SWAVESEY INTERNAL DRAINAGE BOARD

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

PRESENT

K Wilderspin (Chairman)	J E Dodson Esq (Vice Chairman)
J S Burgess Esq	Mrs S Dodson
Mrs A C Hemington	Miss H Parish

N K Stroude Esq

Miss Lorna McShane (representing the Clerk to the Board) was in attendance.

Apology for absence

An apology for absence was received from Cllr W Handley Esq.

B.1101 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:

SWAVESEY 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	Agreed 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.*
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.	Yes	No	N/A	*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 Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2022.

B.1102 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;

SWAVESEY 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	43,706.03
	Environment Agency - Precept		1,796.39	2022		
	Insurances	542.48		Mar-31	Rate income & Special levy	19,388.80
	Repairs & renewals	1,061.68			Highland Water contributions	5,154.36
	Fuel	2,333.62			Interest on Deposit Account	2.27
	Drainworks	9,157.84				
	Planning Fees	2,066.76				
	Administration charge, audit fee, printing, stationery, advertising etc	6,262.61	21,424.99			
	Future works account Raised in year		500.00			
	Transfer to creditors - provision for old balances		1,330.45			
	Balance carried forward		43,199.63			
			68,251.46			68,251.46

BALANCE SHEET

Capital Section

Liabilities			Assets	
	Capital Provisions	513,000.00	Swavesey Drain Area - Pumping Station & Ancillary Drainworks (inc Weedscreen Cleaning Equipment)	513,000.00
		513,000.00		513,000.00

Revenue Section

General Fund	43,199.63	Ratepayers Account - Arrears	1,770.25
Development Charges Account	34,830.48	Value added Tax - Refunds due	744.23
Pumping Station Future Works Account	11,281.09	Sundry Debtors	1,758.70
Sundry Creditors	7,439.45	Balance in hand:-	
		Barclays - Treasurer's Account	92,477.47
	609,750.65		609,750.65

Swavesey Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2022

Treasurers Account 2021/2022

1st April 2021			31st March 2022	
Balance brought forward		91,660.15	Payments made during the year	29,288.37
31st March 2022				
Receipts during the year				
Clerk's collection account	30,101.07			
Interest on deposit accounts	4.62	30,634.44	Balance carried forward	96,476.82
		125,765.19		**125,765.19**

Barclays Bank PLc

Clients Premium Account

Balance per Statement as at 31st March 2022	92,477.47
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	**92,477.47**

Cash balances as at 31st March 2022

Barclays Bank PLc

Clients Premium Account	**92,477.47**
Treasury Deposit Account	**0.00**
Total reconciled cash balances per accounts	**92,477.47**

Section 2 – Accounting Statements 2021/22 for

SWAVESEY INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*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	93,524	89,015	*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	19,389	19,389	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	4,392	5,459	*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	28,290	24,552	*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	89,015	89,311	*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	91,660	92,477	*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	513,000	513,000	*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

Swavesey 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	43,706.03		
	Development charges account	34,528.69		
	Future works	10,780.53		
			89,015.25	**89,015**
Line 2	**Rates and Special Levies**			
	Agricultural rates	13,090.80		
	Special Levies	6,298.00		
	Penalty	0.00		
	Costs	0.00		
	Write-off	0.00		
			19,388.80	**19,389**
Line 3	**Total other receipts**			
	Interest			
	General fund	2.27		
	Development charges account	1.79		
	Future works	0.56		
	Consent applications	0.00		
	Recharge of Drainworks	0.00		
	Highland Water	5,154.36		
	Discharge contributions	300.00		
	Write back of provisions	0.00		
			5,458.98	**5,459**
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	1,796.39		
	Rates, insurances, telephones	542.48		
	Repairs and renewals	1,061.68		
	Fuel	2,333.62		
	Drainworks	9,157.84		
	Administration	6,262.61		
	Development charges fees	0.00		
	Improvement works	0.00		
	Planning fees	2,066.76		
	Provision for old balances	1,330.45		
			24,551.83	**24,552**
Line 7	**Balances carried forward**			
	General Fund	43,199.63		
	Development charges account	34,830.48		
	Future works	11,281.09		
			89,311.20	**89,311**

RESOLVED

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

B.1103 Date of next Meeting

The Chairman reminded Members that the next Meeting of the Board will be held on Tuesday 7h February 2023.

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Signed

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Date