CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

At a Meeting of the Members of the Churchfield and Plawfield Internal Drainage Board hosted at the Middle Level Offices, March on Wednesday 22nd June 2022

PRESENT

D J W Boyce Esq (Vice Chairman)	D Cowling Esq
P Allen	Cllr C J Crofts
G D Boyce Esq	D J Lunn Esq

Miss Sam Ablett (representing the Clerk to the Board) was in attendance.

Apologies for absence

Apologies for absence were received from S A Calton Esq (Chairman), M D R Fairey Esq and Councillor C N T Rose.

B.1178 Annual Governance Statement – 2021/2022

Members considered and approved the Annual Governance Statement for the year ended on the 31st March 2022, viz;

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.				*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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RESOLVED

> That the Vice-Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2022.

B.1179 Annual Accounts of the Board – 2021/2022

Members considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31st March 2022 as required in the Audit Regulations, viz;

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

GENERAL FUND

2022				2021			
Mar-31	Payments made during the year:-			Apr-01	By balance brought forward		17,584.37
	Precept		2,838.37	2022			
	Insurances	279.43		Mar-31	Rate income & Special levy	30,518.84	
	Drainworks, Repairs & Renewals	14,198.11			Development Charges	680.00	
	Administration charge, Audit fee,				Consents	150.00	
	printing, stationery, advertising etc	6,940.66			Interest on Deposit Accounts	1.24	31,350.08
			21,418.20				
	Improvement works				Re-charge to third parties (provision made)		
	New Road/Townley Close		1,534.26		Works at New Road/Townley Close		1,534.26
	Balance carried forward		24,677.88				
			50,468.71				50,468.71

BALANCE SHEET

Revenue Section

Liabilities			Assets		
General Fund		24,677.88	Ratepayers' Account - Arrears		433.61
Development Charges Account		12,879.77	Value added Tax - Refunds due		987.35
Sundry Creditors		5,549.78	Sundry Debtors		1,962.51
			Balance in hand:-		
			Barclays - Treasurer's Account	39,229.53	
			National Savings - Treasurer's Account	494.43	
			Labour Account	0.00	39,723.96
		43,107.43			43,107.43

Churchfield & Plawfield Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2022

Treasurers Account 2020/2021

1st April 2021			31st March 2022	
Balance brought forward		38,230.35	Payments made during the year	33,787.52
31st March 2022				
Receipts during the year				
Clerk's collection account	34,784.56			
Interest on deposit accounts	2.14	34,786.70	Balance carried forward	39,229.53
		73,017.05		**73,017.05**

National Savings - Treasurers Account 2020/2021

1st April 2021		31st March 2022	
Balance brought forward	494.38	Payments made during the year	0.00
31st March 2022			
Interest on deposit accounts	0.05	Balance carried forward	494.43
	494.43		**494.43**

Labour Account 2020/2021

1st April 2021		31st March 2022	
Balance brought forward	192.08	Transfer to Barclays Business Current Account	192.08
31st March 2022			
Interest on deposit accounts	0.00	Balance carried forward	0.00
	192.08		**192.08**

Barclays Bank PLc

Clients Premium Account

Balance per Statement as at 31st March 2022	39,179.53
Less unpresented cheques	0.00
O/S lodgement	50.00
Balance per Trial Balance	**39,229.53**

Labour Account

Balance per Statement as at 31st March 2022	0.00
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	**0.00**

Cash balances as at 31st March 2022

Barclays Bank PLc

Clients Premium Account	**39,229.53**
Clients Labour Account	**0.00**

National Savings

Investment Account per passbook	**494.43**
Total reconciled cash balances per accounts	**39,723.96**

Section 2 – Accounting Statements 2021/22 for

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

	Year ending 31 March 2021 £	Year ending 31 March 2022 £	Notes and guidance: *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	30,323	31,143	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	27,527	30,519	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	859	1,693	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	0	0	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	27,566	25,797	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	31,143	37,558	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	38,917	39,724	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	0	0	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
				N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 30th May 2022

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

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Churchfield & Plawfield IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2022

				Per Annual Return
Line 1	**Balances brought forward**			
	General Fund	17,584.37		
	Development charges account	13,558.82		
			31,143.19	**31,143**
Line 2	**Rates and Special Levies**			
	Agricultural rates	5,430.84		
	Special Levies	25,088.00		
	Penalty	0.00		
	Costs	0.00		
	Write-off	0.00		
			30,518.84	**30,519**
Line 3	**Total other receipts**			
	Interest			
	General fund	1.24		
	Development charges account	0.95		
	Consent applications	150.00		
	Discharge contributions	0.00		
	Contribution to works	1,534.26		
	Refund of bank charges	6.00		
			1,692.45	**1,693**
Line 4	**Staff costs**			
	Wages/salaries	0.00		
	National insurance contributions	0.00		
	Pension costs	0.00		
	Travelling expenses	0.00		
			0.00	**0**
Line 5	**Loan repayments**			
	PWLB - Principal	0.00		
	PWLB - Interest	0.00		
			0.00	**0**
Line 6	**All other payments**			
	Precept	2,838.37		
	Rates, insurances, telephones	279.43		
	Drainworks	14,198.11		
	Administration	6,946.66		
	Development charges fees	0.00		
	Improvement works	1,534.26		
			25,796.83	**25,797**

Churchfield & Plawfield IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2022

				Per Annual Return
Line 7	**Balances carried forward**			
	General Fund	24,677.88		
	Development charges account	12,879.77		
			37,557.65	**37,558**
	Reconciliation			
	Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6		37,557.65	
	Balances carried forward			
	Per Annual return		**0.00**	

RESOLVED

That the Vice-Chairman be authorised to sign the Return, on behalf of the Board, for the financial year ending 31st March 2022.

B.1180 Date of next Meeting

The Vice-Chairman reminded Members that the next Meeting of the Board will be held on Monday 6th March 2023 at the Crown Lodge Hotel, Downham Road, Outwell at 7.00pm.

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Signed

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Date