

**Charity Registration No. 282375**

**METROPOLITAN POLICE STAFF WELFARE FUND**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2017**

# METROPOLITAN POLICE STAFF WELFARE FUND

## CONTENTS

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	<b>Pages</b>
Annual Report	1 to 6
Statement of Trustees' Responsibilities	7
Independent Auditors' Report	8 and 9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Accounts	12 to 14

# **METROPOLITAN POLICE STAFF WELFARE FUND**

## **ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017**

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The Trustees have pleasure in presenting the Annual Report of the Metropolitan Police Staff Welfare Fund ("the Charity") for the year ended 31 March 2017.

### **Reference and Administrative Information**

Charity Name:	Metropolitan Police Staff Welfare Fund
Charity Registration Number:	282375
Registered Office and Operational address:	Metropolitan Police Service (MPS) 9 <sup>th</sup> Floor West Empress State Building Lillie Road London SW6 1TR

### **Trustees and Officers**

#### ***Trustees***

Hugh Giles	Director of Legal Services, MPS
Robin Wilkinson	Director of Human Resources, MPS
Lynda McMullan	Director of Commercial and Finance, MPS
Vacant (Viv Danvers appointed Trustee July 2017)	Chair of the COMETS (MP Sports and Social Association ('MPSSA'))
Vacant	Head of Nursing and Counselling, MPS
Val Harris	Secretary of MET-TUS (PCS)
Alison Orsbourn	Secretary of MET-TUS (Unite, Prospect, FDA)

#### ***Treasurer***

James Morgan	Senior Accountant, Corporate Finance, MPS
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#### ***Secretary***

Natasha	Charities Accountant, Corporate Finance, MPS
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#### **Auditors**

Bright Grahame Murray, Chartered Accountants, Emperor's Gate, 114a Cromwell Road, Kensington, London SW7 4AG.

#### **Bankers**

National Westminster Bank, PO Box 3038, 57 Victoria Street, London SW1H 0HN

#### **Solicitors**

Bircham Dyson Bell, 50 Broadway, London SW1H 0BL

# **METROPOLITAN POLICE STAFF WELFARE FUND**

## **ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017**

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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

The Charity is constituted by a Declaration of Trust dated 26 March 1981 as amended by Charity Commission Schemes dated 26 September 1983 and 17 May 2007 and Resolutions of the Trustees dated 19 December 2007.

The charity has no property or employees.

#### **Appointment of Trustees**

Under the terms of the charity's governing documents as amended by Charity Commission Scheme dated 17 May 2007 and the Trustees Resolution dated 12 March 2012, the Trustees shall be the persons holding the following offices:

- The Director of Legal Services
- The Director of Human Resources
- The Director of Resources
- The Secretary of MET-TUS (First Division Association and Public and Commercial Services Trade Unions)
- The Secretary of MET-TUS (Amicus and Prospect Trade Unions)
- The Chair of the Comets (Metropolitan Police Sports and Social Association)
- The Head of Nursing and Counselling

A quorum at a Trustee meeting is three.

#### **Trustees Induction**

Each new Trustee is a volunteer, appointed in accordance with the provisions of the charity's governing document and is:

- a) Invited to sign an "Appointment as Trustee and Declaration of Eligibility" form.

And provided with,

- b) A copy of the Charity's Governing Documents
- c) A copy of the latest audited accounts
- d) Charity Commission Booklet CC3 "The Essential Trustee. What you need to know"
- e) Charity Commission Leaflet CC3 (a) "Responsibilities of Charity Trustees. A Summary"

Members of the MPS staff represent "donated services" and assist in administering the Charity on behalf of the Trustees. Two signatories, being two Trustees or the Treasurer and a Trustee, must sign the cheques.

### **OBJECTIVES AND ACTIVITIES**

The Charity aims to provide financial assistance to members of staff and past members of staff of the MPS, the Mayor's Office for Policing and Crime ("MOPAC"), their families and dependants who are in need through poverty, hardship, or distress by providing grants and/or loans.

# METROPOLITAN POLICE STAFF WELFARE FUND

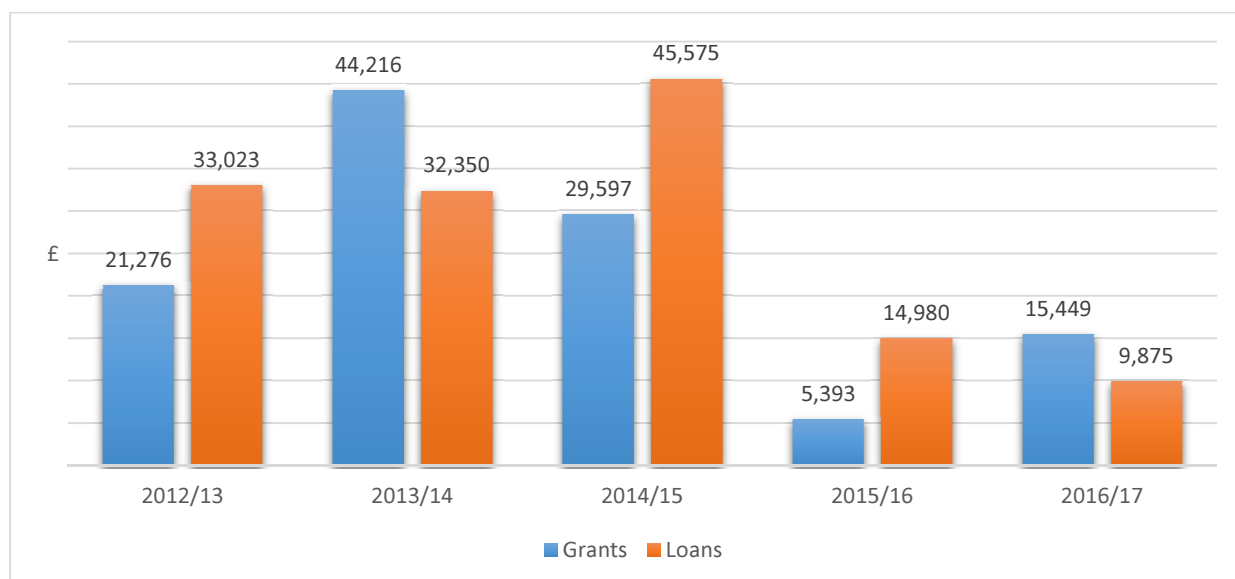
## ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017

### Achievements and performance in 2016-17

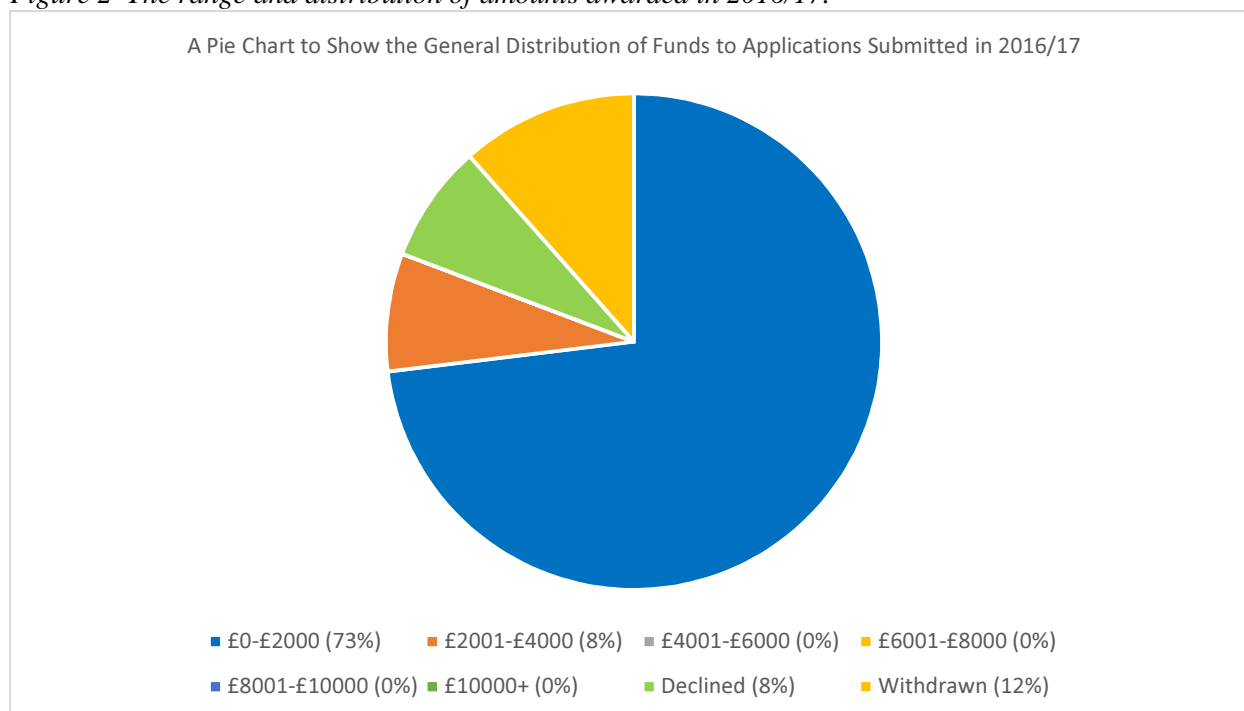
Applications for financial assistance from current and former MPS staff, and MOPAC staff are considered by the Trustees for a grant or loan depending on the merits of each case. Figure 1 displays the amounts granted in 2016-17 compared to the previous four years. It should be noted that the number of applications may have no effect on the amounts granted through the year.

Grants ranged from £100 to £2,007 and loans from £400 to £2,000 in 2016-17. The range of all applications is detailed in Figure 2.

*Figure 1 – Total value of amounts awarded per year.*



*Figure 2–The range and distribution of amounts awarded in 2016/17.*



# METROPOLITAN POLICE STAFF WELFARE FUND

## ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017

In 2016/17 a total of 26 (23 in 2015/16) cases were reviewed by the Trustees. Of these 14 were awarded a grant, 7 were awarded a loan, 2 were declined, and 3 were withdrawn by the applicant. The reasons for beneficiaries submitting applications are wide ranging and a sample of these are detailed in Figure 3.

*Figure 3 – Examples of awards made by the Charity.*

Grant / Loan / Declined / Withdrawn	Member of Staff / Former Member of Staff / Dependant	Reason for Application	Amount Awarded
Grant	Member of Staff	An application was made from a member of staff for a contribution towards airfare to Ghana to attend and contribute towards brother's funeral expenses.	£1,472.26
Grant	Dependant	An application was made by a widow of a former member of staff for assistance towards fitting a fireplace coverboard to include a vent, and replace 6 internal doors.	£565.00
Loan	Former Member of Staff	Applicant is a single parent with an autistic son requiring assistance to purchase a second hand car on welfare grounds. Trustees agreed to assist with a loan.	£1,250.00
Loan	Member of Staff	An application was made by a member of staff for assistance with various costs including rent arrears, gas and electricity bills, and moving homes.	£400.00
Loan	Member of Staff	A member of staff required assistance towards costs of their naturalisation and the ceremony.	£1,316.00
Grant	Member of Staff	A member of staff made an application for assistance towards funeral expenses for their late father.	£1,900.00
Grant	Former Member of Staff	A retired member of staff required assistance towards the purchase of a riser recliner chair and sofa.	£2,007.00
Loan	Member of Staff	A member of staff made an application for assistance with rent deposit, rent in advance and the agent's fees.	£2,000.00
Declined	Former Member of Staff	Application from a retired member of staff for assistance to consolidate their debts. The Trustees declined to assist as there was no evidence of financial hardship due to the savings held by the applicant.	-
Withdrawn	Member of Staff	A member of staff fell into financial difficulties and needed assistance to clear credit cards. Award was withdrawn by applicant.	-

### Public Benefit

The Trustees confirm that they have complied with their duty and paid due regard to the guidance on public benefit published by the charity commission in exercising their powers and duties.

# METROPOLITAN POLICE STAFF WELFARE FUND

## ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017

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### Exposure to risk

The Trustees are confident that there are no major risks to which the charity is exposed that have not already been mitigated against. All new Trustees have signed the "Appointment as Trustee and Declaration of Eligibility" form to declare not only their acceptance in becoming a Trustee, but also to declare that he/she knows of no legal reason why he/she should be disbarred from acting as a trustee.

### FINANCIAL REVIEW

#### Reserves Policy

The income of the Charity mainly derives from the capitation grant from MOPAC, contributions from MPS staff and interest receivable on the Charity's deposit fund and bank balances. The Trustees policy is to maintain a deposit fund of sufficient size to ensure that its income, when added to other income of the Charity, is sufficient to meet grants and loans to serving and former staff members and allowable expenses in connection with the running of the Charity.

#### Investment Policy

The Trustees' investment policy is to adopt a strategy with minimal risk of capital loss. Funds should be available for drawing down either without notice or with short notice and placed with secure financial institutions. The Trustees do not seek to accumulate capital, but apply the capital for use of the beneficiaries as and when required. Having regard to the intention that funds should be placed on deposit with secure financial institutions, and to the circumstances of the Charity, there is no need for diversification of investments.

The value of the fund from 1 April 2014 to 31 March 2017 (3 year period) is shown in figure 4 below to allow comparisons of income and expenditure over that period.

*Figure 4 – Value of the Charity over the last 3 financial years.*

	2016-17 £	2015-16 £	2014-15 £
Incoming Resources	28,427	23,941	25,695
Resources Expended	<u>25,172</u>	<u>13,435</u>	<u>37,038</u>
Net surplus/(deficit)	3,255	10,506	(11,343)
Balance brought forward	<u>249,034</u>	<u>238,528</u>	<u>249,871</u>
<b>Fund Balance</b>	<b><u>252,289</u></b>	<b><u>249,034</u></b>	<b><u>238,528</u></b>
Fixed assets (investments)	0	0	0
Net Current Assets	<u>252,289</u>	<u>249,034</u>	<u>238,528</u>
<b>Net Assets</b>	<b><u>252,289</u></b>	<b><u>249,034</u></b>	<b><u>238,528</u></b>

# **METROPOLITAN POLICE STAFF WELFARE FUND**

## **ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017**

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### **Future Aims and Objectives**

The Trustees are committed to carrying out the objects of the charity to the best of their abilities for the future year.

**Trustee: V. HARRIS**

**Trustee: L. McMULLAN**

**Approved on: 15 AUGUST 2017**

**Approved on: 15 AUGUST 2017**



## **METROPOLITAN POLICE STAFF WELFARE FUND**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2017**

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The Trustees are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities, and having due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

The trustees confirm that so far as they are aware, there is no relevant audit information of which the charity's auditors are unaware. They have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the auditors is aware of that information.

# **INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF**

## **METROPOLITAN POLICE STAFF WELFARE FUND YEAR ENDED 31 MARCH 2017**

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We have audited the financial statements of Metropolitan Police Staff Welfare Fund for the year ended 31 March 2017 on pages 8 to 14 which comprise Statement of Financial Activities, Balance Sheet and 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 Financial Reporting Standard 102.

This report is made solely to the Charity'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 Charity'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 Charity and the Charity'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**

The Trustees' responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

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 the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's [(APB's)] Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the FRC's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **Opinion**

In our opinion the financial statements:-

- give a true and fair view of the state of the Charity's affairs as at 31 March 2017 and of its incoming resources and application of resources in the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the Charities Act 2011;
- the information given in the Trustees' Report is consistent with the financial statements.

# **INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF**

## **METROPOLITAN POLICE STAFF WELFARE FUND YEAR ENDED 31 MARCH 2017**

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### **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 Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; 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.

### **Other matter**

Your attention is drawn to the fact that the charity has prepared accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

### **BRIGHT GRAHAME MURRAY**

#### **Chartered Accountants and Statutory Auditor**

Emperor's Gate  
114a Cromwell Road  
Kensington  
London  
SW7 4AG

Date: 21 August 2017

Bright Grahame Murray is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

# METROPOLITAN POLICE STAFF WELFARE FUND

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017

	2017 £	2016 £
<b>INCOME AND EXPENDITURE</b>		
<i>Incoming resources:-</i>		
Contributions from staff	3,101	3,725
Interest receivable	648	747
Sundry donations	5,009	6
MOPAC capitation	11,577	13,103
Donated services	<u>8,092</u>	<u>6,360</u>
<b>TOTAL INCOMING RESOURCES</b>	28,427	23,941
<b>RESOURCES EXPENDED</b>		
<i>Cost of charitable activities:</i>		
Grants to staff	15,449	5,393
<i>Cost of generating funds:</i>		
Charity Aid Foundation administration costs	16	20
<i>Governance costs:-</i>		
Auditors' remuneration	990	990
Bank charges	27	33
Indemnity insurance	598	639
Cost of donated services	<u>8,092</u>	<u>6,360</u>
	9,707	8,022
<b>TOTAL RESOURCES EXPENDED</b>	25,172	13,435
<b>NET SURPLUS FOR THE YEAR</b>	3,255	10,506
Unrestricted fund brought forward	<u>249,034</u>	<u>238,528</u>
<b>UNRESTRICTED FUND CARRIED FORWARD</b>	<u>252,289</u>	<u>249,034</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

*The attached notes 1 to 9 form part of these accounts.*

# METROPOLITAN POLICE STAFF WELFARE FUND

## BALANCE SHEET AT 31 MARCH 2017

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	Notes	2017 £	2016 £
<b>CURRENT ASSETS</b>			
Welfare loans	2	16,124	25,925
Debtors	3	830	849
Charities Deposit Fund		161,790	161,166
Bank and cash balances	4	<u>74,537</u>	<u>62,087</u>
		253,281	250,027
<b>CURRENT LIABILITIES</b>			
Creditors: amounts falling due within one year	5	<u>992</u>	<u>993</u>
<b>NET ASSETS</b>		252,289	249,034
		<u>          </u>	<u>          </u>
<i>Represented by:</i>			
<b>UNRESTRICTED FUND</b>		252,289	249,034
		<u>          </u>	<u>          </u>

Trustee: V. HARRIS

Trustee: L. McMULLAN

Approved on: 15 AUGUST 2017

Approved on: 15 AUGUST 2017

*The attached notes 1 to 9 form part of these accounts.*

# METROPOLITAN POLICE STAFF WELFARE FUND

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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### 1. PRINCIPAL ACCOUNTING POLICIES

#### (a) *Basis of preparation of accounts*

The accounts have been prepared under the historical cost convention with items recognised at a cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Fund constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern. With respect to the next reporting period, the most significant areas of uncertainty that affect the carrying value of assets held by the Charity are the level of investment return and the performance of investment markets.

#### (b) *Incoming resources*

##### (i) *Donations*

These represent voluntary donations received from members of the Metropolitan Police Staff. With effect from November 2003, donations have been received gross under the Give As You Earn Scheme. Donations are included in the Statement of Financial Activities when received.

##### (ii) *MOPAC Capitation*

This represents an amount of £1 for each serving member of police staff received from the Mayor's Office for Policing and Crime ("MOPAC").

#### (c) *Resources expended*

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Charity to the expenditure. All expenditure is accounted for on a paid basis and has been classified under headings that aggregate all costs related to the category.

#### (d) *Cost of charitable activities*

##### (i) *Grants*

Grants are made to provide financial assistance to members and past members of the MPS and MOPAC and their families and dependents. Grants are included in the Statement of Financial Activities on a paid basis.

# METROPOLITAN POLICE STAFF WELFARE FUND

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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### 1. PRINCIPAL ACCOUNTING POLICIES *(continued)*

#### *(e) Governance costs*

Governance costs include the costs of governance arrangements that relate to the general running of the charity. These activities provide the governance infrastructure that allows the charity to operate and to generate the information required for public accountability.

#### *(i) Donated services*

The administration and operation of the fund is carried out by members of the MPS Charities Section, Corporate Finance. An appropriate element of the salary cost of those individuals, together with their accommodation and overhead costs, is reflected within the Statement of Financial Activities.

	2017 £	2016 £
<b>2. WELFARE LOANS</b>		
Balance at 1 April 2016	25,925	44,284
Loans made during the year	9,875	14,980
Repayments	<u>(19,676)</u>	<u>(33,339)</u>
Balance at 31 March 2017	<u>16,124</u>	<u>25,925</u>

The balance at 31 March 2017 includes £8,269 which is recoverable in more than one year (2016: £6,507).

	2017 £	2016 £
<b>3. DEBTORS</b>		
Amounts due from Charities Aid Foundation	499	583
Prepayments	<u>331</u>	<u>266</u>
	<u>830</u>	<u>849</u>

### 4. BANK AND CASH BALANCES

National Westminster Bank reserve account	<u>74,537</u>	<u>62,087</u>
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### 5. CREDITORS

Accruals	<u>992</u>	<u>993</u>
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# METROPOLITAN POLICE STAFF WELFARE FUND

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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### 6. TAXATION

No taxation is payable in respect of the Charity's activities as a result of its charitable status.

### 7. MANAGEMENT AND ADMINISTRATION

The Charity has no full time employees and no remuneration was paid, directly or indirectly, and no expenses reimbursed to Trustees.

	Unrestricted funds 2017 £	Unrestricted funds 2016 £
<b>8. ANALYSIS OF NET ASSETS BETWEEN FUNDS</b>		
Current assets	253,281	250,027
Current liabilities	<u>(992)</u>	<u>(993)</u>
	<u>252,289</u>	<u>249,034</u>

### 9. ULTIMATE CONTROLLING PARTY

There is no ultimate controlling party either this year or last year.