. The charity has unrestricted funds as at 31 December 2016 of £567,752 (2015: £555,019).

The Trustees are aware the unrestricted funds total is increasing each year and are actively searching for recipients of donations that fall within the charities objectives.

Grant Making Policy

The Charity invites applications from past or present members of the POA where there is a case of need, hardship or distress. Applications are then reviewed by the Welfare Committee who approve all grants at their meetings.

The Charity also invites applications from other charitable organisations for the relief of the poor.

Risk Management

The Trustees have examined the major strategic, business and operational risks which the Charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

REPORT OF THE TRUSTEES

Structure, Governance and Management Constitution

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association dated 26 September 2006 (amended 18 December 2006). The company was registered as a charity on 9th January 2007.

A resolution was passed by the Trustees to incorporate the original charity and wind up the Trust. The company was incorporated on 26 September 2006. The objectives of this charitable company are identical to those of the old Trust.

Trustees

The Trustees, who are also directors for the purposes of the Companies Act 2006, who served during the period were:

P Chapple
S Gillan
P McParlin – resigned 12 May 2016
R Valerio
A Darken
M Rolfe – appointed 13 May 2016

No Trustees had any contact or arrangement of a material nature with the charitable company during the period under review.

The number of Trustees shall not be less than three and not more than seven (unless otherwise determined by ordinary resolution).

The Trustees from amongst themselves shall elect a Chairman and Treasurer; and they shall also appoint a secretary who need not also be a director.

Statement of Trustees' Responsibilities

The trustees (who are also directors of POA Welfare Fund for the purposes of company law) are responsible for preparing the Trustees' Annual Report and 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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

REPORT OF THE TRUSTEES

Statement of Trustees' Responsibilities (continued)

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

Statement as to Disclosure of Information to Auditors

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is 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 auditor is aware of that information.

Auditors

A resolution to reappoint Wilkins Kennedy LLP as the charitable company's auditors will be proposed at the Annual General Meeting.

By Order of the Board

S. Gillan

Date: 8 March 2017

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

We have audited the financial statements of POA Welfare Fund for the year ended 31 December 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. 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) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charitable company's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. 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 auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the 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 Trustees' Responsibilities Statement set out on page 3, 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 auditor 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.

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 Trustees' Annual Report 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.

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.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

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.

Catherine Cooper (Senior Statutory Auditor)
for and on behalf of Wilkins Kennedy LLP
Statutory Auditor
Chartered Accountants
Bridge House
London Bridge
London
SE1 9QR

Date: 8 March 2017

Wilkins Kennedy LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2016

Including Income and Expenditure Account

| | Year ended 31 December 2016 £ | Year ended 31 December 2015 £ |
|--|--|--|
| Income from: | | |
| Members' contributions | 149,649 | 152,185 |
| Donations received | 1,365 | - |
| Gift aid | 37,260 | 37,806 |
| Grant Income | 15,000 | 15,000 |
| | 203,274 | 204,991 |
| Expenditure on: | | |
| Grants payable | 175,613 | 183,764 |
| Other costs | 14,928 | 13,404 |
| | 190,541 | 197,168 |
| Net Movement in Funds | 12,733 | 7,823 |
| Total Funds at 1 January 2016 | 555,019 | 547,196 |
| Total Funds at 31 December 2016 | 567,752 | 555,019 |

All transactions are derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities.

POA WELFARE FUND – COMPANY NUMBER 5947132
(A company Limited by Guarantee)

BALANCE SHEET

AS AT 31 DECEMBER 2016

| | 2016 £ | 2015 £ |
|----------------------------|-------------------------|-------------------------|
| Current Assets | | |
| Cash at Bank | 502,501 | 520,928 |
| Other Debtors | 71,352 | 34,091 |
| | <hr/> | <hr/> |
| | 573,853 | 555,019 |
| Current Liabilities | | |
| Accrued Donations | 6,100 | - |
| | <hr/> | <hr/> |
| Net Assets | <u>567,752</u> | <u>555,019</u> |
| Represented by: | | |
| Unrestricted Funds | <u>567,752</u> | <u>555,019</u> |

Approved by the Board of Trustees on 8 March 2017 and signed on their behalf by:

S Gillan
Trustee

POA WELFARE FUND
(A company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES

Basis of Accounting

POA Welfare Fund is a charitable company in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities are to relieve in cases of need, hardship or distress, past or present members of the POA, by making grants of money for providing or paying for items, services or facilities for the relief of such persons and the provision of grants to such other charitable organisations for the relief of the poor as the Trustees may from time to time see fit.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) update bulletin 1, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.. The following specific policies are applied to particular categories of income:

- Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.
- Members' contributions relate to levies receivable from those members of the POA who wish to partake at the rate of 50p per month.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

The allotment of grants is made at the discretion of the Executive Committee acting on behalf of the Trustees and in accordance with the Trust Deed. Grants payable are included in the Statement of Financial Activities when approved by the Executive Committee and committed to the beneficiary.

POA WELFARE FUND
(A company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES (continued)

Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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.

Tax

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.

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.

Judgements and key sources of estimation uncertainty

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

No judgements or key assumptions were made in the preparation of the accounts.

2. EMPLOYEES

There were no employees of the Charity.

None of the Trustees received any remuneration or reimbursed expenses during the period under review.

3. GRANTS

All grants are payable on or on behalf of named individuals.

4. RELATED PARTIES

M Rolfe, S Gillan, A Darken and R Valerio are all members of the National Executive Committee. P Chapple is the Finance Officer of the POA the Professional Trades Union for Prison, Correctional and Secure Psychiatric Workers. During the year member contributions to the Fund amounted to £149,649 (2015: £152,185) and at the balance sheet date, an amount was due to the fund of £12,302 (2015: £12,506).

5. SHARE CAPITAL

The company is limited by guarantee and has no share capital. The liability of its members is limited to £10 per member.