SWAVESEY INTERNAL DRAINAGE BOARD

Telephone: DD (01354) 699377

E-mail: enquiries@middlelevel.gov.uk
www.middlelevel.gov.uk

Middle Level Offices
85 Whittlesey Road
MARCH
Cambs
PE15 0AH

14th June 2023

Dear Board Members,

I enclose the Agenda for the Virtual Meeting of the Board to be held at 1.30pm on Friday 23rd June 2023.

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

Yours truly

P BURROWS

Clerk to the Board

To the Chairman and the Members of the Swavesey Internal Drainage Board

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 – 2022/2023

   To review and complete the Annual Governance Statement.

   (Copy page 3)

4. Annual Accounts of the Board - 2022/2023

   To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2023 and the completion of Section 2 of the Annual Return as required in the Audit Regulations.

   (Copy pages 4 - 7)

5. Date of Next Meeting

   That will be held on Tuesday 6th February 2024.

Section 1 – Annual Governance Statement 2022/23

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 2023, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
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/YYYY

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

WWW.MIDDLELEVEL.GOV.UK

SWAVESEY INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

GENERAL FUND

2023				2022		
Mar-31	Payments made during the year:-			Apr-01	By balance brought forward	43,199.63
	Environment Agency - Precept		1,832.32	2023		
	Insurances	585.01		Mar-31	Rate income & Special levy	21,326.88
	Repairs & renewals	1,548.82			Highland Water contributions	4,040.26
	Fuel	3,766.41			Re-charge of engineering consultancy	2,901.00
	Drainworks	8,531.30			Insurance claim receipt	220.00
	Planning Fees	451.50				
	Administration charge, audit fee,				Write-back of provision	125.00
	printing, stationery, advertising etc	5,863.82	20,746.86			
	Future works account					
	Raised in year		500.00			
	Balance carried forward		48,733.59			
			71,812.77			71,812.77

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	48,733.59	Ratepayers Account - Arrears	1,770.26
Development Charges Account	34,852.48	Value added Tax - Refunds due	1,084.43
Pumping Station Future Works Account	11,781.09	Sundry Debtors	4,798.20
Sundry Creditors	8,806.42	Balance in hand:-	
		Barclays - Treasurer's Account	96,520.69
	617,173.58		617,173.58

Swavesey Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2023

Treasurers Account 2022/2023

1st April 2022			31st March 2023	
Balance brought forward		92,477.47	Payments made during the year	25,249.38
31st March 2023				
Receipts during the year				
Clerk's collection account	29,292.60			
Interest on deposit accounts	0.00	29,292.60	Balance carried forward	96,520.69
		121,770.07		**121,770.07**

Barclays Bank PLc

Clients Premium Account

Balance per Statement as at 31st March 2023		96,838.69
Less unpresented cheques	13/12/2022 Mawby	318.00
O/S lodgement		0.00
Balance per Trial Balance		**96,520.69**

Cash balances as at 31st March 2023

Barclays Bank PLc

Clients Premium Account	**96,520.69**
Total reconciled cash balances per accounts	**96,520.69**

Section 2 – Accounting Statements 2022/23 for

SWAVESEY INTERNAL DRAINAGE BOARD

	Year ending 31 March 2022 £	Year ending 31 March 2023 £	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	89,015	89,311	*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	21,327	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	5,459	7,308	*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	24,552	22,579	*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	89,311	95,367	*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	92,477	96,521	*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).*

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

I certify that for the year ended 31 March 2023 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

Date 12th June 2023

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

DD/MM/YYYY

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 2023

					Per Annual Return
Line 1	**Balances brought forward**				
	General Fund		43,199.63		
	Development charges account		34,830.48		
	Future works		11,281.09		
				89,311.20	**89,311**
Line 2	**Rates and Special Levies**				
	Agricultural rates		14,399.88		
	Special Levies		6,927.00		
	Penalty		0.00		
	Costs		0.00		
	Write-off		0.00		
				21,326.88	**21,327**
Line 3	**Total other receipts**				
	Interest				
		General fund	0.00		
		Development charges account	0.00		
		Future works	0.00		
	Insurance Claim		220.00		
	Engineering Consultancy Fees		2,901.00		
	Highland Water		4,040.26		
	Discharge contributions		0.00		
	Write back of provisions		125.00		
	Discharge consent application administration fee		22.00		
				7,308.26	**7,308**
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		1,832.32		
	Rates, insurances, telephones		585.01		
	Repairs and renewals		1,548.82		
	Fuel		3,766.41		
	Drainworks		8,531.30		
	Administration		5,863.82		
	Development charges fees		0.00		
	Improvement works		0.00		
	Planning fees		451.50		
	Provision for old balances		0.00		
				22,579.18	**22,579**
Line 7	**Balances carried forward**				
	General Fund		48,733.59		
	Development charges account		34,852.48		
	Future works		11,781.09		
				95,367.16	**95,367**

Reconciliation
Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6 95,367.16