



Broads
Drainage Board

**STATEMENT OF ACCOUNTS
FOR THE YEAR ENDING
31 MARCH 2014**

Kettlewell House
Austin Fields Industrial Estate
Kings Lynn
Norfolk
PE30 1PH

**STATEMENT OF ACCOUNTS
FOR THE YEAR ENDING 31 MARCH 2014**

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NOTE ACCOUNTING POLICIES

1 FINANCIAL REPORTING STANDARDS, REGULATION AND GUIDANCE

- (i) The Board has not elected to prepare a full Statement of Accounts required by larger public bodies, as provided for in Regulation 12(b) of the Accounts and Audit Regulations 2011.
- (ii) The Board has completed this Statement of Accounts in accordance with the Financial Reporting Standard for Smaller Entities 2008 (FRSSE) issued by the Accounting Standards Board and has prepared an Annual Return, which smaller bodies are required to do, in accordance with Regulation 12(a) of the Accounts and Audit Regulations 2011, based on these Accounts.
- (iii) The Annual Return has been prepared in accordance with proper practices that are set out in Parts 1 to 3 of the Guidance published by the Association of Drainage Authorities in 2008. This Statement of Accounts therefore includes the Accounting Statement reported on the Annual Return, which has been reconciled to the Income and Expenditure Account and Balance Sheet stated herein.

2 ACCOUNTING CONCEPTS

These accounts have been prepared in accordance with the following accounting concepts:

Going Concern
Prudence
Accruals

3 FIXED ASSETS

- (i) Fixed Assets are recognised as expenditure on the acquisition, creation or enhancement of fixed assets. Most assets with estimated useful economic lives in excess of one year and a value of £5,000 or above are capitalised on an accruals basis in the Accounts.
- (ii) All fixed Assets are valued on the following basis:
 - Land and buildings are included in the balance sheet at lower of net current replacement cost and net realisable value, net of accumulated depreciation. Net current replacement cost is assessed as:
 - Non-specialised operational properties - existing use value
 - Specialised operational properties - depreciated replacement cost
 - Vehicles, plant and equipment are included at cost less depreciation
- (iii) Disposals are written off at cost less depreciation. Any surplus/deficit arising is charged/credited to Exceptional Items in the Income and Expenditure Account.
- (iv) Depreciation has been provided for using the straight line method.
- (v) The useful lives of the various assets held on the Fixed Asset Register are as follows:
 - Motor Vehicles and Equipment: 3 years
 - Excavators and Tractors: 5 years
 - Specialist Plant and Equipment: <= 10 years
 - Fixed Pumping Plant: 20 years



NOTE ACCOUNTING POLICIES

Land: not depreciated
Pumping Stations: 10 years
Buildings: 50 years

4 STOCKS AND WORK IN PROGRESS

Stocks and work in progress are valued at the lower of cost or net realisable value.

5 GOVERNMENT GRANTS AND SUBSIDIES

Government grants and contributions have been credited to the Income and Expenditure Account on an accruals basis.

6 PENSIONS

- (i) The Board participates in the Local Government Pension Scheme, a defined benefit scheme operated by Norfolk County Council. The Board has paid a contribution of 19.5% on employees pensionable pay into the pension fund for 2013/14.
- (ii) The expected cost of providing pensions, as calculated periodically by professionally qualified actuaries, is charged to the Income and Expenditure Account in order to spread the cost over the service lives of employees in the scheme. Further costs arise in respect of certain pensions paid to retired employees on an unfunded basis.
- (iii) The Board's share of the schemes assets and liabilities are included at fair value, as calculated annually by the actuary, which in turn gives rise to actuarial gains and losses. Liabilities are discounted to their current price using a discount rate of 4.3%, which has changed from 4.5%. Furthermore the liability has been discounted by using the yield on the iBoxx over 15 year AA bond index to taking the yield on the over 15 year UK government bond index and then adding the median spread (excess yield over the "risk free" gilt return) from the constituents of iBoxx index. The schemes assets have been valued using the following methods:

Quoted securities - Current bid price
Unquoted securities - Professional estimate
Unitised securities - Current bid price
Property - Market value

- (iv) The Annual Report of the NCC Pension Scheme is available from Norfolk County Council (NCC), Pensions Section, County Offices, Norwich.

7 TAXATION

Drainage Boards are exempt from Income, Corporation and Capital Gains Taxes. Value Added Tax is included in the Income and Expenditure Account only to the extent that it is irrecoverable.

8 EXCEPTIONAL ITEMS, EXTRAORDINARY ITEMS AND PRIOR YEAR ADJUSTMENTS

- (i) There are no material exceptional or extraordinary items to disclose in the Accounts.
- (ii) Profits or losses on the disposal of fixed assets are shown separately on the face of the Income and Expenditure Account prior to the Operating Net Surplus/(Deficit).



NOTE ACCOUNTING POLICIES

9 INCOME RECOGNITION

Income is recognised at the time of invoicing. In the case of Drainage Rates this is on the 1st April annually.

10 FINANCE LEASES

There are no longer any Finance Leases held on any items of plant/equipment.

11 RESERVES

The Board holds Reserves as itemised below. The adequacy of these Reserves is reviewed by the Board annually. The purpose of these Reserves can be noted in the Board's Capital Financing and Reserves Policy:

http://www.wlma.org.uk/uploads/BIDB_Capital_Financing_and_Reserves_Policy.pdf

This policy is reviewed by the Board triennially.

- (i) **General Reserve**
- (ii) **Development Reserve**
- (iii) **Plant Reserve**
- (iv) **Maintenance Works Reserve**
- (v) **Capital Works Reserve**
- (vi) **Capacity Building/Partnership Working Reserve**
- (vii) **Revaluation Reserve**
- (viii) **Pension Reserve**

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Notes	Income and Expenditure Account	Actual 2012/13 £	Actual 2013/14 £	Annual Estimate £	Variance £
<u>Income:</u>					
	Occupiers Drainage Rates	247,402.91	253,589.23	253,590	-0.77
1	Special Levies issued by the Board	569,546.00	583,779.00	583,779	0.00
	Grants Applied	163,404.32	242,016.32	399,958	-157,941.68
	Rental Income	1,936.00	1,936.00	2,000	-64.00
2	Highland Water Contributions	181,212.93	194,491.77	160,000	34,491.77
3	Income from Rechargeable Works	11,040.55	39,612.96	16,000	23,612.96
	Development Contributions	0.00	0.00	0	0.00
	Investment Interest	12,588.97	5,128.11	0	5,128.11
4	Other Income	127,158.20	80,858.53	64,500	16,358.53
5	Net Surplus on Operating Accounts	12,877.32	10,362.05	0	10,362.05
	Pension Interest and Expected Return on Assets	0.00	0.00	0	0.00
Total Income		£1,327,167.20	£1,411,773.97	£1,479,827	-£68,053.03
<u>Less Expenditure:</u>					
6	Capital Works	251,434.77	406,211.92	537,905	131,693.08
7	Environment Agency Precept	130,013.00	133,523.00	130,013	-3,510.00
8	Maintenance Works	605,722.41	607,374.26	767,725	160,350.74
	Development Expenditure	0.00	0.00	0	0.00
	Interest Payments	4,390.69	3,486.45	4,500	1,013.55
9	Administration Charges	96,089.00	19,777.39	114,667	94,889.61
3	Cost of Rechargeable Works	9,764.30	38,384.46	0	-38,384.46
5	Net Deficit on Operating Accounts	0.00	0.00	0	0.00
Total Expenditure		£1,097,414.17	1,208,757.48	£1,554,810	£346,052.52
	Profit/(Loss) on disposal of Fixed Assets	0.00	0.00	0	0.00
10	Net Surplus/(Deficit)	£229,753.03	£203,016.49	-£74,983.00	£277,999.49

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Notes	Balance Sheet as at 31-3-2014	Opening Balance £	Movement This Year £	Closing Balance £
11	Fixed Assets:			
	Land & Buildings	46,305.00	-1,029.00	45,276.00
	Plant & Equipment	81,925.26	-20,905.80	61,019.46
	Pumping Stations	254,805.38	-37,335.14	217,470.24
		383,035.64	-59,269.94	323,765.70
	Current Assets:			
12	Bank Current Accounts	265,530.60	35,552.80	301,083.40
	Stock	0.00	0.00	0.00
13	Debtors Control Account	58,728.40	215.63	58,944.03
14	Work in Progress	0.00	18,636.00	18,636.00
15	Short Term Investments	900,000.00	200,000.00	1,100,000.00
16	Special Levies Due	0.00	0.00	0.00
17	Ratepayers Due	16,346.23	-11,010.50	5,335.73
18	Prepayments	20,358.00	4,067.50	24,425.50
	Prepayments (WMA)	-46,687.00	133,750.00	87,063.00
	Accrued Interest	225.00	-147.00	78.00
	VAT Due	39,772.38	-2,181.80	37,590.58
		1,254,273.61	378,882.63	1,633,156.24
	Less Current Liabilities:			
	Creditors Control Account	3,008.26	106,465.89	109,474.15
19	Grants Unapplied	222,992.53	55,293.18	278,285.71
	Accruals	5,145.66	3,943.88	9,089.54
	Finance Leases	0.00	0.00	0.00
20	Loans Due Less Than 1 Year	11,811.83	979.20	12,791.03
		242,958.28	166,682.15	409,640.43
	Net Current Assets	1,011,315.33	212,200.48	1,223,515.81
	Less Long Term Liabilities:			
27	Net Pension Liability/(Asset)	24,000.00	36,000.00	60,000.00
20	Loans Due More Than 1 Year	33,992.81	-12,791.03	21,201.78
		57,992.81	23,208.97	81,201.78
	Net Assets	£1,336,358.16	£129,721.57	£1,466,079.73
21	Reserves:			
	Earmarked			
22	General Reserve	345,999.35	268,778.49	614,777.84
23	Development Reserve	130,160.80	-21,862.00	108,298.80
24	Maintenance Works Reserve	19,275.00	-19,275.00	0.00
25	Capacity Building/Partnership Working Reserve	85,000.00	-85,000.00	0.00
	Plant Reserve	305,827.00	0.00	305,827.00
26	Capital Works Reserve	167,880.85	60,375.00	228,255.85
		1,054,143.00	203,016.49	1,257,159.49
	Non-Distributable			
27	Revaluation Reserve	306,215.16	-37,294.92	268,920.24
28	Pension Reserve	-24,000.00	-36,000.00	-60,000.00
		282,215.16	-73,294.92	208,920.24
	Total Reserves	£1,336,358.16	£129,721.57	£1,466,079.73

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Note Notes to the Accounts

- 1 Special Levies collected from constituent Billing Authorities were as follows:

	<u>2012/13</u>	<u>2013/14</u>
Broadland District Council	145,794.00	149,437.00
Great Yarmouth Borough Council	164,633.00	168,748.00
North Norfolk District Council	256,846.00	263,264.00
South Norfolk District Council	2,273.00	2,330.00
	<u>569,546.00</u>	<u>583,779.00</u>

- 2 The Highland Water Claim for 2013/14 amounts to £194,491.77 which is slightly higher than estimated. About half of this money is due to be paid by the Environment Agency (EA) to the Board in May and the other half is payable to the Board in December.

- 3 A profit of £1,228.50 has been made on Rechargeable Works on various jobs.

- 4 Other Income for this year is made up as follows:

	<u>2012/13</u>	<u>2013/14</u>
Catchment Officer funding for 2012/13	0.00	70,278.00
Broadland Flood Alleviation Project	0.00	1,375.00
Upper Thurne Flow Modelling	0.00	8,333.33
Sundry Income/Wayleaves	86.19	72.20
Summons Costs	-50.00	800.00
Bristish Gas Refund (Electricity)	87,122.01	0.00
Catchment Officer Norfolk Rivers	40,000.00	0.00
	<u>127,158.20</u>	<u>80,858.53</u>

- 5 The Net Operating Surplus/(Deficit) for this year is made up as follows:

	<u>2012/13</u>	<u>2013/14</u>
Labour Operations Account	6,471.04	1,967.94
Mobile Plant Operations Account	6,406.28	8,394.11
	<u>12,877.32</u>	<u>10,362.05</u>

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of Mobile Plant are shown in the Labour and Plant Operations Reports, which can be made available to members on request.

- 6 The gross cost and net cost of each capital scheme is detailed on the schedule of capital works and approved by the Board annually, which is managed by the District Engineer and can be made available to Members on request.

- 7 The EA Precept due for 2013/14 is slightly higher than estimated. Half of the EA Precept is payable to the EA on 31 May and the other half is payable to them on 30 November.

- 8 The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works, as managed by the Operations Manager, which can be made available to Members on request. Expenditure is analysed as follows:

	<u>2012/13</u>	<u>2013/14</u>
Labour Charges	108,229.00	114,594.20
Pump Attendance	31,310.18	12,547.00
Plant Charges	51,557.50	49,066.61
Insurance	6,520.88	7,927.35
Out-sourced repairs and maintenance	93,208.63	135,058.87
Materials	4,602.39	3,268.65
Electricity	114,568.15	94,553.67
Telemetry	30,173.54	34,037.69
Plant Hire	10,171.98	3,301.00
Depreciation	8,399.16	40.22
Direct Works	<u>458,741.41</u>	<u>454,395.26</u>
Technical Support Costs (WMA)	142,814.00	148,812.00
Technical Support Costs (Direct)	0.00	0.00
BAP Costs	4,167.00	4,167.00
Maintenance Works	<u>605,722.41</u>	<u>607,374.26</u>

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Note Notes to the Accounts

- 9 Administration charges reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

	<u>2012/13</u>	<u>2013/14</u>
Consortium Charges/Loss on Disposal of Shared Asset	95,060.00	18,699.00
Drainage Rates AV Increases/(Decreases)	0.00	49.39
Sundry Expenses/Kettlewell House Depn	1,029.00	1,029.00
Sundry Debtors written off	0.00	0.00
	<u>96,089.00</u>	<u>19,777.39</u>

- 10 At the time of preparing the Estimates, the Board planned to finance the estimated net deficit this year as follows:

	<u>2012/13</u>	<u>2013/14</u>
Development Reserve	0.00	0.00
Plant Reserve	0.00	0.00
General Reserve	-75,477.00	-74,983.00
	<u>-75,477.00</u>	<u>-74,983.00</u>

- 11 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2013/14, which can be made available to members on request. Summarised movements are as follows:

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance as at 1 April 2013	51,450	150,160	415,722	617,332
(+) Additions	0	0	0	0
(-) Disposals	0	0	-1,500	-1,500
Closing Balance as at 31 March 2014	<u>51,450</u>	<u>150,160</u>	<u>414,222</u>	<u>615,832</u>
Depreciation				
Opening Balance as at 1 April 2013	5,145	68,235	160,917	234,296
(+) Depreciation Charge for year	1,029	20,906	36,435	58,370
(-) Accumulated depreciation written out on disposal	0	0	-600	-600
Closing Balance as at 31 March 2014	<u>6,174</u>	<u>89,141</u>	<u>196,752</u>	<u>292,066</u>
Net Book Value as at 31 March 2013	46,305	81,925	254,805	383,036
Net Book Value as at 31 March 2014	45,276	61,019	217,470	323,766

- 12 The Bank Current Account balance will be kept to a minimum following the decision to invest additional working balances on the short term money market. The Bank Account is reconciled as follows:

	<u>2012/13</u>	<u>2013/14</u>
Opening Balance as at 1 April b/fwd	141,011.46	265,530.60
(+) Receipts	3,738,237.99	1,724,509.71
(-) Payments	-3,613,718.85	-1,688,956.91
(=) Closing Balance c/fwd	<u>265,530.60</u>	<u>301,083.40</u>
Balance on Statement as at 31 March	372,193.72	346,282.05
Less: Unpresented Payments	-106,663.12	-45,198.65
Add: Unpresented Receipts	0.00	0.00
Closing Balance c/fwd	<u>265,530.60</u>	<u>301,083.40</u>

- 13 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	37,670.80	3
>30 days and <=60 days	0.00	0
>60 days and <=90 days	0.00	0
>90 days	21,273.23	1
	<u>58,944.03</u>	<u>4</u>

>90 days

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Note Notes to the Accounts

EA0001	21,273.23	EA HWC	Chief Executive
	21,273.23		
14	Work In Progress (WIP) is currently made up of the following jobs:		
		Estimated Completion	Originator
HU0001	18,636.00	30/04/2014	Engineer
	18,636.00		
15	Term Deposits are currently as follows:		
		Investment Date	Maturity Date
Financial Institution	Capital		Interest Rate
Natwest	500,000.00	31/10/2013	Ongoing 0.55%
National Counties	400,000.00	13/03/2014	15/04/2014 0.40%
Manchester B/S	200,000.00	31/03/2014	30/04/2014 0.32%
	1,100,000.00		
16	Special Levies are due to be paid by Constituent Councils in two halves on 1 May and 1 November every year.		
17	Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 29 Ratepayers that have not paid their Drainage Rates for 2013/14, as compared to 75 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:		
	2012/13	2013/14	
Arrears b/fwd	4,070.59	16,346.23	
Drainage Ratepayers	247,402.91	253,589.23	
New Assessments	778.98	0.00	
Value Increases/(Decreases)	-778.98	0.00	
Payments Received	-235,077.27	-265,350.44	
Returned/(Represented) amounts	0.00	0.00	
Summons Collection Costs	0.00	800.00	
Paid Refunds	0.00	0.00	
Irrecoverables and write offs	-50.00	-49.29	
Sundry adjustments	0.00	0.00	
Arrears c/fwd	16,346.23	5,335.73	
18	Prepayments of £24,425.50 relates to annual telemetry charges.		
19	Grants Unapplied are those grants that we have received in advance of doing work on the following schemes:		
	2012/13	2013/14	
SCH02: Hickling Broad - Stubb Road (100%)	2,588.00	2,588.00	
SCH04: Upton WLMP (100%)	1,435.79	1,435.79	
SCH05: Calthorpe Broad (100%)	653.42	403.42	
SCH11: Sutton Ochre Improvement (100%)	3,363.63	113.63	
SCH19: Damgate Marshes (100%)	1,768.83	68.83	
SCH21: Halvergate	14,463.11	10,104.23	
SCH23: Shallam Dyke	5,729.09	5,729.09	
SCH24: East Ruston (100%)	6,430.96	0.00	
SCH30: Potter Heigham WLMP Implementation	4,544.09	0.00	
SCH50: Parrots Feather: Norfolk County Council (100%)	2,448.00	2,448.00	
SCH57: South Walsham GWP (100%)	533.98	39.98	
SCH01: Somerton Catchment Water Management Review	0.00	0.00	
SCH31: Brograve Study (100%)	90,184.62	63,305.97	
SCH45: Hickling (100%)	51,585.23	26,505.07	
SCH06: Stubb Mill Pump Replacement (45%)	4,294.08	4,294.08	
SCH13: Five Mile Pump Replacement (45%)	786.82	786.82	
SCH14: Hermitage Pump/Structure Replacement (45%)	799.63	799.63	
SCH15: Thurne Pumping Station (45%)	1,256.61	1,256.61	
SCH25: Health & Safety Improvements (45%)	3,899.88	0.00	
SCH27: Ludham Bridge	6,595.55	5,968.66	
SCH60: Tunstall Pumping Station Emergency Works (45%)	5,778.16	4,653.16	
SCH58: Breydon Pumping Station	5,320.11	0.00	
SCH59: Stokesby Pumping Station Emergency Works	8,532.94	0.00	
SCH07: Potter Heigham Automatic Weedscreen	0.00	22,109.28	
SCH09: River Yare Pumping Station Improvement	0.00	12,746.44	

From: 01 April 2013
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Period To: 12
Year Ended: 31 March 2014

Note Notes to the Accounts

SCH32: Eastfield Pumping Station Auto Weedscreen	0.00	28,026.00
SCH33: Tonnage Bridge Pumping Station Auto Weedscreen	0.00	38,186.00
SCH08: St Benet's Pumping Station Improvement	0.00	46,717.02
	222,992.53	278,285.71

20 Outstanding Public Works Loan is currently as follows:

<= 1 year

Loan Number 478101: Upton Dole Pumping Station (8.125%) 12,791.03 Payments due: August 2013 & February 2014

> 1 year

Loan Number 478101: Upton Dole Pumping Station (8.125%) 21,201.78 Last payment due: 2016/17
33,992.81

21 The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy for 2013/14, as approved by the Board on 28 January 2013. This policy is available for viewing on the Board's website.

22 Movements on the General Reserve are made up as follows:

	<u>2012/13</u>	<u>2013/14</u>
Opening Balance, as at 1 April b/fwd	290,879.99	345,999.35
Net Surplus/(Deficit) for the year	229,753.03	203,016.49
Net transfer (to)/from Development Reserve	34,978.90	21,862.00
Net transfer (to)/from Maintenance Works Reserve	-19,275.00	19,275.00
Net transfer (to)/from Capacity Building/Partnership Working	-85,000.00	85,000.00
Net transfer (to)/from Capital Works Reserve	-105,337.57	-60,375.00
Closing Balance, as at 31 March c/fwd	345,999.35	614,777.84

23 The purpose of the Development Reserve is to reduce the impact on drainage rates from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve (earmarked to the sub catchment) and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to help fund improvement works that are necessary because of development. The Development Reserve is currently made up as follows:

	<u>2012/13</u>	<u>Tfr from Gen. Reserve</u>	<u>Tfr to Gen. Reserve</u>	<u>2013/14</u>
Muckfleet and South Flegg Sub District	125,702.80	0.00	-21,862.00	103,840.80
Middle Bure Sub District	4,459.00	0.00	0.00	4,459.00
	130,161.80	0.00	-21,862.00	108,299.80

24 Movements on the Maintenance Works Reserve are made up as follows:

	<u>2012/13</u>	<u>2013/14</u>
Opening Balance, as at 1 April b/fwd	0.00	19,275.00
Ashtree Pumping Station	4,000.00	-4,000.00
Breydon Pumping Station	775.00	-775.00
Brograve Pumping Station	6,000.00	-6,000.00
Five Mile Pumping Station	4,500.00	-4,500.00
Upton Doles Pumping Station	4,000.00	-4,000.00
Closing Balance, as at 31 March c/fwd	19,275.00	0.00

25 Movements on the Capacity Building/Partnership Working Reserve are made up

	<u>2012/13</u>	<u>2013/14</u>
Opening Balance, as at 1 April b/fwd	0.00	85,000.00
Tfr to General Reserve	0.00	-85,000.00
Closing Balance, as at 31 March c/fwd	0.00	0.00

26 The Capital Works Reserve largely represents the committed cost of capital schemes that the Board has approved where suppliers have not actually invoiced for work, either due to slippage in the programme or other issues with the contract. The advantage to the Board of committing scheme costs at the time contracts are awarded is that grant aid can be claimed in advance of incurring the expenditure, and, the year end balance of the General Reserve does not fluctuate significantly. The Capital Works

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Note Notes to the Accounts

Reserve is currently made up as follows:

	2012/13	Tfr from Gen. Reserve	Tfr to Gen. Reserve	2013/14
SCH14: Hermitage Pump/Structure Replacement Scheme	5,011.00	0.00	-5,011.00	0.00
SCH27: Ludham Bridge Pumping Station Refurbishment	6,500.00	0.00	0.00	6,500.00
SCH58: Breydon Pump Replacement (Emergency Works)	28,550.00	0.00	-28,550.00	0.00
SCH59: Stokesby Pump Replacement (Emergency Works)	18,700.00	0.00	-18,700.00	0.00
SCH60: Tunstall Pump Replacement (Emergency Works)	15,000.00	0.00	0.00	15,000.00
SCH07: Potter Heigham Weedscreen	0.00	10,886.00	0.00	10,886.00
SCH32: Eastfield Weedscreen	0.00	46,750.00	0.00	46,750.00
SCH33: Tonnage Bridge Weedscreen	0.00	44,000.00	0.00	44,000.00
SCH61: Cess Lane Martham Culvert	0.00	6,000.00	0.00	6,000.00
Tracey Arms Culvert	0.00	5,000.00	0.00	5,000.00
Buckenham Pumping Station Refurbishment	17,416.85	0.00	0.00	17,416.85
Cantley Pumping Station Refurbishment	17,416.85	0.00	0.00	17,416.85
Seven Mile Pumping Station Refurbishment	17,416.85	0.00	0.00	17,416.85
St Benet's Pumping Station Refurbishment	41,869.30	0.00	0.00	41,869.30
	167,880.85	112,636.00	-52,261.00	228,255.85

27 Movements on the Revaluation Reserve are made up as follows:

	2013/14
Opening Balance, as at 1 April b/fwd	306,215.16
Less:	
Pumping Station Depreciation	-36,394.92
Ludham Bridge write out	-1,500.00
Ludham Bridge Depreciation write out	600.00
Closing Balance, as at 31 March c/fwd	268,920.24

28(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability, which has been calculated by the LGPS Fund Actuary as at 31 March 2014.

28(ii) The Board is a member of the Water Management Alliance Consortium and as such will also have a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has now prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £1,037,000 as at 31 March 2014 that is shared by all 5 Member Boards.

Recommended Actions:

1. To approve the Financial Report for the year ending 31 March 2014.
2. To approve the Accounting Statement shown in section 1 of the Annual Return for 2013/14.

P J CAMAMILE
CHIEF EXECUTIVE

M FUTTER
FINANCE OFFICER

Our ID	Capital Works	EA Ref.	GiA Level %	Actual 2007/08 £	Actual 2008/09 £	Actual 2009/10 £	Actual 2010/11 £	Actual 2011/12 £	Actual 2012/13 £	Actual 2013/14 £	Annual Estimate 2013/14 £	Variance (2013/14) £	Cumulative Cost C/Fwd £	Approved Cost £	Variance (adverse)/favourable £	Grant Receivable £	Grant Received £	Grant Due/ (Unapplied) £	Grant Applied
Environmental Improvement Schemes:																			
SCH02	Hickling Broad - Stubb Road	IDB0025	100%	43,864.57	118,547.80	3,838.25	0.00	84.00	0.00	0.00	0	0.00	166,334.62	168,922.62	2,588.00	166,334.62	168,922.62	-2,588.00	0.00
SCH03	Upper Thurne Modelling		100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00
SCH04	Upton Improvement	IDB0024	100%	2,727.20	14,991.05	1,765.59	5,431.75	2,731.00	0.00	0.00	0	0.00	27,646.59	29,082.38	1,435.79	27,646.59	29,082.38	-1,435.79	0.00
SCH05	Calthorpe Broad	IDB0026	100%	5,075.20	40,017.59	13,032.84	7,218.89	100.00	0.00	250.00	0	-250.00	65,694.52	66,098.14	403.62	65,694.52	66,097.94	-403.42	250.00
SCH10	Halvergate Marshes WLMP	IDB0286	100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	85,000.00	85,000.00	0.00	0.00	0.00	0.00
SCH11	Sutton Ochre Improvement (Ant Broads & Marshes)	IDB0077	100%	0.00	0.00	14,703.87	1,990.00	0.00	67.50	3,250.00	50,000	46,750.00	20,011.37	20,125.00	113.63	20,011.37	20,125.00	-113.63	3,250.00
SCH17	Happisburgh Optimal Stabel Bay Reef Design Research	CLA (MS)	100%	0.00	0.00	32,625.00	12,375.00	0.00	0.00	0.00	0	0.00	45,000.00	45,000.00	0.00	45,000.00	45,000.00	0.00	0.00
SCH18	Catchment Officer (delivery of Environmental Improvement Schemes)	IDB0105, 02	100%	0.00	0.00	11,515.80	25,686.38	0.00	30,277.32	0.00	0	0.00	67,479.50	45,000.00	-22,479.50	45,000.00	45,000.00	0.00	0.00
SCH19	Damgate	IDB0132	100%	0.00	1,076.20	20,906.33	3,986.04	5,112.60	1,700.00	0.00	0	-1,700.00	32,781.17	32,850.00	68.83	32,781.17	32,850.00	-68.83	1,700.00
SCH20	Potter Heigham	IDB0102	100%	0.00	0.00	12,906.60	0.00	0.00	0.00	0.00	0	0.00	12,906.60	15,000.00	2,093.40	12,906.60	12,906.60	0.00	0.00
SCH21	Halvergate	IDB0123	100%	0.00	0.00	17,611.52	325.46	100.00	2,499.91	4,358.88	20,000	15,641.12	24,895.77	35,000.00	10,104.23	24,895.77	35,000.00	-10,104.23	4,358.88
SCH22	Priory Meadows	IDB0133	100%	0.00	0.00	0.00	17,994.28	120.00	0.00	0.00	0	0.00	18,114.28	17,505.00	-609.28	17,505.00	17,505.00	0.00	0.00
SCH23	Shallam Dyke	IDB0178	100%	0.00	0.00	0.00	802.48	39,960.73	3,190.61	0.00	0	0.00	43,953.82	49,682.91	5,729.09	43,953.82	49,682.91	-5,729.09	0.00
SCH24	Broad Fen (East Ruston)	IDB0150	100%	0.00	0.00	859.80	0.00	3,397.52	10,420.72	6,653.61	0	-6,653.61	21,331.65	21,109.00	-222.65	21,109.00	21,109.00	0.00	6,430.96
SCH30	Potter Heigham WLMP Implementation	IDB0199	100%	0.00	0.00	0.00	167,391.84	13,595.12	4,777.14	0.00	0	-4,777.14	185,764.10	185,531.05	-233.05	185,531.05	185,531.05	0.00	4,544.09
SCH50	Parrots Feather: Norfolk County Council		100%	0.00	0.00	52.00	0.00	0.00	0.00	0.00	0	0.00	52.00	5,000.00	4,948.00	52.00	2,500.00	-2,448.00	0.00
SCH57	Defra South Walsham GWP	Defra 30720	100%	0.00	0.00	0.00	5,229.02	866.00	494.00	0.00	0	-494.00	6,589.02	6,629.00	39.98	6,589.02	6,629.00	-39.98	494.00
SCH01	Somerton Catchment Water Management Review	IDB0235	100%	0.00	0.00	0.00	0.00	0.00	0.00	10,763.46	0	-10,763.46	10,763.46	6,142.50	-4,620.96	6,142.50	6,142.50	0.00	6,142.50
	Chapelfield		100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Burgh Common		100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Eastfield Marsh		100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Water Quality Monitoring - Hickling		100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Water Quality Monitoring - Calthorpe		100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCH31	Brograve Study	IDB0200	100%	0.00	0.00	0.00	0.00	33,321.39	3,540.79	137.82	37,000	36,862.18	37,000.00	37,000.00	0.00	37,000.00	37,000.00	0.00	137.82
SCH31	Brograve Study/Delivery	IDB0224	100%	0.00	0.00	0.00	10,842.59	33,157.41	40,000.00	73,140.83	87,000	13,859.17	157,140.83	174,046.80	16,905.97	157,140.83	220,446.80	-63,305.97	73,140.83
SCH45	Hickling	IDB0225	100%	0.00	0.00	0.00	9,842.59	33,157.41	41,004.77	25,080.16	45,000	19,919.84	109,084.93	135,590.00	26,505.07	109,084.93	135,590.00	-26,505.07	25,080.16
	Alder Fen		100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Decoy Carr		100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				51,666.97	173,556.44	109,935.47	113,467.75	322,736.36	150,575.34	130,605.90	319,000	188,394.10	1,052,544.23	1,190,314.40	137,770.17	1,024,378.79	1,137,120.80	-112,742.01	125,529.24
Drainage and Flood Risk Management Schemes:																			
SCH06	Stubb Mill Pump Replacement	IDB0049	45%	25,695.00	35,450.00	3,092.55	0.00	4,155.05	0.00	0.00	0	0.00	68,392.60	77,935.00	9,542.40	30,776.67	35,070.75	-4,294.08	0.00
SCH13	Five Mile Pump Replacement	IDB0089	45%	0.00	27,000.00	42,970.53	10,756.82	8,201.67	0.00	0.00	0	0.00	88,929.02	90,677.50	1,748.48	40,018.06	40,804.88	-786.82	0.00
SCH14	Hermitage Pump/Structure Replacement	IDB0087	45%	0.00	39,500.00	31,146.15	3,561.89	0.00	1,400.00	0.00	0	0.00	75,608.04	77,385.00	1,776.96	34,023.62	34,823.25	-799.63	0.00
SCH15	Thurne Pumping Station	IDB0088	45%	0.00	33,500.00	33,172.53	0.00	0.00	0.00	0.00	0	0.00	66,672.53	69,465.00	2,792.47	30,002.64	31,259.25	-1,256.61	0.00
SCH25	Health and Safety Improvements to Pumping Stations	IDB0131	45%	0.00	0.00	9,700.00	4,233.58	11,086.52	5,737.50	9,869.34	0	-9,869.34	40,626.94	39,424.00	-1,202.94	17,740.80	17,740.80	0.00	3,899.88
* SCH26	Repps Pumping Station Improvement	IDB0176	45%	0.00	0.00	0.00	60,000.00	32,071.08	0.00	0.00	0	0.00	92,071.08	85,965.00	-6,106.08	38,684.25	38,684.25	0.00	0.00
* SCH27	Ludham Bridge Pumping Station Refurbishment (instead of St Benet's)	IDB0177	45%	0.00	0.00	0.00	61,155.84	38,595.67	9,337.62	1,393.09	0	-1,393.09	110,482.22	123,745.92	13,263.70	49,717.00	55,685.66	-5,968.66	626.89
SCH60	Tunstall Pumping Station Emergency Works	IDB0221	45%	0.00	0.00	0.00	4,557.48	2,582.16	2,500.00	0.00	0	-2,500.00	9,639.64	19,980.00	10,340.36	4,337.84	8,991.00	-4,653.16	1,125.00
SCH58	Breydon Pumping Station	IDB0223	45%	0.00	0.00	0.00	0.00	0.00	29,157.53	14,992.47	0	-14,992.47	44,150.00	40,980.00	-3,170.00	18,441.00	18,441.00	0.00	5,320.11
SCH59	Stokesby Pumping Station Emergency Works	IDB0222	45%	0.00	0.00	0.00	0.00	10,000.00	920.30	75,629.08	0	-75,629.08	86,549.38	29,882.40	-56,666.98	13,447.08	13,447.08	0.00	8,532.95
SCH07	Potter Heigham Automatic Weedscreen	IDB0257	54%	0.00	0.00	0.00	0.00	0.00	0.00	78,268.50	89,155	10,886.50	78,268.50	48,000.00	-30,268.50	25,890.72	48,000.00	-22,109.28	25,890.72
SCH09	River Yare Pumping Station Improvement	IDB0258	100%	0.00	0.00	0.00	0.00	0.00	48,603.56	0.00	0	-48,603.56	48,603.56	61,350.00	12,746.44	48,603.56	61,350.00	-12,746.44	48,603.56
SCH32	Eastfield Pumping Station Auto Weedscreen	IDB0284	32%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,750	46,750.00	0.00	86,834.00	86,834.00	0.00	28,026.00	-28,026.00	0.00
SCH33	Tonnage Bridge Pumping Station Auto Weedscreen	IDB0285	43%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,000	44,000.00	0.00	89,732.50	89,732.50	0.00	38,186.00	-38,186.00	0.00
	Canlyne Pumping Station		45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Martham Boat Dyke Trunk Replacements		45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCH08	St Benet's Pumping Station Weedscreen/Improvement	IDB0256	100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	-22,487.98	22,487.98	69,205.00	46,717.02	22,487.98	69,205.00	-46,717.02	22,487.98
				25,695.00	135,450.00	120,081.76	139,708.13	108,667.47	49,135.11	253,744.02	179,905	-73,839.02	832,481.49	1,010,561.32	178,079.83	374,171.22	539,714.92	-165,543.70	116,487.09
Non Grant Aided Flood Risk Management Works																			
SCH55	Mautby Pumping Station Improvements		0%	0.00	0.00	0.00	0.00	22,127.32	34,978.90	21,862.00	0	-21,862.00	78,968.22	0.00	-78,968.22	0.00	0.00	0.00	0.00
SCH56	Stokesby Pumping Station main drain culvert		0%	0.00	0.00	0.00	0.00	3,433.80	272.25	0.00	0	0.00	3,706.05	0.00	-3,706.05	0.00	0.00	0.00	0.00
SCH61	Cess Lane Martham culvert	</																	

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Our ID	Maintenance Works	Actual 2012/13 £	Actual 2013/14 £	Annual Estimate £	Variance £
Smallburgh					
CMT001P	Hickling Catchment	8,338.57	7,930.33	9,000.00	1,069.67
CMT150P	Stubb Mill Catchment	1,321.16	1,708.25	1,720.00	11.75
CMT002P	Heigham Holmes Catchment	2,092.00	2,903.50	3,000.00	96.50
CMT003P	Potter Heigham Catchment	5,251.84	6,553.09	7,000.00	446.91
CMT004P	Horsefen Ludham Catchment	1,566.16	2,445.75	3,000.00	554.25
CMT005P	Horning Catchment	4,440.54	5,118.42	6,000.00	881.58
CMT149P	Irstead Catchment	766.75	447.75	3,000.00	2,552.25
CMT006P	Ludham Bridge Catchment	7,984.75	4,489.33	6,000.00	1,510.67
CMT008P	Catfield Catchment	1,265.00	0.00	1,500.00	1,500.00
CMT009P	Sutton Catchment	3,534.50	2,149.84	5,000.00	2,850.16
CMT010P	Chapelfield Catchment	4,331.25	2,971.25	4,500.00	1,528.75
CMT011P	East Ruston Catchment	3,322.00	4,551.41	5,000.00	448.59
CMT012P	Wayford Bridge Catchment	0.00	140.00	1,500.00	1,360.00
CMT151P	St Benets Catchment	3,063.25	1,908.50	4,000.00	2,091.50
CMT046G	Gravitational	1,357.10	0.00	1,200.00	1,200.00
		48,634.87	43,317.42	61,420.00	18,102.58
Middle Bure					
CMT024P	Hermitage Catchment	3,310.00	3,118.75	4,000.00	881.25
CMT025P	Upton Dole Catchment	7,266.69	6,904.84	10,000.00	3,095.16
		10,576.69	10,023.59	14,000.00	3,976.41
Repps					
CMT020P	Thurne Catchment	488.00	0.00	2,000.00	2,000.00
CMT021P	Repps Catchment	1,168.00	1,643.00	2,000.00	357.00
CMT022P	Martham Catchment	2,660.75	4,638.83	5,000.00	361.17
		4,316.75	6,281.83	9,000.00	2,718.17
Happisburgh					
CMT027P	Brograve Catchment	22,405.44	20,440.69	18,000.00	-2,440.69
CMT028P	Horsey Catchment	3,508.59	3,624.09	5,000.00	1,375.91
CMT147P	Somerton North Catchment	2,958.77	2,484.48	4,000.00	1,515.52
CMT029P	Somerton South Catchment	6,583.12	4,029.48	5,500.00	1,470.52
		35,455.92	30,578.74	32,500.00	1,921.26
Lower Bure					
CMT121P	Tunstall Catchment	10,547.07	14,594.25	12,000.00	-2,594.25
CMT122P	Five Mile Catchment	1,898.00	2,798.39	4,000.00	1,201.61
CMT123P	Ashtree Catchment	2,656.50	2,796.61	4,000.00	1,203.39
CMT124P	Breydon Catchment	26,560.00	26,407.17	28,500.00	2,092.83
CMT125P	Sevenmile Catchment	9,934.00	10,351.50	10,500.00	148.50
CMT148P	Berney Catchment	1,557.75	1,145.50	5,000.00	3,854.50
ESA	Halvergate ESA/WM	3,147.00	8,544.02	15,000.00	6,455.98
		56,300.32	66,637.44	79,000.00	12,362.56
Muckfleet					
CMT031P	Mautby Catchment	12,800.61	18,080.23	17,000.00	-1,080.23
CMT034P	Stokesby Catchment	16,143.68	6,758.00	5,000.00	-1,758.00
		28,944.29	24,838.23	22,000.00	-2,838.23
Lower Yare First - Buckenham					
CMT153P	Buckenham Catchment	0.00	0.00	3,000.00	3,000.00
Lower Yare First - Postwick					
CMT152P	Postwick Catchment	1,131.50	1,612.75	2,500.00	887.25
Lower Yare Fourth					
CMT154P	Cantley Catchment	0.00	1,065.00	3,500.00	2,435.00
	DRAINS MAINTENANCE	185,360.34	184,355.00	226,920.00	42,565.00

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Our ID	Maintenance Works	Actual 2012/13 £	Actual 2013/14 £	Annual Estimate £	Variance £
Smallburgh					
P001	Hickling Eastfield Pumping Station	10,404.18	7,604.22	7,700.00	95.78
P150	Hickling Stubb Pumping Station	7,781.25	6,215.57	7,300.00	1,084.43
P002	Heigham Holmes Pumping Station	7,323.97	1,302.19	4,650.00	3,347.81
P003	Potter Heigham Pumping Station	21,349.81	7,757.77	12,100.00	4,342.23
P004	Horsefen Pumping Station	3,255.50	2,625.28	5,400.00	2,774.72
P005	Horning Pumping Station	3,448.02	5,159.97	9,150.00	3,990.03
P149	Irstead Pumping Station	1,237.59	1,459.50	5,600.00	4,140.50
P006	Ludham Bridge Pumping Station	3,678.56	1,118.25	10,800.00	9,681.75
P035	Ludham Bridge Pumping Station North	0.00	1,362.51	0.00	-1,362.51
P036	Ludham Bridge Pumping Station South	0.00	1,194.50	0.00	-1,194.50
P008	Catfield Pumping Station	4,176.80	5,211.91	5,750.00	538.09
P009	Sutton Pumping Station	5,160.43	3,789.82	7,900.00	4,110.18
P010	Chapelfield Pumping Station	5,473.92	2,722.11	5,200.00	2,477.89
P011	Tonnage Bridge Pumping Station	8,489.20	6,154.84	10,700.00	4,545.16
P012	Wayford Bridge Pumping Station	1,764.21	2,235.85	5,000.00	2,764.15
P151	St Benets Pumping Station	6,463.96	1,979.61	5,200.00	3,220.39
		90,007.40	57,893.90	102,450.00	44,556.10
Middle Bure					
P024	Hermitage Pumping Station	6,509.90	4,684.79	7,350.00	2,665.21
P025	Upton Dole Pumping Station	17,106.00	14,700.01	26,749.00	12,048.99
P160	South Walsham	176.24	0.00	0.00	0.00
		23,792.14	19,384.80	34,099.00	14,714.20
Repps					
P020	Thurne Pumping Station	5,544.90	4,652.12	6,400.00	1,747.88
P021	Repps Pumping Station	3,411.20	1,620.15	6,000.00	4,379.85
P022	Martham Pumping Station	2,821.93	7,792.03	8,700.00	907.97
		11,778.03	14,064.30	21,100.00	7,035.70
Happisburgh					
P027	Brograve Pumping Station	21,706.96	22,243.71	26,300.00	4,056.29
P028	Horsey Pumping Station	7,487.15	9,824.18	9,700.00	-124.18
P030	Somerton Auxilary	2,563.46	2,349.00	3,950.00	1,601.00
P147	Somerton North Pumping Station	9,127.47	8,064.22	7,400.00	-664.22
P029	Somerton South Pumping Station	7,899.65	7,773.33	10,000.00	2,226.67
		48,784.69	50,254.44	57,350.00	7,095.56
Lower Bure					
P121	Tunstall Pumping Station	23,003.35	28,025.47	11,100.00	-16,925.47
P122	Five Mile Pumping Station	4,047.79	9,428.59	7,050.00	-2,378.59
P123	Ashtree Pumping Station	1,936.12	1,742.53	6,750.00	5,007.47
P124	Breydon Pumping Station	9,504.95	14,879.19	11,900.00	-2,979.19
P125	Seven Mile Pumping Station	3,613.64	6,368.89	10,200.00	3,831.11
P148	Berney Pumping Station	435.70	312.68	2,200.00	1,887.32
P126	Stracey Arms Intake	7,310.09	6,571.04	8,250.00	1,678.96
		49,851.64	67,328.39	57,450.00	-9,878.39
Muckfleet					
P031	Mautby Pumping Station	13,842.06	14,978.19	19,950.00	4,971.81
P034	Stokesby Pumping Station	18,522.57	16,225.93	19,100.00	2,874.07
		32,364.63	31,204.12	39,050.00	7,845.88
Lower Yare First - Buckenham					
P153	Buckenham Pumping Station	4,262.22	22,382.48	8,250.00	-14,132.48
Lower Yare First - Postwick					
P152	Postwick Pumping Station	8,262.61	4,163.25	6,350.00	2,186.75
Lower Yare Fourth					
P154	Cantley Pumping Station	4,277.71	3,364.58	5,450.00	2,085.42

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Our ID	Maintenance Works	Actual 2012/13 £	Actual 2013/14 £	Annual Estimate £	Variance £
	PUMPING STATIONS	273,381.07	270,040.26	331,549.00	61,508.74
	DIRECT WORKS	458,741.41	454,395.26	558,469.00	104,073.74
	TECHNICAL SUPPORT COSTS	142,814.00	148,812.00	169,489.00	20,677.00
	BIODIVERSITY ACTION PLAN COSTS	4,167.00	4,167.00	4,767.00	600.00
	CONTINGENCY	0.00	0.00	35,000.00	35,000.00
	MAINTENANCE WORK	£605,722.41	£607,374.26	£767,725.00	£160,350.74

A J GOOSE
OPERATIONS MANAGER

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Plant ID	Mobile Plant Operations Account	Notional Income	Hourly Rate	Hours Worked	PL01 R & M	PL02 Fuel Oil Lub	PL04 3rd Party R & M	PL05 Licence & Ins	PL06 Depn	Total Expenditure	Over (Under) Recovery
M06	Doosan Excavator	23,168.75	12.50	1,854	1,352.00	6,640.09	4,440.14	278.78	7,339.20	20,050.21	3,118.54
M07	Doosan DX140LC	25,662.50	12.50	2,053	858.00	7,280.91	2,116.25	311.64	7,899.96	18,466.76	7,195.74
	Excavators	48,831.25		3,906.50	2,210.00	13,921.00	6,556.39	590.42	15,239.16	38,516.97	10,314.28
M08	John Deere Tractor	8,925.03	12.50	714	494.00	5,129.61	2,269.65	222.60	5,666.64	13,782.50	-4,857.47
	Tractors	8,925.03		714.00	494.00	5,129.61	2,269.65	222.60	5,666.64	13,782.50	-4,857.47
M03A	Weedbucket	1,639.00	2.00	820	338.00	0.00	989.10	0.00	0.00	1,327.10	311.90
M03B	Landreus Bucket	0.00	2.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M04A	Weedbasket	3,429.00	2.00	1,715	52.00	0.00	751.60	0.00	0.00	803.60	2,625.40
	Baskets/Buckets	5,068.00		2,534	390.00	0.00	1,740.70	0.00	0.00	2,130.70	2,937.30
Mobile Plant Operations Account (this year)		£62,824.28		7,154.50	£3,094.00	£19,050.61	£10,566.74	£813.02	£20,905.80	£54,430.17	£8,394.11
Mobile Plant Operations Account (last year)		£58,291.25		7,072.00	£3,042.00	£19,833.38	£8,385.26	£641.07	£19,983.26	£51,884.97	£6,406.28

A J GOOSE
OPERATIONS MANAGER

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

ID	Labour Operations Account	Actual 2012/13	Actual 2013/14	Annual Estimate	Variance	%
Work Done:						
7000	Labour Income	134,017.00	147,303.03	123,696	23,607.03	19%
Direct Costs:						
7010	Basic Pay	31,644.84	35,858.19	31,223	-4,635.19	-15%
7020	Overtime	12,394.85	13,292.10	9,687	-3,605.10	-37%
7030	Bonus	2,128.21	2,227.83	1,998	-229.83	-12%
7040	Service Bonus	760.49	841.66	601	-240.66	-40%
7050	Attendance Pay	282.00	391.60	424	32.40	8%
7060	Proficiency Certificates	0.00	0.00	500	500.00	100%
7080	Call Out/Expenses	0.00	63.38	0	-63.38	0%
7100	Travelling	6,478.65	6,493.50	5,000	-1,493.50	-30%
7110	Holiday Pay	5,742.67	5,360.00	5,500	140.00	3%
7120	Sick Pay	533.68	77.04	0	-77.04	0%
		59,965.39	64,605.30	54,933	-9,672.30	-18%
Variable Overheads:						
7070	Telephones	265.02	663.56	1,300	636.44	49%
7130	Employers NI	4,523.16	4,898.49	7,091	2,192.51	31%
7140	Employers Pension	2,262.92	4,795.01	10,204	5,408.99	53%
7150	Private Medical Insurance	201.97	144.00	0	-144.00	0%
		7,253.07	10,501.06	18,595	8,093.94	44%
Fixed Overheads:						
7160	Operations Manager	47,545.08	57,774.94	37,059	-20,715.94	-56%
7170	Operations Manager - Vehicle AF07 ODV	7,385.01	5,599.91	6,510	910.09	14%
7180	Pool Vehicle	0.00	699.13	0	-699.13	0%
7240	Training Course Fees	219.88	0.00	900	900.00	100%
7250	Protective Clothing/Health & Safety	50.64	247.50	500	252.50	51%
7260	Small Tools/Light Plant	926.89	1,707.25	1,000	-707.25	-71%
7280	Martham Storage Area	4,200.00	4,200.00	4,200	0.00	0%
		60,327.50	70,228.73	50,169	-20,059.73	-40%
Net Operating Surplus/(Deficit)		£6,471.04	£1,967.94	-£1	£1,968.94	5%
Productive Hours:						
L0008	Alan Goose	1,112.00	1,340.50	707	633.50	90%
L0004	Peter Butler	1,983.50	2,022.00	1,999	23.00	1%
L0002	Alan Cullingford	2,186.50	2,265.00	2,040	225.00	11%
		5,282.00	5,627.50	4,746	881.50	19%
Cost/Hour:						
	Direct Cost	11.35	11.48	11.57	0.09	1%
	Variable Overhead	1.37	1.87	3.92	2.05	52%
	Fixed Overhead	11.42	12.48	10.57	-1.91	-18%
		£24.14	£25.83	£26.06	£0.23	1%
Holidays Taken:						
L0008	Alan Goose	29	29	29	0	0%
L0004	Peter Butler	29	29	29	0	0%
L0002	Alan Cullingford	29	29	29	0	0%
		87	87	87	0	0%

A J GOOSE
OPERATIONS MANAGER

From: 01 April 2013 Period To: 12
 To: 31 March 2014 Year Ended: 31 March 2014

Asset ID	Fixed Asset Register	Purchased/ Revalued	Depreciation Period (Yrs)	Capital Cost B/Fwd	Additions	Disposals	Capital Cost C/Fwd	Depreciation B/Fwd	Depreciation	Acc.dprn w/out on disposal	Depreciation C/Fwd	Profit/(Loss)/ on Disposal	Net Book Value
M06	Doosan Excavator	15/01/2010	5	36,696.00			36,696.00	22,629.20	7,339.20		29,968.40		6,727.60
M06R	Doosan Excavator	15/01/2010	0	9,000.00			9,000.00	0.00	0.00		0.00		9,000.00
M07	Doosan DX140LC: Q532 MAP	16/06/2010	5	39,500.00			39,500.00	21,724.89	7,899.96		29,624.85		9,875.15
M07R	Doosan DX140LC: Q532 MAP	16/06/2010	0	9,000.00			9,000.00	0.00	0.00		0.00		9,000.00
	Excavators			94,196.00	0.00	0.00	94,196.00	44,354.09	15,239.16	0.00	59,593.25	0.00	34,602.75
M08	John Deere Tractor & Flail AU06 EWR	18/07/12	5	33,333.33	0.00		33,333.33	4,249.98	5,666.64		9,916.62		23,416.71
	Tractors			33,333.33	0.00	0.00	33,333.33	4,249.98	5,666.64	0.00	9,916.62	0.00	23,416.71
M03A	Weedbucket	01/04/2005	5	3,285.00			3,285.00	3,285.00	0.00		3,285.00		0.00
M03B	Landreus Bucket	05/05/2007	4	3,885.00			3,885.00	3,885.00	0.00		3,885.00		0.00
M04A	Weedbasket	20/12/2007	5	3,295.00			3,295.00	3,295.00	0.00		3,295.00		0.00
	Baskets			10,465.00	0.00	0.00	10,465.00	10,465.00	0.00	0.00	10,465.00	0.00	0.00
M05	Ford Ranger AF07 ODV	30/03/2007	3	12,165.84			12,165.84	9,165.84	0.00		9,165.84		3,000.00
	Vehicles			12,165.84	0.00	0.00	12,165.84	9,165.84	0.00	0.00	9,165.84	0.00	3,000.00
Fixed Assets: Mobile Plant and Equipment				£150,160.17	£0.00	£0.00	£150,160.17	£68,234.91	£20,905.80	£0.00	£89,140.71	£0.00	£61,019.46
P100	Kettlewell House: NK391156 (2%)	25/08/2009	50	51,450.00			51,450.00	5,145.00	1,029.00		6,174.00		45,276.00
Fixed Assets: Land and Buildings				£51,450.00	£0.00	£0.00	£51,450.00	£5,145.00	£1,029.00	£0.00	£6,174.00	£0.00	£45,276.00
P001	Hickling Eastfield	31/03/2010	10	4,800.00			4,800.00	1440.00	480.00		1,920.00		2,880.00
P002	Heigham Homes	31/03/2010	10	5,050.00			5,050.00	1514.92	504.96		2,019.88		3,030.12
P003	Potter Heigham	31/03/2010	10	14,200.00			14,200.00	4259.92	1,419.96		5,679.88		8,520.12
P004	Horsefen	31/03/2010	10	11,150.00			11,150.00	3345.08	1,115.04		4,460.12		6,689.88
P005	Horning	31/03/2010	10	2,750.00			2,750.00	825.08	275.04		1,100.12		1,649.88
P006	Ludham Bridge	31/03/2010	10	1,500.00		-1,500.00	0.00	450.00	150.00	-600.00	0.00		0.00
P008	Catfield	31/03/2010	10	850.00			850.00	254.92	84.96		339.88		510.12
P009	Sutton	31/03/2010	10	1,150.00			1,150.00	344.92	114.96		459.88		690.12
P010	Chapelfield	31/03/2010	10	6,300.00			6,300.00	1890.00	630.00		2,520.00		3,780.00
P011	East Ruston	31/03/2010	10	4,300.00			4,300.00	1289.92	429.96		1,719.88		2,580.12
P012	Wayford Bridge	31/03/2010	10	3,400.00			3,400.00	1019.92	339.96		1,359.88		2,040.12
P020	Thurne	31/03/2010	10	3,000.00			3,000.00	900.00	300.00		1,200.00		1,800.00
P021	Repps	31/03/2010	10	800.00			800.00	240.08	80.04		320.12		479.88
P022	Martham	31/03/2010	10	4,350.00			4,350.00	1305.00	435.00		1,740.00		2,610.00
P024	Hermitage	31/03/2010	10	14,200.00			14,200.00	4,259.92	1,419.96		5,679.88		8,520.12
P025	Upton Doles	31/03/2010	3	25,200.00			25,200.00	25,159.78	40.22		25,200.00		0.00
P027	Brograve	31/03/2010	10	30,400.00			30,400.00	9,119.92	3,039.96		12,159.88		18,240.12
P028	Horsey	31/03/2010	10	3,400.00			3,400.00	1,019.92	339.96		1,359.88		2,040.12
P029	Somerton South	31/03/2010	10	2,700.00			2,700.00	810.00	270.00		1,080.00		1,620.00
P029A	Somerton	31/03/2010	10	23,184.15			23,184.15	23,184.15	0.00		23,184.15		0.00
P030	Somerton	31/03/2010	10	950.00			950.00	285.08	95.04		380.12		569.88
P031	Mautby	31/03/2010	10	19,650.00			19,650.00	5,895.00	1,965.00		7,860.00		11,790.00
P034	Stokesby	31/03/2010	10	21,000.00			21,000.00	6,300.00	2,100.00		8,400.00		12,600.00
P035	Ludham Bridge North	22/10/2010		0.00			0.00	0.00	0.00		0.00		0.00

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

Asset ID	Fixed Asset Register	Purchased/ Revalued	Depreciation Period (Yrs)	Capital Cost B/Fwd	Additions	Disposals	Capital Cost C/Fwd	Depreciation B/Fwd	Depreciation	Acc.dprn w/out on disposal	Depreciation C/Fwd	Profit/(Loss)/ on Disposal	Net Book Value
P036	Ludham Bridge South	22/10/2010		0.00			0.00	0.00	0.00		0.00		0.00
P121	Tunstall	31/03/2010	10	10,950.00			10,950.00	3,285.00	1,095.00		4,380.00		6,570.00
P122	Five Mile	31/03/2010	10	21,400.00			21,400.00	6,419.92	2,139.96		8,559.88		12,840.12
P123	Ashtree	31/03/2010	10	9,250.00			9,250.00	2,774.92	924.96		3,699.88		5,550.12
P123A	Ashtree	31/03/2010	10	3,387.80			3,387.80	3,387.80	0.00		3,387.80		0.00
P124	Breydon	31/03/2010	10	32,000.00			32,000.00	9,600.08	3,200.04		12,800.12		19,199.88
P125	Seven Mile	31/03/2010	10	38,000.00			38,000.00	11,400.08	3,800.04		15,200.12		22,799.88
P147	Somerton North	31/03/2010	10	4,950.00			4,950.00	1,485.00	495.00		1,980.00		2,970.00
P148	Berney	31/03/2010	10	3,900.00			3,900.00	1,170.00	390.00		1,560.00		2,340.00
P149	Irstead	31/03/2010	10	2,600.00			2,600.00	780.08	260.04		1,040.12		1,559.88
P150	Hickling Stubb	31/03/2010	10	12,200.00			12,200.00	3,660.08	1,220.04		4,880.12		7,319.88
P151	St Benets	31/03/2010	10	50,300.00			50,300.00	15,090.08	5,030.04		20,120.12		30,179.88
P152	Postwick	31/03/2010	10	2,000.00			2,000.00	600.08	200.04		800.12		1,199.88
P153	Buckenham	31/03/2010	10	16,500.00			16,500.00	4,950.00	1,650.00		6,600.00		9,900.00
P154	Cantley	31/03/2010	10	2,500.00			2,500.00	749.92	249.96		999.88		1,500.12
P160	South Walsahm	31/03/2010	10	1,500.00			1,500.00	450.00	150.00		600.00		900.00
Fixed Assets: Pumping Stations and Properties				£415,721.95	£0.00	-£1,500.00	£414,221.95	£160,916.57	£36,435.14	-£600.00	£196,751.71	£0.00	£217,470.24
Fixed Assets				£617,332.12	£0.00	-£1,500.00	£615,832.12	£234,296.48	£58,369.94	-£600.00	£292,066.42	£0.00	£323,765.70

P J CAMAMILE
CHIEF EXECUTIVE



Annual Report for the year ended

31 March 2014

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 31 August 2014 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood Management Division, Area 3C, Nobel House, 17 Smith Square, London SW1P 3JR
- The Regional Director of the relevant Regional Office of the Environment Agency
- Head of Flood Risk Management, The Environment Agency, Horizon House, Deanery Road, Bristol BS1 5AH
- The Chief Executives of:
 - all local authorities that pay special levies to the Board;
 - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink**.

Please round all cash figures down to nearest whole £.

BROADS (2006) ENTER INTERNAL DRAINAGE BOARD NAME HERE

Internal Drainage Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2014-15

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.

Special levies information for financial year 2014-15 (forecast)	
Name of local authority	2014-15 forecast £
1. BROADLAND DISTRICT COUNCIL	153171
2. GREAT YARMOUTH BOROUGH COUNCIL	172964
3. NORTH NORFOLK DISTRICT COUNCIL	269843
4. SOUTH NORFOLK DISTRICT COUNCIL	2388
5.	
6.	
7.	
8.	
Total	598366

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2014

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability in Internal Drainage Boards in England – A Practitioners' Guide 2006 (Revised November 2007)*

	Notes	Year ending 31 March 2014 £
INCOME		
Drainage Rates		X 253589
Special Levies		X 583779
Contributions from the Environment Agency		X 194492
Contributions applied from developers/other beneficiaries		X 0
Government Grants		X 242016
Rechargeable Works		X 39613
Interest and Investment Income		X 5128
Rents and Acknowledgements		X 1936
Other Income	1	X 91221
Total income		X 1411774
EXPENDITURE		
New Works and Improvement Works	2	Y 275606
Contributions to the Environment Agency	3	Y 133523
Drains Maintenance	4	Y 244730
Pumping Stations, Sluices and Water level control structures	5	Y 358477
Administration	6	Y 19777
Rechargeable Works	7	Y 38385
Finance Charges	8	Y 3486
SSSIs	9	Y 130112
IDB Biodiversity Action Plan actions or other biodiversity activities	10	Y 4661
Other Expenditure	11	Y 0
Total expenditure		Y 1208757
EXCEPTIONAL ITEMS		
Profits/(losses) arising from the disposal of fixed assets		Z 0
Net Operating Surplus/(Deficit) for the year		X-Y+Z 203017

Notes:

1. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
2. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
3. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
4. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
5. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
6. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
7. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
8. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
9. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.
10. State all costs associated with undertaking works – capital or maintenance – that are intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan, but may include other activities.
11. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).

Section B – Defra high level target and IDB Review Reporting

This section relates to the Board's achievement of High Level Targets (HLTs) issued by Defra in March 2005, including information required by the Environment Agency as a result of the targets or in relation to their general supervisory duty. Only those HLTs relevant to IDBs are covered below. This section also allows for reporting on IDB Review Targets.

HLT 1 – Policy Delivery Statement

Boards were required to produce a publicly available policy statement by 31 March 2001 setting out their plans for delivering the Government's policy aims and objectives. The full range of issues to be covered was set out in a template issued in June 2000. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink)

provided to Defra, EA and CLG?Yes No

If 'NO', please say why not and when the statement will be produced/revised:

HLT 2 – Information on the National Flood and Coastal Defence Database

The IDB Review Project Board and the Environment Agency have agreed the means to allow data to be stored on the National Flood and Coastal Defence Database or equivalent systems. Boards are required to report on their asset holding and asset condition at the end of 2007/08.

HLT 3 – Biodiversity

Please indicate whether your Board has published a Biodiversity Action PlanYes No

Asset Management (IDB Review Strand A3)

What system/database does your Board use to manage the assets it is responsible for?

(A) ADIS (B) NFCDD (C) Paper Records (D) Other Electronic System (please describe)

D: GIS
Microsoft Excel
Microsoft Access Database

Has your Board continued to undertake visual inspections and update

asset databases on an annual basis?Yes No

Guidance and Best Practice (IDB Review Section B)

How many Board members (in total – elected and appointed) do you have on your IDB?

39

Has your IDB adopted a formal Scheme of Delegation?Yes No

Has your IDB provided training for members in the last year?

Considered:Yes No

Implemented:Yes No

Please detail:

VARIOUS PRESENTATIONS

Immediate Action (IDB Review Section C)

Has your IDB adopted minimum website requirements as specified in the IDB Review Implementation Plan?Yes No

Is your Board's website information current for 2014? (Board membership, audited accounts, programmes of works, WLMPS, etc)Yes No

Has your IDB adopted computerised accounting and rating systems, as specified in the IDB Review Implementation Plan?Yes No

Has your Board adopted the following governance documents?

Standing OrdersYes No

Have the Standing Orders been approved by MinistersYes No

ByelawsYes No

Have the Byelaws been approved by MinistersYes No

Code of Conduct for Board MembersYes No

Financial RegulationsYes No

Register of Member's InterestsYes No

Section C – Declaration

BROADS (2006) ENTER INTERNAL DRAINAGE BOARD NAME HERE

Internal Drainage Board

I confirm that the information provided in sections A-C or with this form is correct.

Signature

P. Camamile

Date

18/08/2014

Name in BLOCK LETTERS

P J CAMAMILE

Designation

CHIEF EXECUTIVE

Email address

phil@wlma.org.uk



BOARD MEMBERSHIP AS AT 31 MARCH 2014

NAME	MEETINGS	ATTENDED	ATTENDANCE %	CONTACT DETAILS
ELECTED MEMBERS				
Alston H J	4	3	75	henryalston@billockbyfarms.co.uk
Baugh L E	4	2	50	lbaugh@netcom.co.uk
Burton J	4	2	50	John.burton@nwl.co.uk
Buxton R	4	4	100	robin.buxton@buxtonpropertymanagement.co.uk
Cator H G *	4	3	75	hcator@catorandco.com
Chapman J W	4	2	50	james@chapmanfarms.co.uk
Daniels S G **	4	3	75	simondaniels@bestads1.com
Deane J	4	3	75	jdeane@pjdeane.fsnet.co.uk
Gay G D **	4	4	100	halfarm@mautbyfarms.co.uk
Harris M	4	4	100	markharris2062@yahoo.co.uk
Hart K	4	3	75	kevinh@norfolkwildlifetrust.org.uk
Robinson I	4	2	50	lan.robinson@rspb.org.uk
Sharman F	4	4	100	f.sharman@btinternet.com
Smart M	4	1	25	mark.smart@rspb.org.uk
Strudwick T P	4	0	0	tim.strudwick@rspb.org.uk
Tallowin J G	4	3	75	j.tallowin@keme.co.uk
Wharton E	4	3	75	office@whartonfarms.co.uk
Withers J W K	4	4	100	n/a
Wright S D	4	4	100	stephen@wrightfarms.co.uk
APPOINTED MEMBERS				
Broadland DC				
Mallett A S	4	4	100	cllr.alan.mallett@broadland.gov.uk
Pettman J N (wef Aug 13)	3	3	100	johnpet@waitrose.com
Rix B H (Mrs)	4	3	75	cllr.barbara.rix@broadland.gov.uk
Shaw N C	4	4	100	cllr.nigel.shaw@broadland.gov.uk
Ward D C	4	1	25	cllr.david.ward@broadland.gov.uk
North Norfolk DC				
Fitch-Tillett A M (Mrs)	4	2	50	angie.tillett@north-norfolk.gov.uk
Grove-Jones P (Mrs)	4	4	100	pauline.grove-jones@north-norfolk.gov.uk
Jarvis B	4	0	0	Benjamin.jarvis@north-norfolk.gov.uk



BOARD MEMBERSHIP AS AT 31 MARCH 2014 (cont/-)

NAME	MEETINGS	ATTENDED	ATTENDANCE %	CONTACT DETAILS
Northam W	4	4	100	wyndham.northam@north-norfolk.gov.uk
Price R C	4	4	100	richard.price@north-norfolk.gov.uk
Shepherd R	4	4	100	richard.shepherd@north-norfolk.gov.uk
Smith N	4	2	50	smith-norman@btconnect.com
Stevens R	4	4	100	Robert.stevens@north-norfolk.gov.uk
Great Yarmouth BC				
Hacon P	4	2	50	patrick.hacon@btinternet.com
Holmes J	4	1	25	jh@great-yarmouth.gov.uk
Shrimplin J	4	3	75	cllr.Jim.Shrimplin@great-yarmouth.gov.uk
Sutton L (wef Jan 14)	1	1	100	Cllr.Lee.Sutton@great-yarmouth.gov.uk
Wainwright T	4	0	0	Cllr.trevor.wainwright@great-yarmouth.gov.uk
Weymouth S (Mrs) (wef Jan 14)	1	1	100	Cllr.Shirley.Weymouth@great-yarmouth.gov.uk

* Chairman

** Vice-Chairman

Average attendance = 70%



From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2014	ACTUAL 2012/13 £	ACTUAL 2013/14 £
1 Balances brought forward		
General Reserve	290,879	346,000
Development Reserve	165,140	130,161
Maintenance Works Reserve	0	19,275
Capacity Building/Partnership Working Reserve	0	85,000
Plant Reserve	305,827	305,827
Capital Works Reserve	62,545	167,881
Revaluation Reserve	342,610	306,215
Pension Reserve	-4,000	-24,000
As per Statement of Accounts	1,163,001	1,336,359
(-) Fixed Assets, Long Term Liabilities and Loans		
Pension Liability	-4,000	-24,000
Loans Outstanding (Current Liabilities)	-10,908	-11,812
Long Term Borrowing	-45,804	-33,993
Net Book Value of Tangible Fixed Assets	415,510	383,036
	354,798	313,231
(=) Adjusted Balances brought forward	808,203	1,023,128
2 (+) Rates and Special Levies		
Drainage Rates	247,403	253,589
Special Levies issued by the Board	569,546	583,779
As per Statement of Accounts	816,949	837,368
3 (+) All Other Income		
Grants Applied	163,404	242,016
Rental Income	1,936	1,936
Highland Water Contributions	181,213	194,492
Income from Rechargeable Works	11,041	39,613
Investment Interest	12,589	5,128
Development Contributions	0	0
Net Surplus on Operating Accounts	12,877	10,362
Other Income	127,158	80,858
Profit/(Loss) on disposal of Fixed Assets	0	0
As per Statement of Accounts	510,218	574,405
(+) Income from Sale of Fixed Assets (above profit/(loss))		
Capital Cost of disposals	0	0
Accumulated depreciation written out	0	0
	0	0
(=) Adjusted Other Income	510,218	574,405
4 (-) Watercourses and Pumping Stations		
Capital Works	251,435	406,212
Maintenance Works	605,722	607,374
As per Statement of Accounts	857,157	1,013,586

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2014	ACTUAL 2012/13 £	ACTUAL 2013/14 £
(-) Depreciation charged to Maintenance Works		
Plant and Equipment	19,984	20,906
Pumping Stations	8,399	40
Buildings	0	0
	28,383	20,946
(=) Adjusted Watercourses and Pumping Stations	828,774	992,640
5 (-) Loan Interest/Capital Repayments		
Loan Interest	4,391	3,486
Capital Repayments	10,907	11,812
As per Statement of Accounts	15,298	15,298
6 (-) All Other Expenditure		
Environment Agency Precept	130,013	133,523
Development Expenditure	0	0
Administration Charges	96,089	19,777
Cost of Rechargeable Works	9,764	38,385
Net Deficit on Operating Accounts	0	0
Depreciation/(Revaluation) of Pumping Stations	36,395	37,295
Actuarial (Gains)/Losses on Pension Fund (STRGL)	20,000	0
Pension Interest Cost and Expected Return on Assets	0	0
As per Statement of Accounts	292,261	228,980
(-) All Other Expenditure (Non Cash)		
Depreciation/(Revaluation) of Pumping Stations	36,395	37,295
Depreciation on Kettlewell House (included in admin.exp.)	1,029	1,029
Actuarial (Gains)/Losses on Pension Fund (STRGL)	20,000	0
Pension Interest Cost and Expected Return on Assets	0	0
	57,424	38,324
(+) Capitalised Additions		
Land and Buildings	0	0
Plant and Equipment	33,333	0
	33,333	0
(=) Adjusted Other Expenditure	268,170	190,656
7 (=) Balances carried forward		
General Reserve	346,000	614,778
Development Reserve	130,161	108,299
Maintenance Works Reserve	19,275	0
Capacity Building/Partnership Working Reserve	85,000	0
Plant Reserve	305,827	305,827
Capital Works Reserve	167,881	228,256
Revaluation Reserve	306,215	268,920
Pension Reserve	-24,000	-60,000
As per Statement of Accounts	1,336,359	1,466,080



From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2014	ACTUAL 2012/13 £	ACTUAL 2013/14 £
(-) Fixed Assets, Long Term Liabilities and Loans		
Pension Reserve	-24,000	-60,000
Loans Outstanding (Current Liabilities)	-11,812	-12,791
Long Term Borrowing	-33,993	-21,202
Net Book Value of Tangible Fixed Assets	383,036	323,766
	313,231	229,773
(=) Adjusted Balances carried forward	1,023,128	1,236,307
8 Total Cash and Short Term Investments		
Cash at Bank and in Hand	265,531	301,083
Short Term Investments	900,000	1,100,000
As per Statement of Accounts	1,165,531	1,401,083
9 Total Fixed Assets and Long Term Assets		
Land and Buildings (Capital Cost C/Fwd)	46,305	51,450
Plant and Equipment (Capital Cost C/Fwd)	81,925	150,160
Pumping Stations (Capital Cost C/Fwd)	254,805	414,222
As per Statement of Accounts	383,036	615,832
10 Total Borrowings		
Loans Due (<= 1 Year)	11,812	12,791
Loans Due (> 1 Year)	33,993	21,202
As per Statement of Accounts	45,805	33,993



Broads Drainage Board

From: 01 April 2013
To: 31 March 2014

Period To: 12
Year Ended: 31 March 2014

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2014	ACTUAL 2012/13 £	ACTUAL 2013/14 £
---	------------------------	------------------------

7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2012/13 £	ACTUAL 2013/14 £
---	------------------------	------------------------

7	Balances carried forward (adjusted)	1,023,128	1,236,307
	(-) Deduct: Debtors and Prepayments		
	Debtors Control Account	58,728	58,944
	Stock and Work in Progress	0	18,636
	Ratepayers Due	16,346	5,336
	Prepayments	20,358	24,426
	Prepayments - WMA	-46,687	87,063
	Accrued Interest	225	78
	Vat Due from HMRC	39,773	37,591
	Grants Due	0	0
		88,743	232,074
	(+) Add: Creditors and Payments Received in Advance		
	Creditors Control Account	3,008	109,474
	Grants Unapplied	222,992	278,286
	Accruals	5,146	9,090
		231,146	396,850
	(=) Box 8	1,165,531	1,401,083
8	(=) Total Cash and Short Term Investments		
	Cash at Bank and in Hand	265,531	301,083
	Short Term Investments	900,000	1,100,000
		1,165,531	1,401,083

P J CAMAMILE
CHIEF EXECUTIVE

19 MAY 2014

Internal Drainage Boards in England

Annual return for the financial year ended 31 March 2014

Internal Drainage Boards in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year.

Each annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the board.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the board's internal audit provider.

Each board must approve this annual return no later than 30 June 2014.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in blue. Do not leave any blue box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the board for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for Internal Drainage Boards that can be downloaded from the Association of Drainage Authorities' website at www.ada.org.uk

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

BROADS (2006)

Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	808203	1023128	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 (+) Rates and special levies	816949	837368	Total amount of direct rates on landowners and special levies on local authorities received or receivable in the year.
3 (+) All other income	510218	574405	Total income or receipts as recorded in the cashbook less the rates and special levies (line 2). Include all grants and contributions from EA here.
4 (-) Watercourses and pumping stations	828774	992640	Total expenditure or payments including capital spending and employment costs on construction and maintenance of watercourses and pumping stations.
5 (-) Loan interest/ capital repayments	15298	15298	Total expenditure or payments of capital and interest made during the year on the Board's borrowings (if any).
6 (-) All other payments	268170	190656	Total payments or expenditure as recorded in the cashbook less watercourses and pumping stations (line 4) and loan interest/ capital repayments (line 5). Include all contributions to EA here.
7 (=) Balances carried forward	1023128	1236307	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	1165531	1401083	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 other long term investments and assets	383036	615832	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the Board as at 31 March.
10 Total borrowings	45805	33993	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the Board and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

P. Lamante

Date 19/5/2014

I confirm that these accounting statements were approved by the Board on this date:

19/05/2014

and recorded as Board minute reference:

37/14/01

Signed by Chair of meeting approving these accounting statements:

[Signature]

Date 19.5.14

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of: BROADS (2006) Internal Drainage Board
our responsibility for ensuring that there is a sound system of internal control, including 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 2014, that:

	Agreed –		Yes means that the board:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 the board to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year has given all persons interested the opportunity to inspect and ask questions about the board's accounts
5 We carried out an assessment of the risks facing the board and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly
6 We maintained throughout the year an adequate and effective system of internal audit of the board's accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether internal controls meet the needs of the board.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 the board and where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the board and recorded as minute reference

37/14/02
dated 19/05/2014

Signed by:

Chair 

dated 19-5-14

Signed by:

Clerk 

dated 19/5/2014

*Note: Provide explanations to the external auditor on a separate sheet for each 'No'. Describe how the board will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2013/14

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of:

BROADS (2006)

Internal Drainage Board

Respective responsibilities of the board and the auditor

The board is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The board prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

~~(Except for the matters reported below)*~~ on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

~~(*delete as appropriate)~~

(continue on a separate sheet if required)

Other matters not affecting our opinion which we wish to draw to the attention of the board:

(continue on a separate sheet if required)

External auditor signature Mazars LLP

External auditor name Mazars LLP, Poole, BH17 0NF

Date 22 AUGUST 2014

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

Section 4 – Annual internal audit report 2013/14 to

Enter name of reporting body here:

BPADBS (2006)

Internal Drainage Board

The board's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the board's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, alongside, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the board.

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been properly kept throughout the year.	✓		
B The board's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The board assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual rating requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to board members were paid in accordance with board approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the board (list any other risk areas below or on separate sheets if needed) adequate controls existed:

See attached Internal Audit Report 2013/14.

Name of person who carried out the internal audit: RASE LITTLEWOOD

Signature of person who carried out the internal audit: RBLittlewood Date: 25/04/2014

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2013/14 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit.
- 2 Make sure that your annual return is complete (i.e. no empty blue boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of, and approved by the board, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a board member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change in Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your board holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2013) equals the balance brought forward in the current year (Box 1 of 2014).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist - 'No' answers mean you may not have met requirements		Done?
All sections	All blue boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
	Board approval confirmed by signature of Chair of meeting approving accounting statements?	
Section 1	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2014 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All blue boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guide, is available from the ADA website www.ada.org.uk or from The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL.



Water Management Alliance
INTERNAL AUDIT REPORT
2013/14

April 2014

Contents:

1. Executive Summary
 2. Reporting
 3. Acknowledgements
 4. Detailed Observations, Recommendations and agreed actions etc.
- APP 1 Agreed Terms of Reference

1. Executive Summary

The audit of the Water Management Alliance and the constituent Internal Drainage Boards was carried out by Kate Littlewood for the year 2013-14. This Executive Summary sets out our overall conclusion on the system reviewed, and summarises the key recommendations arising. A copy of the Terms of Reference for this audit is attached as **Appendix 1**.

Regulation 6 of the Accounts and Audit Regulations 2011 requires that '*A relevant body must undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control*'. The completion of this internal audit fulfils that role.

It should be noted that any system of internal control is designed to manage risk to a reasonable level, and therefore Internal Audit cannot provide absolute assurance against loss. As well as being effective, controls need to be proportionate to the risk involved and not overburden the organisation with excessive costs.

The Water Management Alliance provides administration and management services to the five constituent Internal Drainage Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers and South Holland.

Using the '*Governance and Accountability in Internal Drainage Boards in England – A Practitioners Guide (Rev 2007)*' this audit reviewed the procedures and systems of control in place at the Water Management Alliance and considered if they were effective and being applied as intended. Sample testing was carried out on elements as considered necessary by the auditor in order to substantiate the application of the control.

As part of the audit a follow-up was carried out on the recommendations raised in last year's report. The results of this are included in section 4.

2. Overall Conclusion

In conclusion, the procedures used at the Water Management Alliance are simple but effective, and appear to be carried out diligently by all staff concerned. Controls are working as expected. However, there are some aspects that can be improved and details of recommendations can be found in Section 4 together with the actions agreed with the Chief Executive.

The overall level of assurance attributed to the system is:

Substantial Assurance	A sound system of internal control, but there are a few weaknesses that could put achievement of system objectives at risk.
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The observations and recommendations are detailed in Section 4. Each recommendation is allocated a priority as defined below:

High	Major risk requiring action by the time the final report is issued.
Medium	Medium risk requiring action within six months of the issue of the draft report.
Low	Matters of limited risk. Action should be taken as resources permit.

3. Acknowledgements

I would like to express my thanks for their assistance and co-operation to:

Phil Camamile, Chief Executive Officer

Mary Creasy, Personal Assistant (CEO)

Michelle Futter, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

Subject Area 4.1 – Follow-up on agreed actions from previous year's report.

W.P. Ref. Follow-up

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>1. Follow up Observation</p> <p>The report issued in April 2013 contained three recommendations, of which two were classed as 'High' priority and the remaining one as 'Medium'. The two 'High' priority recommendations related to Treasury Management activities and have been implemented as agreed.</p> <p>The 'Medium' recommendation referred to the use of an automated numbering stamp to uniquely number each invoice to prevent instances of duplicate reference numbers. This has not been implemented as management felt the existing system control was sufficient. A discussion with the Chief Executive and Finance Officer identified an equal risk with the use of automated numbering stamps, in that the wrong stamp may inadvertently be used for the invoices relating to a different Board. In turn this would disrupt the numbering sequences for both Boards. In view of this, a decision was made to continue with the current system.</p> <p>Consequence</p> <p>Internal invoice reference numbers should provide a unique reference to a specific document. Duplication can weaken a control designed to ensure that all supplier invoices are uniquely identified and accounted for.</p> <p>Recommendation</p> <p>No further action at this stage. The Internal Auditor will continue to monitor the records in future audits and if necessary re-assess the situation with management.</p>	N/A	No further action required.

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2. Cashbook entries</p> <p>Observation A sample of bank reconciliations for each Board were reviewed to confirm the accuracy and timeliness of the reconciliation to the cashbook, and evidence of investigation of any discrepancies. All reconciliations had been completed satisfactorily on at least a monthly basis and, in some instances, more frequently.</p> <p>However it was noted that during the year three reconciling transactions were included on the bank statements, but did not appear in the cashbook as expected until sometime later. On enquiry the auditor was informed that this was as a result of waiting for a code from the engineer.</p> <p>Consequence The cashbook should always reflect the true position of the accounts and transactions should be posted as they occur. This is particularly relevant at the end of the financial year.</p> <p>Recommendation Transactions awaiting coding information should be recorded on a temporary basis in a Suspense Account so that they can be entered into the Cashbook in a timely manner. As soon as coding information is received the transaction can then be moved to the correct account. However the Suspense Account must be regularly reviewed to ensure that transactions are not being held there indefinitely.</p>	High	<p>Agreed, to take immediate effect.</p> <p>Finance Officer.</p>

Internal Audit Services

Borough Council of
**King's Lynn &
West Norfolk**



WATER MANAGEMENT ALLIANCE

INTERNAL AUDIT TERMS OF REFERENCE 2013-14

1. INTRODUCTION

1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2013-14.

1.2 Section 4 of The Accounts and Audit Regulations 2011 states that '*The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control*'.

1.3 Internal Audit is defined as '*an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*'

Public Sector Internal Audit Standards, April 2013

1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards adopted by CIPFA from April 2013 and thus will be able to provide the review required by the Regulations.

1.5 The authority of the Internal Auditor is established in the Financial Regulations.

1.6 The audit work will concentrate on records and systems used by the Water Management Alliance, who provide the financial and administrative functions for:

- Broads (2006) IDB
- East Suffolk IDB
- King's Lynn IDB
- Norfolk Rivers IDB
- South Holland IDB.

As such, this work will enable the auditor to complete the Annual Returns for all five Boards.

2. OBJECTIVES AND SCOPE OF THE AUDIT

2.1 The work of the Internal Auditor will be guided by 'Governance and Accountability in Internal Drainage Boards in England – A Practitioners Guide (Rev 2007)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Return for 2012 the auditor will consider the following:

- A. The Accounting Records
To ensure that the accounting system is accurate, complete and timely, and that data input is being verified appropriately.
- B. Financial Regulations and Standing Orders
To ensure that they are current and are being adhered to.
- C. Risk Management processes
To ensure that management review the Risk Register on a regular basis and that risk is being identified and actively managed in a proportionate manner.

D. Budgetary Controls

To ensure that the budgets are prepared on a realistic basis and are monitored throughout the year and any variations are investigated, with corrective action being taken if necessary.

E. Income Controls

To ensure that processes are in place and functioning correctly to collect, record and bank income in full and on time.

F. Petty Cash Procedures

To ensure petty cash provisions are reasonable, used in accordance with Financial Regulations and adequate records are kept of payments made.

G. Payroll Controls

To ensure that remuneration to employees and Board Members is calculated correctly and in accordance with the levels agreed by the Board, and that all HMRC requirements are complied with.

H. Asset Management

To ensure that there are satisfactory processes in place to maintain the register and check for accuracy.

I. Bank Reconciliation

To ensure that periodic and year-end bank account reconciliations were properly completed and verified.

J. Year-end Procedures

To ensure that the appropriate accounting basis have been used to prepare the year-end accounting statements and that figures contained in the statements can be verified by reference to working papers and accounting records.

2.3 Any recommendations and issues arising from the previous audit will also be followed up to establish if they have been implemented or if there is a satisfactory explanation for non-implementation.

2.4 Contained within the scope of work described above it is implied that the auditor will have due regard for Value for Money considerations and the potential for fraud.

3. TASKS

3.1.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2012-13 remain the same and document any changes that may have taken place.
- Perform tests to establish that systems are operating in accordance with the procedures and that good practice is being complied with.
- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.

Internal Audit Services

- Discuss the results with the Chief Executive and make recommendations as appropriate, which will be communicated to the Boards by means of a report.
- Complete Section 4 of the Electronic Annual Return for 2013/14.

4. WORK PLAN

4.1 The audit will be undertaken by:

Mrs Kate Littlewood, CMIIA

Audit Manager, Borough Council of King's Lynn and West Norfolk.

4.2 The audit has been allocated 5 days, which will be utilised as follows:

Task	Time
Confirm existing procedures and record any changes. Undertake a follow-up of actions agreed from the 2012-13 audit report.	0.5
Testing – to establish that processes are being applied as intended.	3.5
Conclusions and discussion	0.5
Completing the Return and reporting if required.	0.5

5.0 AGREEMENT

	Signature	Date
Phil Camamile Chief Executive, Water Management Alliance
Kate Littlewood Audit Manager Borough Council of King's Lynn and West Norfolk