MANEA AND WELNEY DISTRICT DRAINAGE COMMISSIONERS

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17th June 2022

Mr Chairman, Lady and Gentlemen,

I enclose the Agenda for the Virtual Meeting of the Commissioners to be held at 3.00pm on Wednesday 22nd June 2022.

Please telephone or e-mail to confirm whether or not you will be attending the meeting as soon as possible.

Yours truly

D C THOMAS

Clerk to the Commissioners

To the Manea and Welney District Drainage Commissioners

A G E N D A

1. Apologies for Absence

2. Declarations of Interest

   Members to declare any interests relating to the Agenda.

3. Annual Governance Statement – 2021/2022

   To review and complete the Annual Governance Statement.

   (Copy page 3)

4. Annual Accounts of the Board - 2021/2022

   To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2022 and the completion of Section 2 of the Annual Return as required in the Audit Regulations.

   (Copy pages 4 - 8)

5. Date of Next Meeting

   The next meeting of the Commissioners will be on Wednesday 8th February 2023.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

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.*

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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MANEA AND WELNEY DISTRICT DRAINAGE COMMISSIONERS
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022
GENERAL FUND

2022				2021			
Mar-31	Expenditure during the year:-			Apr-01	Balance brought forward		392,006.87
	Precept		75,297.00	2022			
				Mar-31	Rate income & Special levy	194,562.72	
	Rates, Insurances, Telephones	3,471.39			Interest on Deposit Accounts	24.44	
	Repairs & Renewals	4,476.44			Highland Water Contributions	807.81	
	Fuel	17,963.46			Water Transfer - EA	0.00	
	Drainworks	13,786.00			Consents	100.00	195,494.97
	District Labour	34,012.67					
	Administration	16,937.03					
	Technical Services	2,147.59	92,794.58		By Transfer from Capital Reserve Fund		
					- Glen House weed-screen cleaner (	23,950.66	
	Transfer to Capital Reserve Fund				- Dredging bucket	3,450.00	27,400.66
	Pump overhaul provision		15,000.00				
	Improvement works						
	Weed-screen cleaner overhaul - Glen House p/s		23,950.66				
	Depreciation Charge		30,753.67				
	Balance carried forward		377,106.59				
			614,902.50				614,902.50

BALANCE SHEET

Capital Section

Liabilities			Assets		
			Pumping Stations	2,415,000.00	
			Plant Assets	132,196.28	
Capital Provisions		2,415,000.00			2,547,196.28

Revenue Section

General Fund			Ratepayers' Account - Arrears		9,842.72
Revenue	244,910.31		Stock		8,368.04
Capital	132,196.28	377,106.59	Value added tax - Refunds due		4,762.79
Sundry Creditors		51,612.86	Sundry Debtors		748.50
Development Contributions		50,732.21			
Contributions holding account		2,440.24	Balance in hand:-		
Capital Reserve Fund		121,503.36	Barclays Current Account	453,639.68	
Grant Aid Received in Advance		7,445.02	Barclays Labour Account	1,282.27	454,921.95
		3,025,840.28			3,025,840.28

Manea & Welney 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		458,420.99	Payments made during the year	217,933.48
31st March 2022				
Receipts during the year				
Clerk's collection account	213,116.27			
Interest on deposit accounts	35.90			
		213,152.17	Balance carried forward	453,639.68
		671,573.16		**671,573.16**

Labour Account 2019/2020

1st April 2021		31st March 2022	
Balance brought forward	1,282.17	Payments made during the year	0.00
31st March 2022			
Interest on deposit accounts	0.10	Balance carried forward	1,282.27
	1,282.27		**1,282.27**

Summary of Bank Reconciliations as at 31st March 2022

Barclays Bank PLc

Clients Premium Account

Balance per Statement as at 31st March 2022	453,639.68
Less unpresented cheques	
	0.00
O/S lodgement	0.00
Balance per Trial Balance	**453,639.68**

Labour Account

Balance per Statement as at 31st March 2022	1,282.17
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	**1,282.17**

Cash balances as at 31st March 2022

Barclays Bank PLc

Clients Premium Account	**453,639.68**
Clients Labour Account	**1,282.17**
Total reconciled cash balances per accounts	**454,921.85**

Section 2 – Accounting Statements 2021/22 for

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

	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	548,939	417,132	*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	189,924	194,563	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	41,471	3,384	*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	33,930	34,013	*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	329,272	161,480	*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	417,132	419,586	*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	459,703	454,922	*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	2,607,628	2,611,078	*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).*

	Yes	No	N/A	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)				*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 24/05/2022

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

Manea & Welney DDC
Reconciliation between statement of accounts and Annual Return

Financial year ended 31st March 2022

					Per Annual Return
Line 1	**Balances brought forward**				
	General Fund		232,506.92		
	Development charges account		50,728.99		
	Capital reserve account		133,895.68		
				417,131.59	**417,132**
Line 2	**Rates and Special Levies**				
	Agricultural rates		140,271.56		
	Special Levies		54,254.00		
	Penalty		37.16		
	Costs		0.00		
	Write-off		0.00		
				194,562.72	**194,563**
Line 3	**Total other receipts**				
	Interest				
		General fund	24.44		
		Development charges account	3.22		
		Capital reserve account	8.34		
	Highland Water		807.81		
	Discharge contributions		2,440.24		
	Consents		100.00		
	Water Transfer - EA		0.00		
	Write back of provisions		0.00		
				3,384.05	**3,384**
Line 4	**Staff costs**				
	Wages/salaries		29,519.90		
	National insurance contributions		2,853.24		
	Pension costs		1,639.53		
	Travelling expenses		0.00		
				34,012.67	**34,013**
Line 5	**Loan repayments**				
	PWLB - Principal		0.00		
	PWLB - Interest		0.00		
				0.00	**0**
Line 6	**All other payments**				
	Precept		75,297.00		
	Rates, insurances, telephones		3,471.39		
	Repairs and renewals		28,427.10		
	Fuel		17,963.46		
	Drainworks		13,786.00		
	Administration		16,937.03		
	Development charges fees		0.00		
	Planning fees		2,147.59		
	Depreciation		0.00		
	Purchase of Asset		3,450.00		
				161,479.57	**161,480**

Manea & Welney DDC
Reconciliation between statement of accounts and Annual Return

Financial year ended 31st March 2022

				Per Annual Return
Line 7	**Balances carried forward**			
	General Fund	244,910.31		
	Development charges account	50,732.21		
	Capital reserve account	121,503.36		
	Contributions Holdings Account	2,440.24		
			419,586.12	**419,586**
	Reconciliation			
	Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6		419,586.12	
	Rounding		0.00	
	Reconciliation to Accounts			
	Balances carried forward per Annual Return - As above		419,586.12	
	Add Back:-			
	Adjustments for Prior Years	159,499.95		
	Depreciation	-30,753.67		
	Purchase of Asset	3,450.00		
			132,196.28	
	Balances carried forward per Accounts			
	General Fund	388,656.59		
	Development charges account	50,732.21		
	Capital reserve account	109,953.36		
	Contributions Holdings Account	2,440.24		
			551,782.40	