



**King's Lynn**  
Drainage Board

**STATEMENT OF ACCOUNTS  
FOR THE YEAR ENDING  
31 MARCH 2017**

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

**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 (Category 1 Authorities), as provided for in the Local Audit and Accountability Act 2014.
- (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 (other than in respect of the note required for the defined benefit pension scheme) and has prepared an Annual Return which all Category 2 Authorities are required to do, in accordance with Regulation 11 of the Accounts and Audit Regulations 2015 based on these Accounts. The Board is a Category 2 Authority.
- (iii) The Annual Return has been prepared in accordance with proper practices that are set out in Sections 1 to 4 of the Guidance published by the Association of Drainage Authorities on 30 March 2017. This Statement of Accounts therefore includes the Accounting Statement reported in Section 2 of 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

For the purposes of Box 9 in Section 2 of the audited Annual Return, Fixed Assets are valued at Net Book Value.

- (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: 4 years

## **NOTE ACCOUNTING POLICIES**

Excavators and Tractors: 7 years  
 Specialist Plant and Equipment: <= 10 years  
 Fixed Pumping Plant: 20 years  
 Lifting Equipment: 5 years  
 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 is a member of the Local Government Pension Scheme (LGPS), administered by Norfolk County Council. This is a funded defined benefit career average pension scheme, meaning that the Board and its employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets. The Board has paid a contribution of 21% on employees pensionable pay into the pension fund during 2016/17.
- (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 pension liability has been calculated by the fund actuary as set out in the accompanying report entitled: 'Actuarial Valuation as at 31 March 2017 for FRS17 Purposes'.
- (iv) The Board also has a share of the pension liability which is attributable to its membership of the Water Management Alliance; a defined benefit scheme operated by Norfolk County Council.

### **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).

### **9 INCOME RECOGNITION**

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

**NOTE ACCOUNTING POLICIES****10 FINANCE LEASES**

The Board no longer has any Finance Leases on any of its plant or equipment.

**11 RESERVES**

The Board holds the 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:

[https://www.wlma.org.uk/uploads/KLIDB\\_Capital\\_Financing\\_and\\_Reserves\\_Policy.pdf](https://www.wlma.org.uk/uploads/KLIDB_Capital_Financing_and_Reserves_Policy.pdf)

This policy is reviewed by the Board triennially.

- (i) **General Reserve**
- (ii) **Development Reserve**
- (iii) **Plant Renewals Reserve**
- (iv) **Capital Works Reserve**
- (v) **Revaluation Reserve**
- (vi) **Pension Reserve**

From: 01 April 2016  
 To: 31 March 2017

Period: 12  
 Year Ending: 31 March 2017

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<b><u>Income:</u></b>							
	Occupiers Drainage Rates	305,736	305,736	0	305,736	305,736	0
1	Special Levies issued by the Board	1,856,510	1,856,510	0	1,856,510	1,856,510	0
	Grants Applied	112,000	103,603	-8,397	112,000	103,603	-8,397
	Rental Income	3,200	2,113	-1,087	3,200	2,113	-1,087
2	Highland Water Contributions	35,000	49,740	14,740	35,000	49,740	14,740
	Income from Rechargeable Works	0	111,511	111,511	0	111,511	111,511
	Investment Interest	20,000	25,085	5,085	20,000	25,085	5,085
	Development Contributions	0	256,745	256,745	0	256,745	256,745
4	Other Income	43,294	93,632	50,338	43,294	93,632	50,338
	<b>Total Income</b>	<b>£2,375,740</b>	<b>£2,804,674</b>	<b>£428,935</b>	<b>£2,375,740</b>	<b>£2,804,674</b>	<b>£428,935</b>
<b><u>Less Expenditure:</u></b>							
5	Capital Works	2,208,000	1,800,255	407,745	2,208,000	1,800,255	407,745
6	Environment Agency Precept	159,146	159,146	0	159,146	159,146	0
7	Maintenance Works	1,358,405	1,156,544	201,861	1,358,405	1,156,544	201,861
	Development Expenditure	0	0	0	0	0	0
	Interest Payments	0	0	0	0	0	0
8	Administration Charges	240,348	310,579	-70,231	240,348	310,579	-70,231
	Cost of Rechargeable Works	0	111,276	-111,276	0	111,276	-111,276
3	Net Deficit/(Surplus) on Operating Accounts	49,500	30,752	18,748	49,500	30,752	18,748
	<b>Total Expenditure</b>	<b>£4,015,399</b>	<b>£3,568,551</b>	<b>£446,847</b>	<b>£4,015,399</b>	<b>£3,568,551</b>	<b>£446,847</b>
	Profit/(Loss) on disposal of Fixed Assets	£0	-£3,500	-£3,500	£0	-£3,500	-£3,500
9	<b>Net Surplus/(Deficit)</b>	<b>-£1,639,659</b>	<b>-£767,378</b>	<b>£872,281</b>	<b>-£1,639,659</b>	<b>-£767,378</b>	<b>£872,281</b>

From: 01 April 2016  
 To: 31 March 2017

Period: 12  
 Year Ending: 31 March 2017

Notes	Balance Sheet as at 31-3-2017	Opening Balance £	Movement This Year £	Closing Balance £
10	<b>Fixed Assets:</b>			
	Land and Buildings	929,761	-7,971	921,790
	Plant and Equipment	895,679	-34,184	861,495
	Pumping Stations	355,392	-88,848	266,544
	Shared Consortium Assets	0	0	0
		<b>2,180,832</b>	<b>-131,003</b>	<b>2,049,829</b>
	<b>Current Assets:</b>			
11	Bank Account	79,308	34,030	113,338
	Stock	6,761	-1,365	5,396
12	Trade Debtors	27,336	34,852	62,188
13	Work in Progress	2,783	-2,783	0
14	Term Deposits	5,200,000	-1,100,000	4,100,000
15,16	Drainage Rates and Special Levies Due	26,363	-3,546	22,817
17	Prepayments	103,250	-103,250	0
	Prepayments to WMA	21,699	116,621	138,320
	Accrued Interest	0	0	0
	VAT Due	113,985	-18,008	95,977
	Grants Due	0	0	0
		<b>5,581,485</b>	<b>-1,043,448</b>	<b>4,538,037</b>
	<b>Less Current Liabilities:</b>			
	Trade Creditors	335,118	-333,983	1,135
18	Grants Unapplied	73,622	26,224	99,846
	Accruals	0	0	0
	Payroll Controls	0	0	0
	Finance Leases	0	0	0
	Receipts Paid in Advance	10,466	-10,466	0
	Loans due in less than one year	0	0	0
		<b>419,206</b>	<b>-318,226</b>	<b>100,980</b>
	<b>Net Current Assets</b>	<b>5,162,279</b>	<b>-725,223</b>	<b>4,437,056</b>
	<b>Less Long Term Liabilities:</b>			
25	Pension Liability	2,875,000	485,000	3,360,000
	Loans due in more than one year	0	0	0
		<b>2,875,000</b>	<b>485,000</b>	<b>3,360,000</b>
	<b>Net Assets</b>	<b>£4,468,111</b>	<b>-£1,341,226</b>	<b>£3,126,885</b>
19	<b>Reserves:</b>			
	<b>Earmarked</b>			
20	General Reserve	3,069,224	-873,550	2,195,674
21	Development Reserve	619,922	256,745	876,667
22	Capital Works Reserve	127,000	-127,000	0
23	Plant Reserve	2,821,148	0	2,821,148
		<b>6,637,294</b>	<b>-743,805</b>	<b>5,893,489</b>
	<b>Non-Distributable</b>			
24	Revaluation Reserve	705,817	-112,421	593,396
25	Pension Reserve	-2,875,000	-485,000	-3,360,000
		<b>-2,169,183</b>	<b>-597,421</b>	<b>-2,766,604</b>
	<b>Total Reserves</b>	<b>£4,468,111</b>	<b>-£1,341,226</b>	<b>£3,126,885</b>

P J CAMAMILE  
CHIEF EXECUTIVE

**From:** 01 April 2016  
**To:** 31 March 2017

**Period:** 12  
**Year Ending:** 31 March 2017

**Note Notes to the Accounts**

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Borough of King's Lynn & West Norfolk	1,752,700	1,752,700
Fenland District Council	81,280	81,280
South Holland District Council	22,530	22,530
	<b>1,856,510</b>	<b>1,856,510</b>

- 2 The Highland Water Claim for 2016/17 is due to be paid by the Environment Agency (EA) to the Board in September, following the recent changes made to the timetable (previously the payment was made in two installments - one in May and one in December).

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Labour Operations Account	42,465	26,382
Mobile Plant Operations Account	7,035	4,370
	<b>49,500</b>	<b>30,752</b>

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. These Reports are scrutinised by the Board's Plant and Works Committee every year.

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Shared Income from WMA	41,794	89,786
Summons Costs	1,000	2,840
East Wash Coastal Management CIC Administration Fee	0	500
Sundry Income	500	506
	<b>43,294</b>	<b>93,632</b>

- 5 The cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works, as managed by the Planning/Enforcement Officer, which can be made available to members on request. This Report is also scrutinised by the Board's Plant and Works Committee every year.

- 6 The EA Precept due for 2016/17 is as estimated. Half of the EA Precept is payable to the EA on 31 May and the other half on 30 November.

- 7 The detailed maintenance operations in each sub catchment are 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. The summarised analysis of expenditure is as follows:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Labour Charges	434,514	505,890
Plant Charges	206,146	240,009
Materials	7,002	8,152
Contractors	120,026	139,742
Electricity	79,064	92,051
Pumping Station Insurances	3,113	3,624
Telemetry	23,113	26,910
Heating Fuel	722	841
Pumping Station Depreciation	0	0
<b>Direct Works</b>	<b>873,700</b>	<b>1,017,219</b>
Technical Support Staff Costs	114,921	115,633
Other Technical Support Costs	36,950	18,025
Biodiversity Action Plan Costs	7,834	5,667
Contingency	25,000	0
Annual Plant Reinstatement Provision	300,000	0
<b>Maintenance Works</b>	<b>1,358,405</b>	<b>1,156,544</b>

- 8 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:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Administration Staff Costs	89,932	90,455
Other Administration Costs	139,094	202,694
Sundry Expenses	0	11

**From:** 01 April 2016  
**To:** 31 March 2017

**Period:** 12  
**Year Ending:** 31 March 2017

Note	Notes to the Accounts		
	Drainage Rates AV Increases/(Decreases)	3,000	8,463
	Kettlewell House Depreciation	7,972	7,972
	Sundry Debtors written off	350	0
	Settlement Discount	0	984
		<b>240,348</b>	<b>310,579</b>

- 9 The Board has planned to increase/(reduce) balances by financing expenditure from the following reserves:

	Budget
Capital Works Reserve	-1,580,000
General Reserve	-59,659
	<b>-1,639,659</b>

- 10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2016/17, which can be made available to members on request.

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
<b>Cost</b>				
Opening Balance b/fwd	1,417,491	1,601,460	888,480	3,907,431
(+) Additions	0	158,442	0	158,442
(-) Disposals	0	-298,652	0	-298,652
Closing Balance c/fwd	<b>1,417,491</b>	<b>1,461,250</b>	<b>888,480</b>	<b>3,767,221</b>
<b>Depreciation</b>				
Opening Balance b/fwd	487,730	705,781	533,088	1,726,599
(+) Depreciation Charge for year	7,972	155,626	88,848	252,445
(-) Accumulated depreciation written out on disposal	0	-261,652	0	-261,652
Closing Balance c/fwd	<b>495,702</b>	<b>599,755</b>	<b>621,936</b>	<b>1,717,392</b>
Net Book Value as at 31-3-2016	<b>929,761</b>	<b>895,679</b>	<b>355,392</b>	<b>2,180,832</b>
Net Book Value as at 31-3-2017	<b>921,790</b>	<b>861,495</b>	<b>266,544</b>	<b>2,049,829</b>

The Board also share ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin, Chartered Surveyors, as at 31 March 2012. Such assets have a Net Book Value of zero.

- 11 The Bank 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:

	2015/16	2016/17
Opening Balance as at 1-4-2016 b/fwd	232,181	79,308
(+) Receipts	4,642,101	7,126,651
(-) Payments	-4,794,974	-7,092,621
(=) Closing Balance as at 31-3-2017 c/fwd	<b>79,308</b>	<b>113,338</b>
Balance on Statement as at 31-3	79,683	169,193
Less: Unpresented Payments	0	-55,855
Add: Unpresented Receipts	-375	0
Closing Balance as at 31-3-2017 c/fwd	<b>79,308</b>	<b>113,338</b>

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors		
<=30 days	62,188	5		
>30 days and <=60 days	0	0		
>60 days and <=90 days	0	0		
>90 days	0	0		
	<b>62,188</b>	<b>5</b>		
<b>&gt;90 days</b>	<b>Amount</b>	<b>Inv. Date</b>	<b>Originator</b>	
N/A	0	N/A	N/A	
	<b>0</b>			

- 13 Work In Progress (WIP) is currently made up of the following jobs:

Customer	Amount	Estimated Completion Date	Budget Holder
----------	--------	---------------------------	---------------



**From:** 01 April 2016  
**To:** 31 March 2017

**Period:** 12  
**Year Ending:** 31 March 2017

**Note Notes to the Accounts**

N/A		0	N/A	N/A
		<u>0</u>		
14	Term Deposits are currently as follows:			
	<b>Financial Institution</b>	<b>Capital</b>	<b>Investment Date</b>	<b>Maturity Date Interest Rate</b>
	Natwest Bank	500,000	05/08/2016	07/08/2017 0.42%
	Principality Building Society	500,000	15/12/2016	18/04/2017 0.35%
	Vernon Co-Op Bank	300,000	03/01/2017	28/04/2017 0.26%
	Newcastle Building Society	300,000	13/01/2017	15/05/2017 0.35%
	Skipton Building Society	500,000	16/01/2017	31/05/2017 0.27%
	Progressive Barclays	500,000	30/01/2017	15/06/2017 0.35%
	Coventry Building Society	500,000	15/02/2017	30/06/2017 0.30%
	Nottingham Building Society	500,000	28/02/2017	14/07/2017 0.44%
	National Counties Building Society	300,000	15/03/2017	31/07/2017 0.44%
	West Bromwich Building Society	200,000	31/03/2017	15/08/2017 0.37%
		<u>4,100,000</u>		
15	Special Levies are paid by Constituent Councils in two halves on 1 May and 1 November.			
16	Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 77 Ratepayers that have not paid their Drainage Rates for 2016/17, as compared to 99 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:			
		<b>2015/16</b>	<b>2016/17</b>	
	Arrears b/fwd	23,460	26,363	
	Drainage Rates for the year	303,611	305,736	
	Special Levies for the year	1,843,606	1,856,510	
	Payments Received	-2,145,973	-2,180,556	
	Settlement Discount	0	-984	
	Returned/(Represented) amounts	27	377	
	Value /(Decreases)	-4,973	-5,207	
	Value Increases	3,497	3,391	
	New Assessments	1,477	1,816	
	Irrecoverables and write offs	-844	-9,077	
	The East Coastal Management CIC	0	20,681	
	Summons collection costs	2,475	3,750	
	Special Levy Adjustment	0	0	
	Drainage Rate Adjustment	0	18	
	Paid Refunds	0	0	
	Sundry adjustments/Summons	0	0	
	Arrears c/fwd	<u>26,363</u>	<u>22,817</u>	
17	There are currently no Prepayments.			
18	Grants Unapplied are those grants that we have received in advance of doing work on the following schemes:			
		<b>2015/16</b>	<b>2016/17</b>	
	SCH30: Islington Catchment Flood Risk Management Scheme	73,622	99,846	
		<u>73,622</u>	<u>99,846</u>	
19	The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy for 2016/17, as approved by the Board on 22 January 2016. This policy is available for viewing on the Board's website.			
20	Movements on the General Reserve are made up as follows:			
		<b>2015/16</b>	<b>2016/17</b>	
	Opening Balance, as at 1 April b/fwd	2,836,433	3,069,224	
	Net Surplus/(Deficit) for the year	388,164	-767,378	
	Net transfer (to)/from Development Reserve	-56,576	-256,745	
	Net transfer (to)/from Capital Works Reserve	-98,797	127,000	
	Net transfer (to)/from Plant Reserve	0	0	
	Revaluation Reserve adjustment	0	23,573	
	Closing Balance c/fwd	<u>3,069,224</u>	<u>2,195,674</u>	
21	Movements on the Development Reserve are made up as follows:			

**From:** 01 April 2016  
**To:** 31 March 2017

**Period:** 12  
**Year Ending:** 31 March 2017

**Note Notes to the Accounts**

	<b>2015/16</b>	<b>2016/17</b>
Opening Balance, as at 1 April b/fwd	563,346	619,922
Net contributions transferred from General Reserve	56,576	256,745
Closing Balance c/fwd	<b>619,922</b>	<b>876,667</b>

- 22 Movements on the Capital Works Reserve are made up as follows:  
The Capital Works Reserve largely represents the committed cost of capital schemes that the Board has approved in previous years, where suppliers have not actually invoiced for work, due to slippage in the programme or other issues with the contract:

	<b>2015/16</b>	<b>Gen. Reserve</b>	<b>2016/17</b>
SCH36 West Lynn Sluice - Structural Investigation	28,000	-28,000	0
SCH33 Wolferton Pumping Station - Structural Investigation	69,000	-69,000	0
SCH35 Control Panel Replacements & Weedscreen Cleaner Refurbishment	30,000	-30,000	0
	<b>127,000</b>	<b>-127,000</b>	<b>0</b>

- 23 The Fixed Plant Reserve and Mobile Plant Reserve have been merged into a single Plant Reserve, as at 31 March 2014:

	<b>2016/17</b>
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	<b>2,821,148</b>

- 24 Movements on the Revaluation Reserve are made up as follows:

	<b>2016/17</b>
Opening Balance, as at 1 April b/fwd	705,817
Less:	
Pumping Station & Kettlewell House Depreciation	-112,421
Closing Balance c/fwd	<b>593,396</b>

**25 Pension Liability**

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (ii) The Board is a member of the Water Management Alliance Consortium and as such also has 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 prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £1,827,000 as at 31 March 2017 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 22 January 2016.

**26 Related Party Disclosures**

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board paid Anglia Farmers Ltd £109,089.95 upto 31/03/17.
- (ii) Board member Mr J Askew is related to Mr R Askew, Director of Richard Askew Agricultural Supplies Ltd, which is one of the Board's suppliers. The Board paid Askew Agricultural Supplies Ltd £4,095.80 upto 31/03/17.
- (iii) Mr Harvey Howe is employed by the Board as a full time Operative. The Board's Operations Manager is related to Harvey Howe.
- (iv) All elected members of the Board pay drainage rates either as individuals, Partners in Partnerships, or as Directors of limited companies; the exact nature of which can be found in the Rate Book as at 1 April 2016.
- (v) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board. During the reporting period the Chairman received £4,200.00 Chairman's Allowance.

**From:** 01 April 2016  
**To:** 31 March 2017

**Period:** 12  
**Year Ending:** 31 March 2017

---

**Note**   **Notes to the Accounts**

---

- (vi) The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported at no cost to the Board by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

**Recommended Actions:**

1. To approve the Financial Report for the period ending 31-3-2017.

P J CAMAMILE  
CHIEF EXECUTIVE

P WALKER  
FINANCE ASSISTANT

From: 01 April 2016

To: 31 March 2017

Our ID	Capital Works	EA Ref.	GiA Level %	Actual 2014/15	Actual 2015/16	Actual 2016/17	Annual Estimate 2016/17 £	Variance (2016/17) £	Cumulative Cost C/Fwd £	Approved Cost £	Variance (adverse)/favourable £	Grant Receivable £	Grant Received £	Grant Due/ (Unapplied) £	Grant Applied £
<b>Grant Aided Works:</b>															
SCH30	Islington Catchment Flood Risk Management Scheme	IDB0267	56%	10,738.40	81,315.43	185,332.33	200,000	-14,667.67	304,384.66	483,000.00	178,615.34	170,154.07	270,000.00	-99,845.93	103,602.63
				<b>10,738.40</b>	<b>81,315.43</b>	<b>185,332.33</b>	<b>200,000</b>	<b>-14,667.67</b>	<b>304,384.66</b>	<b>483,000.00</b>	<b>178,615.34</b>	<b>170,154.07</b>	<b>270,000.00</b>	<b>-99,845.93</b>	<b>103,602.63</b>
<b>Non-Grant Aided Works:</b>															
SCH04	Gaywood Flood Alleviation Scheme		0%	500.00	0.00	0.00	0	0.00	398,272.25	450,000.00	51,727.75	0.00	0.00	0.00	0.00
SCH15	Pierpoint Storage Building		0%	46,263.94	0.00	0.00	0	0.00	47,033.94	45,000.00	-2,033.94	0.00	0.00	0.00	0.00
SCH18	Middleton Stop Flood Storage Area		0%	551,648.03	36,013.42	0.00	0	0.00	965,022.96	957,000.00	-8,022.96	0.00	0.00	0.00	0.00
SCH22	North Lynn Link Scheme		0%	61,379.47	171,137.52	1,399,595.57	1,630,000	-230,404.43	1,696,123.16	1,835,000.00	138,876.84	0.00	0.00	0.00	0.00
SCH23	Catchment Modelling		0%	0.00	0.00	0.00	60,000	-60,000.00	138,291.50	285,000.00	146,708.50	0.00	0.00	0.00	0.00
SCH24	Telemetry Review		0%	2,624.00	0.00	0.00	0	0.00	11,424.00	0.00	-11,424.00	0.00	0.00	0.00	0.00
SCH26	Main Sluice - Structural Investigation		0%	21,839.66	4,475.00	0.00	0	0.00	57,414.66	50,000.00	-7,414.66	0.00	0.00	0.00	0.00
SCH27	Merries Farm - Structural Investigation		0%	1,276.23	0.00	0.00	0	0.00	2,176.23	5,000.00	2,823.77	0.00	0.00	0.00	0.00
SCH28	Ingleborough Pumping Station - Structural Investigation		0%	19,725.00	1,571.85	2,675.00	0	2,675.00	58,687.35	35,000.00	-23,687.35	0.00	0.00	0.00	0.00
SCH31	Bawsey Drain Syphon - Structural Investigation		0%	3,900.00	0.00	0.00	0	0.00	3,900.00	15,000.00	11,100.00	0.00	0.00	0.00	0.00
SCH32	Black Drain Syphon (Under Gaywood River)		0%	1,800.00	24,556.77	0.00	0	0.00	26,356.77	40,000.00	13,643.23	0.00	0.00	0.00	0.00
SCH36	West Lynn Sluice - Structural Investigation		0%	0.00	1,500.00	10,273.00	0	10,273.00	11,773.00	30,000.00	18,227.00	0.00	0.00	0.00	0.00
SCH33	Wolferton Pumping Station - Structural Investigation		0%	41,796.25	110,902.98	94,549.70	160,000	-65,450.30	247,248.93	410,000.00	162,751.07	0.00	0.00	0.00	0.00
SCH34	Chalk Lane Flood Risk Mangement Scheme		0%	11,351.43	3,651.97	0.00	0	0.00	15,003.40	25,000.00	9,996.60	0.00	0.00	0.00	0.00
	Searles Outfall & Pipeline - Structural Investigation		0%	0.00	0.00	0.00	8,000	-8,000.00	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00
SCH37	Lighthouse Sluice - Investigations & Refurbishments		0%	0.00	2,000.00	0.00	15,000	-15,000.00	2,000.00	17,500.00	15,500.00	0.00	0.00	0.00	0.00
SCH35	Control Panel Replacements & Weedscreen Cleaner Refurbishments		0%	0.00	144,941.14	70,724.02	100,000	-29,275.98	215,665.16	275,000.00	59,334.84	0.00	0.00	0.00	0.00
SCH38	Middleton Stop PS Inlet Refurbishment		0%	0.00	0.00	37,105.37	35,000	2,105.37	37,105.37	35,000.00	-2,105.37	0.00	0.00	0.00	0.00
				<b>764,104.01</b>	<b>500,750.65</b>	<b>1,614,922.66</b>	<b>2,008,000</b>	<b>-393,077.34</b>	<b>3,933,498.68</b>	<b>4,517,500.00</b>	<b>584,001.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Totals</b>				<b>£774,842.41</b>	<b>£582,066.08</b>	<b>£1,800,254.99</b>	<b>£2,208,000</b>	<b>-£407,745.01</b>	<b>£4,237,883.34</b>	<b>£5,000,500.00</b>	<b>£762,616.66</b>	<b>£170,154.07</b>	<b>£270,000.00</b>	<b>-£99,845.93</b>	<b>£103,602.63</b>

G R DANN  
PLANNING/ENFORCEMENT OFFICER

**From: 01 April 2016**  
**To: 31 March 2017**

**Period: 12**  
**Year Ending: 31 March 2017**

<b>MAINTENANCE</b>	<b>Actual 2015/16 £</b>	<b>Actual 2016/17 £</b>	<b>Annual Estimate £</b>	<b>Variance £</b>
Wiggenhall St German Catchment	2,224.25	2,179.25	3,000	821
Fitton Road Area Catchment	2,590.19	3,533.65	4,500	966
Waltham Farm Catchment	4,288.01	5,432.27	5,500	68
Mary Magdalen Catchment	2,444.94	4,609.33	2,300	-2,309
Magdalen Catchment	19,609.03	17,661.77	17,000	-662
Lighthouse Catchment	16,518.78	21,040.62	18,800	-2,241
Main Sluice Catchment	42,429.77	43,096.04	39,500	-3,596
Chalk Lane Catchment	20,585.47	23,205.29	17,500	-5,705
Ingleborough Catchment	6,049.12	9,577.13	6,500	-3,077
Searles Catchment	3,441.50	2,135.61	3,800	1,664
Heacham Catchment	14,725.81	16,945.95	9,200	-7,746
Wolferton Catchment (Inc. River Ingol)	32,942.42	45,668.09	34,250	-11,418
North Wootton Catchment	10,964.88	22,761.14	15,000	-7,761
Wootton Marsh Catchment	0.00	0.00	0	0
South Wootton Catchment	16,876.05	3,791.66	3,250	-542
North Lynn Catchment	10,200.55	9,149.83	10,000	850
Black/Bawsey Drains Catchment	23,350.14	20,783.01	24,500	3,717
Gaywood Catchment	40,729.23	44,912.40	49,000	4,088
Middleton Pierrpoint Catchment	65,356.27	158,777.94	48,500	-110,278
Middleton Level Catchment	9,153.16	8,235.56	8,000	-236
Eau Brink Catchment	14,278.06	17,026.16	9,200	-7,826
Green Bank Catchment	66,574.42	71,917.45	66,500	-5,417
Billy Kerkham Sluice Catchment	14,399.55	20,094.73	18,000	-2,095
West Lynn Sluice Catchment	22,657.46	27,369.91	26,500	-870
Cut Bridge Sluice Catchment	2,703.45	767.46	2,100	1,333
Merries Sluice Catchment	2,479.05	2,356.61	2,400	43
Knowles Sluice Catchment	2,084.40	1,956.21	2,700	744
Smeeth Lode Outfall	2,559.29	3,719.01	2,500	-1,219
Islington Pump Catchment	129,388.02	145,444.90	136,800	-8,645
Reeds Drain Catchment	51,282.56	58,119.95	60,000	1,880
Rainbow Drain Outside Area	248.64	0.00	850	850
Babingley River Catchment	11,724.48	18,971.58	9,000	-9,972
Church Farm Catchment	389.74	1,404.27	5,100	3,696
	<b>665,248.69</b>	<b>832,644.78</b>	<b>661,750</b>	<b>-170,895</b>

#### **OUTFALL MAINTENANCE**

Lighthouse Outfall	1,091.43	1,768.76	1,210	-559
Main Sluice Outfall	1,025.43	1,955.09	1,610	-345
Chalk Lane Outfall	1,273.53	1,822.10	1,960	138
Searles Outfall	871.66	639.60	800	160
Bawsey Drain Outfall	3,189.43	4,636.04	5,750	1,114
Millfleet Sluice Outfall	4,235.94	4,954.85	4,600	-355
Billy Kerkham Sluice	2,228.19	2,720.44	2,260	-460
West Lynn Outfall	105.16	0.00	200	200
Cut Bridge Outfall	201.65	139.08	250	111
Merries Farm Outfall	105.16	0.00	200	200
Knowles Outfall	105.16	0.00	200	200
Straight Mile Outfall	105.16	0.00	4,100	4,100
	<b>14,537.90</b>	<b>18,635.96</b>	<b>23,140</b>	<b>4,504</b>

From: 01 April 2016  
 To: 31 March 2017

Period: 12  
 Year Ending: 31 March 2017

<b>PUMPING STATION MAINTENANCE</b>	<b>Actual 2015/16 £</b>	<b>Actual 2016/17 £</b>	<b>Annual Estimate £</b>	<b>Variance £</b>
Waltham Farm Pumping Station	1,357.49	2,436.79	3,020	583
Crabbes Abbey Pumping Station	9,430.81	11,251.33	12,770	1,519
Ingleborough Pumping Station	1,912.39	3,508.00	3,570	62
Wolferton Pumping Station	27,221.29	29,917.63	29,920	2
North Wootton Pumping Station	4,134.01	12,597.53	6,270	-6,328
North Lynn Pumping Station	2,598.80	5,388.66	12,520	7,131
Pierrepont Pumping Station	31,983.39	27,796.77	26,370	-1,427
Middleton Fen Pumping Station	4,823.24	7,513.71	5,870	-1,644
Eau Brink Pumping Station	8,510.42	7,221.95	9,270	2,048
Green Bank Pumping Station	13,327.42	13,297.12	16,970	3,673
Islington Pumping Station	28,839.41	31,284.19	27,870	-3,414
Church Farm Pumping Station	2,326.90	4,180.47	11,820	7,640
King's Reach Pumping Station	1,772.98	2,692.19	5,870	3,178
	<b>138,238.55</b>	<b>159,086.34</b>	<b>172,110</b>	<b>13,024</b>
<b>PROPERTY MAINTENANCE</b>				
Islington Depot (moved to Labour Ops Account)	40,064.62	0.00	0	0
Islington House	311.61	316.95	1,000	683
Wolferton Property	264.93	757.00	600	-157
Pierrepont Depot (moved to Labour Operations Account)	2,331.10	0.00	0	0
Reffley Reservoir	1,931.01	45.00	1,400	1,355
Morrisons Culvert	1,972.71	3,233.70	4,400	1,166
Gravel Bank (former pumping station)	134.36	54.06	1,000	946
Goulds Culvert	635.58	1,591.90	1,450	-142
Straight Mile Reservoir	107.86	0.00	0	0
Bridges	216.31	0.00	0	0
Wootton Road Culvert	231.56	67.89	1,100	1,032
Middleton Stop	358.38	81.18	0	-81
King's Reach Flood Storage Area	1,326.36	552.40	2,750	2,198
Smeeth Lode Storage Area East	914.58	36.29	1,500	1,464
Smeeth Lode Storage Area West	592.63	115.11	1,500	1,385
	<b>51,393.60</b>	<b>6,851.48</b>	<b>16,700</b>	<b>9,849</b>
<b>DIRECT WORKS</b>	<b>869,418.74</b>	<b>1,017,218.56</b>	<b>873,700</b>	<b>-143,519</b>
<b>TECHNICAL SUPPORT STAFF COSTS</b>	<b>110,211.00</b>	<b>115,633.00</b>	<b>114,921</b>	<b>-712</b>
<b>OTHER TECHNICAL SUPPORT COSTS</b>	<b>34,714.00</b>	<b>18,025.00</b>	<b>36,950</b>	<b>18,925</b>
<b>BIODIVERSITY ACTION PLAN COSTS</b>	<b>4,500.00</b>	<b>5,667.00</b>	<b>7,834</b>	<b>2,167</b>
<b>CONTINGENCY</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000</b>	<b>25,000</b>
<b>ASSET REINSTATEMENT PROVISION</b>	<b>0.00</b>	<b>0.00</b>	<b>300,000</b>	<b>300,000</b>
<b>MAINTENANCE WORK</b>	<b>£1,018,843.74</b>	<b>£1,156,543.56</b>	<b>£1,358,405</b>	<b>£201,861</b>

G M HOWE  
OPERATIONS MANAGER

From: 01 April 2016  
To: 31 March 2017

Period: 12  
Year Ending: 31 March 2017

ID	DRAIN MAINTENANCE	Actual 2016/17 £	Plant Charges £	Labour Charges £	Materials £	Contractors £	Electricity £	Fuel £	Insurance £	Telemetry £	Depreciation £
CMT015G	Wiggenhall St German Catchment	2,179.25	820.00	1,112.80	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT016G	Fitton Road Area Catchment	3,533.65	1,347.60	1,939.60	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT017P	Waltham Farm Catchment	5,432.27	1,332.62	3,853.20	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT018P	Mary Magdalen Catchment	4,609.33	1,669.28	2,693.60	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT019P	Magdalen Catchment	17,661.77	6,045.52	10,979.80	0.00	636.45	0.00	0.00	0.00	0.00	0.00
CMT037P	Lighthouse Catchment	21,040.62	6,973.65	13,777.40	0.00	289.57	0.00	0.00	0.00	0.00	0.00
CMT038G	Main Sluice Catchment	43,096.04	14,383.26	28,228.20	0.00	484.58	0.00	0.00	0.00	0.00	0.00
CMT039G	Chalk Lane Catchment	23,205.29	6,138.42	16,751.80	25.50	289.57	0.00	0.00	0.00	0.00	0.00
CMT040P	Ingleborough Catchment	9,577.13	2,043.95	7,243.60	0.00	289.58	0.00	0.00	0.00	0.00	0.00
CMT126G	Searles Catchment	2,135.61	378.56	1,510.60	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT127G	Heacham Catchment (North & South)	16,945.95	3,566.90	12,937.60	0.00	441.45	0.00	0.00	0.00	0.00	0.00
CMT128P	Wolferton Catchment (inc. River Ingol)	45,668.09	15,143.08	29,512.60	300.96	711.45	0.00	0.00	0.00	0.00	0.00
CMT129P	North Wootton Catchment	22,761.14	5,672.53	16,140.80	431.36	516.45	0.00	0.00	0.00	0.00	0.00
CMT130G	Wootton Marsh Catchment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT131G	South Wootton Catchment	3,791.66	1,506.81	2,038.40	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT132P	North Lynn Catchment	9,149.83	3,253.58	5,454.80	0.00	441.45	0.00	0.00	0.00	0.00	0.00
CMT133G	Black/Bawsey Drains Catchment	20,783.01	5,747.76	14,788.80	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT134G	Gaywood Catchment (East & West)	44,912.40	12,220.95	32,370.00	0.00	321.45	0.00	0.00	0.00	0.00	0.00
CMT135P	Middleton Pierpoint Catchment (East & West)	158,777.94	19,127.12	47,390.20	5,819.17	86,441.45	0.00	0.00	0.00	0.00	0.00
CMT136P	Middleton Level Catchment	8,235.56	2,516.11	5,473.00	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT137P	Eau Brink Catchment	17,026.16	5,373.51	11,016.20	0.00	636.45	0.00	0.00	0.00	0.00	0.00
CMT138P	Green Bank Catchment	71,917.45	24,890.22	44,798.00	202.78	2,026.45	0.00	0.00	0.00	0.00	0.00
CMT139G	Billy Kerkham Sluice Catchment	20,094.73	7,230.48	12,422.80	0.00	441.45	0.00	0.00	0.00	0.00	0.00
CMT140G	West Lynn Sluice Catchment	27,369.91	10,501.66	16,231.80	0.00	636.45	0.00	0.00	0.00	0.00	0.00
CMT141G	Cut Bridge Sluice Catchment	767.46	157.01	364.00	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT142G	Merries Sluice Catchment	2,356.61	890.76	1,219.40	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT143G	Knowles Sluice Catchment	1,956.21	828.36	881.40	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT144P	Smeeth Lode Outfall	3,719.01	1,020.76	2,256.80	0.00	441.45	0.00	0.00	0.00	0.00	0.00
CMT145P	Islington Pump Catchment	145,444.90	50,112.26	92,149.20	1,247.99	1,935.45	0.00	0.00	0.00	0.00	0.00
CMT146P	Reeds Drain Catchment	58,119.95	23,015.13	34,161.40	106.97	836.45	0.00	0.00	0.00	0.00	0.00
CMT191P	Church Farm Catchment	1,404.27	663.82	494.00	0.00	246.45	0.00	0.00	0.00	0.00	0.00
CMT211G	Babingley River Catchment	18,971.58	4,781.48	9,986.60	17.00	4,186.50	0.00	0.00	0.00	0.00	0.00
CMTRD	Rainbow Drain Outside Area	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<b>832,644.78</b>	<b>239,353.15</b>	<b>480,178.40</b>	<b>8,151.73</b>	<b>104,961.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## OUTFALL MAINTENANCE

G037	Lighthouse Outfall	1,768.76	0.00	117.00	0.00	0.00	68.85	0.00	0.00	1,582.91	0.00
G038	Main Sluice Outfall	1,955.09	0.00	228.80	0.00	58.80	84.52	0.00	0.00	1,582.97	0.00

From: 01 April 2016  
To: 31 March 2017

Period: 12  
Year Ending: 31 March 2017

ID	DRAIN MAINTENANCE	Actual 2016/17 £	Plant Charges £	Labour Charges £	Materials £	Contractors £	Electricity £	Fuel £	Insurance £	Telemetry £	Depreciation £
G039	Chalk Lane Outfall	1,822.10	0.00	197.60	0.00	0.00	41.59	0.00	0.00	1,582.91	0.00
G126	Searles Outfall	639.60	0.00	639.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G133	Bawsey Drain Outfall	4,636.04	26.00	4,524.00	0.00	0.00	86.04	0.00	0.00	0.00	0.00
G134	Millfleet Sluice Outfall	4,954.85	0.00	4,713.80	0.00	0.00	241.05	0.00	0.00	0.00	0.00
G139	Billy Kerkham Sluice	2,720.44	0.00	46.80	0.00	988.00	0.00	102.53	0.00	1,583.11	0.00
G140	West Lynn Outfall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G141	Cut Bridge Outfall	139.08	0.00	0.00	0.00	0.00	139.08	0.00	0.00	0.00	0.00
G142	Merries Farm Outfall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G143	Knowles Outfall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G144	Straight Mile Outfall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<b>18,635.96</b>	<b>26.00</b>	<b>10,467.60</b>	<b>0.00</b>	<b>1,046.80</b>	<b>661.13</b>	<b>102.53</b>	<b>0.00</b>	<b>6,331.90</b>	<b>0.00</b>

## PUMPING STATION MAINTENANCE

P017	Waltham Farm Pumping Station	2,436.79	0.00	0.00	0.00	225.15	349.92	0.00	278.80	1,582.92	0.00
P019	Crabbes Abbey Pumping Station	11,251.33	0.00	403.00	0.00	179.35	8,807.26	0.00	278.80	1,582.92	0.00
P040	Ingleborough Pumping Station	3,508.00	0.00	215.80	0.00	0.13	1,430.35	0.00	278.80	1,582.92	0.00
P128	Wolferton Pumping Station	29,917.63	0.00	1,497.60	0.00	7,863.08	18,468.43	226.80	278.80	1,582.92	0.00
P129	North Wootton Pumping Station	12,597.53	32.45	2,022.80	0.00	6,574.49	2,106.07	0.00	278.80	1,582.92	0.00
P132	North Lynn Pumping Station	5,388.66	0.00	572.00	0.00	604.80	2,350.14	0.00	278.80	1,582.92	0.00
P135	Pierrepoint Pumping Station	27,796.77	511.00	988.00	0.00	5,964.28	17,970.08	501.69	278.80	1,582.92	0.00
P135B	King's Reach Pumping Station	2,692.19	0.00	0.00	0.00	0.00	830.48	0.00	278.80	1,582.91	0.00
P136	Middleton Fen Pumping Station	7,513.71	0.00	3,252.60	0.00	179.10	2,220.29	0.00	278.80	1,582.92	0.00
P137	Eau Brink Pumping Station	7,221.95	2.20	72.80	0.00	704.38	4,580.85	0.00	278.80	1,582.92	0.00
P138	Green Bank Pumping Station	13,297.12	0.00	111.80	0.00	720.42	10,603.08	0.00	278.80	1,583.02	0.00
P145	Islington Pumping Station	31,284.19	65.00	1,991.60	0.00	7,999.34	19,356.76	9.78	278.80	1,582.91	0.00
P191	Church Farm Pumping Station	4,180.47	0.00	0.00	0.00	1,080.00	1,238.52	0.00	278.80	1,583.15	0.00
		<b>159,086.34</b>	<b>610.65</b>	<b>11,128.00</b>	<b>0.00</b>	<b>32,094.52</b>	<b>90,312.23</b>	<b>738.27</b>	<b>3,624.40</b>	<b>20,578.27</b>	<b>0.00</b>

## PROPERTY MAINTENANCE

PR01	Islington Depot (now included in 7320 on Labour Ops Acco	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR02	Islington House	316.95	0.00	0.00	0.00	316.95	0.00	0.00	0.00	0.00	0.00
PR11	Wolferton Property	757.00	0.00	0.00	0.00	0.00	757.00	0.00	0.00	0.00	0.00
PR04	Pierrepoint Depot (now included in 7320 on Labour Ops Ac	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR05	Reffley Reservoir	45.00	19.00	26.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR06	Morrisons Culvert	3,233.70	0.00	2,186.60	0.00	880.00	167.10	0.00	0.00	0.00	0.00
PR07	Gravel Bank (former pumping station)	54.06	0.00	26.00	0.00	28.06	0.00	0.00	0.00	0.00	0.00
PR08	Goulds Culvert	1,591.90	0.00	1,398.80	0.00	107.50	85.60	0.00	0.00	0.00	0.00



From: 01 April 2016  
To: 31 March 2017

Period: 12  
Year Ending: 31 March 2017

ID	DRAIN MAINTENANCE	Actual 2016/17 £	Plant Charges £	Labour Charges £	Materials £	Contractors £	Electricity £	Fuel £	Insurance £	Telemetry £	Depreciation £
PR15	Bridges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR09	Wootton Road Culvert	67.89	0.00	0.00	0.00	0.00	67.89	0.00	0.00	0.00	0.00
PR10	Middleton Stop	81.18	0.00	0.00	0.00	81.18	0.00	0.00	0.00	0.00	0.00
PR12	Straight Mile Reservoir	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR16	King's Reach Pond	552.40	0.00	478.40	0.00	74.00	0.00	0.00	0.00	0.00	0.00
PR17	Smeeth Lode Storage Area East	36.29	0.00	0.00	0.00	36.29	0.00	0.00	0.00	0.00	0.00
PR18	Smeeth Lode Storage Area West	115.11	0.00	0.00	0.00	115.11	0.00	0.00	0.00	0.00	0.00
		<b>6,851.48</b>	<b>19.00</b>	<b>4,115.80</b>	<b>0.00</b>	<b>1,639.09</b>	<b>1,077.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>DIRECT WORKS</b>	<b>£1,017,218.56</b>	<b>£240,008.80</b>	<b>£505,889.80</b>	<b>£8,151.73</b>	<b>£139,741.91</b>	<b>£92,050.95</b>	<b>£840.80</b>	<b>£3,624.40</b>	<b>£26,910.17</b>	<b>£0.00</b>

G M HOWE  
OPERATIONS MANAGER

From: 01 April 2016  
 To: 31 March 2017

Period: 12  
 Year Ending: 31 March 2017

Plant ID	Mobile Plant Operations Account	Notional Income	Unit Rate	Units Worked	Charge Out Unit	PL01 Labour	PL02 Fuel Oil Lub	3rd Party R&M PL03 & PL04	PL05 Licence & Ins	PL11 Plant Hire	PL06 Depn	Total Expenditure	Over (Under) Recovery
111	JCB Excavator FJ14 EYG (including wirewatcher)	26,650.90	17.00	1,568	Hours	0.00	8,191.18	4,309.61	1,150.50	0.00	19,941.96	33,593.25	-6,942.35
112	Doosan Wheeled Excavator	29,369.20	17.00	1,728	Hours	0.00	4,895.55	6,074.96	165.00	0.00	12,488.52	23,624.03	5,745.17
	<b>Excavators</b>	<b>56,020.10</b>		<b>3,295</b>		<b>0.00</b>	<b>13,086.73</b>	<b>10,384.57</b>	<b>1,315.50</b>	<b>0.00</b>	<b>32,430.48</b>	<b>57,217.28</b>	<b>-1,197.18</b>
226	Massey Ferguson 6485 AE08 NJY (Sold 23/06/16)	0.00	19.00	0	Hours	0.00	0.00	200.78	91.98	0.00	0.00	292.76	-292.76
227	Massey Ferguson AE09 MTF (Sold 16/11/16)	6,002.10	19.00	316	Hours	0.00	769.14	189.43	151.11	0.00	2,665.79	3,775.47	2,226.63
228	Massey Ferguson AE10 GYS	9,779.30	19.00	515	Hours	0.00	1,344.56	402.36	177.39	0.00	8,169.60	10,093.91	-314.61
230	Energreen Tractor AU12 GAX (including wirewatcher)	21,718.90	19.00	1,143	Hours	0.00	4,458.97	4,863.25	328.50	0.00	14,974.92	24,625.64	-2,906.74
231	Massey Ferguson Tractor 7616 AE13 GNU	24,774.10	19.00	1,304	Hours	0.00	6,318.42	5,084.56	361.35	0.00	8,350.20	20,114.53	4,659.57
232	Reform Tractor AJ63 LYZ	7,816.60	19.00	411	Hours	0.00	807.67	2,265.47	295.65	0.00	4,567.68	7,936.47	-119.87
233	Spearhead TWIGA SPV3 VX14 HND (including wirewatcher)	26,943.90	19.00	1,418	Hours	0.00	5,213.68	4,817.17	788.40	0.00	25,470.84	36,290.09	-9,346.19
234	Spearhead TWIGA SP1500 WA15 LFH	26,497.40	19.00	1,395	Hours	0.00	6,210.35	5,175.53	788.40	0.00	15,186.84	27,361.12	-863.72
235	John Deere Tractor	15,226.60	19.00	801	Hours	0.00	2,078.77	50.13	1,049.15	0.00	9,819.72	12,997.77	2,228.83
	<b>Tractors</b>	<b>138,758.90</b>		<b>7,303</b>		<b>0.00</b>	<b>27,201.56</b>	<b>23,048.68</b>	<b>4,031.93</b>	<b>0.00</b>	<b>89,205.59</b>	<b>143,487.76</b>	<b>-4,728.86</b>
317	Spearhead Flail Mower	990.00	10.00	99	Hours	0.00	0.00	157.06	0.00	0.00	0.00	157.06	832.94
326	Herder Grenadier (Sold 23/06/16)	0.00	10.00	0	Hours	0.00	0.00	63.28	0.00	0.00	0.00	63.28	-63.28
327	Herder Grenadier (Sold 16/11/16)	2,759.00	10.00	276	Hours	0.00	116.38	933.97	0.00	0.00	3,018.18	4,068.53	-1,309.53
331	Herder Grenadier	11,417.00	10.00	1,142	Hours	0.00	116.38	1,154.92	0.00	0.00	8,073.48	9,344.78	2,072.22
335	Herder Grenadier	7,367.00	10.00	737	Hours	0.00	290.20	57.23	0.00	0.00	7,282.80	7,630.23	-263.23
	<b>Flail Mowers</b>	<b>22,533.00</b>		<b>2,253</b>		<b>0.00</b>	<b>522.96</b>	<b>2,366.46</b>	<b>0.00</b>	<b>0.00</b>	<b>18,374.46</b>	<b>21,263.88</b>	<b>1,269.12</b>
408	Herder MSL 250 (1992)	325.00	2.00	163	Hours	0.00	0.00	31.64	0.00	0.00	0.00	31.64	293.36
409	Herder Weed Basket	826.40	2.00	413	Hours	0.00	0.00	1,679.94	0.00	0.00	0.00	1,679.94	-853.54
410	Herder Bucket 4m	221.40	2.00	111	Hours	0.00	0.00	31.64	0.00	0.00	0.00	31.64	189.76
412	Herder Bucket 4m	11.80	2.00	6	Hours	0.00	0.00	31.64	0.00	0.00	0.00	31.64	-19.84
413	Landreus Bucket 4m	649.80	2.00	325	Hours	0.00	0.00	115.45	0.00	0.00	0.00	115.45	534.35
414	Landreus Bucket	0.00	2.00	0	Hours	0.00	0.00	31.64	0.00	0.00	0.00	31.64	-31.64
415	Landreus LZ400 Bucket	0.00	2.00	0	Hours	0.00	0.00	31.64	0.00	0.00	0.00	31.64	-31.64
418	MXLT Mowing Bucket	2,554.80	2.00	1,277	Hours	0.00	0.00	2,870.54	0.00	0.00	785.40	3,655.94	-1,101.14
419	Landreus Bucket 4m	0.00	2.00	0	Hours	0.00	0.00	0.00	0.00	0.00	963.96	963.96	-963.96
420	Herder Bucket 4m	1,850.40	2.00	925	Hours	0.00	0.00	967.76	0.00	0.00	605.04	1,572.80	277.60
421	Herder MRZT Mowing Bucket	2,633.60	2.00	1,317	Hours	0.00	0.00	262.00	0.00	0.00	675.00	937.00	1,696.60
422	Herder 2.9m Mowing Bucket	0.00	2.00	0	Hours	0.00	0.00	47.04	0.00	0.00	91.66	138.70	-138.70
	<b>Baskets/Buckets</b>	<b>9,073.20</b>		<b>4,537</b>		<b>0.00</b>	<b>0.00</b>	<b>6,100.93</b>	<b>0.00</b>	<b>0.00</b>	<b>3,121.06</b>	<b>9,221.99</b>	<b>-148.79</b>
604	TF 6T Trailer (1989)	0.00	7.00	0	Hours	0.00	0.00	28.00	0.00	0.00	0.00	28.00	-28.00
605	TF 6T Trailer (1989)	637.00	7.00	91	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	637.00
610	Ifor Williams 2T Trailer (1992)	0.00	7.00	0	Hours	0.00	0.00	1,066.15	0.00	0.00	0.00	1,066.15	-1,066.15
611	Clash Ro Ro Trailer	563.50	7.00	81	Hours	0.00	0.00	89.12	0.00	0.00	0.00	89.12	474.38
614	Ifor Williams Trailer	0.00	7.00	0	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
616	Red Rock Dump Trailer	473.90	7.00	68	Hours	0.00	0.00	0.00	0.00	0.00	575.04	575.04	-101.14
617	Marston LS120 Trailer	897.40	7.00	128	Hours	0.00	0.00	0.00	0.00	0.00	780.00	780.00	117.40
618	Pallet Trailer	0.00	7.00	0	Hours	0.00	0.00	0.00	0.00	0.00	549.96	549.96	-549.96
619	8T Tipping Trailer (Purchased 30/04/15)	1,116.50	7.00	160	Hours	0.00	0.00	43.00	0.00	0.00	495.00	538.00	578.50

From: 01 April 2016  
 To: 31 March 2017

Period: 12  
 Year Ending: 31 March 2017

Plant ID	Mobile Plant Operations Account	Notional Income	Unit Rate	Units Worked	Charge Out Unit	PL01 Labour	PL02 Oil	Fuel Lub	3rd Party R&M PL03 & PL04	PL05 Licence & Ins	PL11 Plant Hire	PL06 Depn	Total Expenditure	Over (Under) Recovery
	<b>Trailers</b>	<b>3,688.30</b>		<b>527</b>		<b>0.00</b>		<b>0.00</b>	<b>1,226.27</b>	<b>0.00</b>	<b>0.00</b>	<b>2,400.00</b>	<b>3,626.27</b>	<b>62.03</b>
718	Ford Ranger AF07 0GJ	<b>2,237.55</b>	0.55	4,068	Miles	0.00		852.74	20.84	499.29	0.00	0.00	<b>1,372.87</b>	<b>864.68</b>
721	Ford Ranger AK62 BVY	<b>4,462.20</b>	0.55	8,113	Miles	0.00		1,299.39	440.72	469.29	0.00	0.00	<b>2,209.40</b>	<b>2,252.80</b>
724	Ford Ranger AK15 DFU	<b>9,386.37</b>	0.55	17,066	Miles	0.00		3,009.73	1,267.71	469.29	0.00	2,574.12	<b>7,320.85</b>	<b>2,065.52</b>
725	Ford Ranger AK14 0DE	<b>5,508.43</b>	0.55	10,015	Miles	0.00		2,270.17	588.44	469.29	0.00	4,280.40	<b>7,608.30</b>	<b>-2,099.87</b>
	<b>Pooled Vehicles</b>	<b>21,594.55</b>		<b>39,263</b>		<b>0.00</b>		<b>7,432.03</b>	<b>2,317.71</b>	<b>1,907.16</b>	<b>0.00</b>	<b>6,854.52</b>	<b>18,511.42</b>	<b>3,083.13</b>
101	B300 Water Pump (in container at Kettlewell House)	<b>0.00</b>	10.00	0	Hours	0.00		0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
800	Diesel Driven Pump Unit	<b>30.00</b>	10.00	3	Hours	0.00		235.06	0.00	0.00	0.00	1,191.96	<b>1,427.02</b>	<b>-1,397.02</b>
806	Mobile Mess Room	<b>0.00</b>	100.00	0	Week	0.00		0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
808	JD 3200 Telehandler	<b>2,128.00</b>	10.00	213	Hours	0.00		521.68	3,120.33	54.75	0.00	0.00	<b>3,696.76</b>	<b>-1,568.76</b>
810	Compare Broomswade Compressor	<b>0.00</b>	10.00	0	Hours	0.00		0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
812	Berky Tree Cutter	<b>1,765.50</b>	11.00	161	Hours	0.00		0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>1,765.50</b>
813	Herder Water Pump	<b>0.00</b>	10.00	0	Hours	0.00		0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
815	PP3 Pile Hammer	<b>0.00</b>	11.00	0	Hours	0.00		0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
816	ECH2300 Sweeper	<b>0.00</b>	10.00	0	Hours	0.00		0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
817	Habbig Tree Cutter	<b>536.80</b>	11.00	49	Hours	0.00		0.00	0.00	0.00	0.00	2,046.36	<b>2,046.36</b>	<b>-1,509.56</b>
	<b>Attachments</b>	<b>4,460.30</b>		<b>425</b>		<b>0.00</b>		<b>756.74</b>	<b>3,120.33</b>	<b>54.75</b>	<b>0.00</b>	<b>3,238.32</b>	<b>7,170.14</b>	<b>-2,709.84</b>
<b>Mobile Plant Operations Account (this year Y-T-D)</b>		<b>£256,128.35</b>		<b>57,603.12</b>		<b>£0.00</b>		<b>£49,000.02</b>	<b>£48,564.95</b>	<b>£7,309.34</b>	<b>£0.00</b>	<b>£155,624.43</b>	<b>£260,498.74</b>	<b>-£4,370.39</b>
<b>Mobile Plant Operations Account (last year Y-T-D)</b>		<b>£235,024.66</b>		<b>43,481.73</b>		<b>£0.00</b>		<b>£41,627.80</b>	<b>£32,354.61</b>	<b>£9,589.41</b>	<b>£0.00</b>	<b>£148,819.17</b>	<b>£232,390.99</b>	<b>£2,633.67</b>

G M HOWE  
 OPERATIONS MANAGER

From: 01 April 2016  
 To: 31 March 2017

Period To: 12  
 Year Ended: 31 March 2017

ID	Labour Operations Account	Actual 2015/16	Actual 2016/17	Annual Estimate	Variance
<b>Work Done:</b>					
7000	Labour Charges	480,605.61	579,135.72	502,331	76,804.72
7005	Contributions from Contractors towards Supervision Costs	0.00	0.00	0	0.00
		<b>480,605.61</b>	<b>579,135.72</b>	<b>502,331</b>	<b>76,804.72</b>
<b>Direct Costs:</b>					
7010	Basic Pay	150,871.00	191,335.54	168,326	-23,009.54
7020	Overtime	34,256.30	51,660.41	39,956	-11,704.41
7030	Bonus	7,527.44	6,166.80	7,455	1,288.20
7040	Service Bonus	5,901.93	4,740.34	5,164	423.66
7050	Attendance Pay	1,561.76	1,024.88	1,585	560.12
7060	Proficiency Certificates	2,600.00	2,200.00	2,600	400.00
7080	Call Out/Expenses	258.64	521.12	100	-421.12
7100	Travelling	12,744.13	19,838.43	10,913	-8,925.43
7110	Holiday Pay	22,410.74	29,169.49	27,891	-1,278.49
7120	Sick Pay	4,492.29	9,802.85	0	-9,802.85
		<b>242,624.23</b>	<b>316,459.86</b>	<b>263,990</b>	<b>-52,469.86</b>
<b>Variable Overheads:</b>					
7070	Telephones	3,911.96	4,819.38	3,800	-1,019.38
7075	Lone Worker Telephone Charges	0.00	0.00	0	0.00
7130	Employers NI Costs	16,400.73	29,499.53	31,892	2,392.47
7140	Employers Pension Costs	54,160.68	69,844.38	60,313	-9,531.38
7150	Private Medical Health Insurance	5,204.19	5,879.29	7,390	1,510.71
7240	Training Course Fees	467.10	1,592.76	1,500	-92.76
7250	Protective Clothing/Health and Safety	5,420.63	6,866.22	5,000	-1,866.22
		<b>85,565.29</b>	<b>118,501.56</b>	<b>109,895</b>	<b>-8,606.56</b>
<b>Fixed Supervision Overheads:</b>					
7160	Operations Manager	63,562.09	65,516.07	66,310	793.93
7170	Operations Manager - Vehicle AE16 VHP	10,472.60	7,753.55	8,200	446.45
7180	Works Supervisor	33,889.56	34,228.44	34,228	-0.44
7190	Works Supervisor - Vehicle AE13 SXR	9,443.03	2,464.78	7,131	4,666.22
7195	Works Supervisor - Vehicle AJ66 AAE	0.00	3,075.64	2,377	-698.64
		<b>117,367.28</b>	<b>113,038.48</b>	<b>118,246</b>	<b>5,207.52</b>
<b>Staff Costs (excluding depreciation)</b>		<b>433,398.24</b>	<b>541,144.29</b>	<b>486,464</b>	<b>-54,680.29</b>
Depreciation of Company Vehicles etc.		12,158.56	6,855.61	5,667	-1,188.61
<b>Staff Costs (including depreciation)</b>		<b>445,556.80</b>	<b>547,999.90</b>	<b>492,131</b>	<b>-55,868.90</b>
<b>Depot Overheads:</b>					
7260	Small Tools and Consumables	5,597.71	7,263.84	10,000	2,736.16
7300	Business Rates Workshops	0.00	7,171.00	8,000	829.00
7305	Electricity & Fuel Workshops	0.00	4.13	10,000	9,995.87
7310	Water Workshops	0.00	26.23	500	473.77
7315	Heating Oil Workshops	0.00	46.62	1,000	953.38
7320	Repairs & Maintenance Workshops (inc. PR01 and PR04)	0.00	42,678.78	30,000	-12,678.78
7335	Telephone Workshops	0.00	326.75	200	-126.75
		<b>5,597.71</b>	<b>57,517.35</b>	<b>59,700</b>	<b>2,182.65</b>
<b>Net Operating Surplus/(Deficit)</b>		<b>£29,451.10</b>	<b>-£26,381.53</b>	<b>-£49,500</b>	<b>£23,118.47</b>
<b>Productive Hours:</b>					
K0055	Peter Hempson	1,885	0	1840	-1,840
K0060	Julian Gowler	2,044	2,072	1840	232
K0065	John Sadler	2,003	661	1840	-1,179
K0070	Nick Roper	2,112	2,016	1840	176
K0080	Paul Fordham	1,672	1,552	1840	-288
K0090	Steve Perry	1,906	1,677	1840	-164
K0095	Philip Norman	2052	2,102	1840	262
K0125	Mick Brown	1939	0	1840	-1840
K0165	Jon Noble	2044	2,090	1840	250
K0170	Harvey Howe	951	1,562	1834	-273
K0075	Oliver Cheetham	0	2,169	1840	329
K0085	Malcolm Thorpe	0	2,153	1840	313
K0105	Matthew Norman	0	1,840	1840	0
K0120	Jack Voutt	0	2,004	1840	164
K0115	John Voutt	0	377	1840	-1463

From: 01 April 2016  
To: 31 March 2017

Period To: 12  
Year Ended: 31 March 2017

ID	Labour Operations Account	Actual 2015/16	Actual 2016/17	Annual Estimate	Variance
		<b>18,608</b>	<b>22,274</b>	<b>27,594</b>	<b>-5,320</b>
	<b>Cost/Hour:</b>				
	Direct Cost	13.04	14.21	9.57	-4.64
	Variable Overhead	4.60	5.32	3.98	-1.34
	Fixed Supervision Overhead	6.31	5.07	4.29	-0.78
	Depot Overhead	0.30	2.58	2.16	-0.42
	<b>Cost/Hour</b>	<b>£24.25</b>	<b>£27.18</b>	<b>£20.00</b>	<b>-£7.18</b>
	<b>Holidays Taken:</b>				
K0060	Julian Gowler	29	29	29	0
K0065	John Sadler	29	0	0	0
K0070	Nick Roper	29	29	29	0
K0080	Paul Fordham	29	29	29	0
K0090	Steve Perry	29	29	29	0
K0095	Philip Norman	29	29	29	0
K0125	Mick Brown	29	0	0	0
K0165	Jon Noble	29	29	29	0
K0170	Harvey Howe	8	24	24	0
K0075	Oliver Cheetham	0	24	24	0
K0085	Malcolm Thorpe	0	24	24	0
K0105	Matthew Norman	0	24	24	0
K0120	Jack Voutt	0	24	24	0
K0115	John Voutt	0	6	6	0
		<b>240</b>	<b>300</b>	<b>300</b>	<b>0</b>

G HOWE  
OPERATIONS MANAGER

From: 01 April 2016  
 To: 31 March 2017

Period: 12  
 Year Ending: 31 March 2017

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
111	JCB Excavator FJ14 EYG	13/08/2014	7	179,648.90			179,648.90	32,843.96	19,941.96		52,785.92		126,862.98
112	Doosan DX140W-3 Wheeled Excavator	22/06/2015	7	117,455.00			117,455.00	10,407.10	12,488.52		22,895.62		94,559.38
<b>Excavators</b>				<b>297,103.90</b>	<b>0.00</b>	<b>0.00</b>	<b>297,103.90</b>	<b>43,251.06</b>	<b>32,430.48</b>	<b>0.00</b>	<b>75,681.54</b>	<b>0.00</b>	<b>221,422.36</b>
226	Massey Ferguson AE08 NJY (Sold 23/06/16)	30/06/2008	7	68,723.36		-68,723.36	0.00	61,223.36	0.00	-61,223.36	0.00		0.00
227	Massey Ferguson AE09 MTF (Sold 16/11/16)	13/05/2009	7	63,076.00		-63,076.00	0.00	52,910.21	2,665.79	-55,576.00	0.00		0.00
228	Massey Ferguson AE10 GYS	27/04/2010	7	57,210.00			57,210.00	49,017.59	8,169.60		57,187.19		22.81
230	Energreen AU12 GAX	23/07/2012	7	147,879.40			147,879.40	53,593.49	14,974.92		68,568.41		79,310.99
231	Massey Ferguson AE13 GNU	01/07/2013	6	80,121.03			80,121.03	22,963.05	8,350.20		31,313.25		48,807.78
232	Reform Tractor AJ63 LYZ	04/11/2013	10	60,677.00			60,677.00	11,038.56	4,567.68		15,606.24		45,070.76
233	Spearhead TWIGA SPV3 VX14 HND	28/07/2014	5	167,354.40			167,354.40	43,995.98	25,470.84		69,466.82		97,887.58
234	Spearhead TWIGA SP1500 WA15 LFH	01/07/2015	7	136,350.00			136,350.00	11,390.13	15,186.84		26,576.97		109,773.03
235	John Deere Tractor	01/04/2016	6	0.00	91,942.00		91,942.00	0.00	9,819.72		9,819.72		82,122.28
<b>Tractors</b>				<b>781,391.19</b>	<b>91,942.00</b>	<b>-131,799.36</b>	<b>741,533.83</b>	<b>306,132.37</b>	<b>89,205.59</b>	<b>-116,799.36</b>	<b>278,538.60</b>	<b>0.00</b>	<b>462,995.23</b>
317	Spearhead Flail Mower	01/04/2001	5	4,850.00			4,850.00	4,850.00	0.00		4,850.00		0.00
320	Muthing Flail Mower (Scrapped)	01/04/2004	3	5,800.00		-5,800.00	0.00	5,800.00	0.00	-5,800.00	0.00		0.00
326	Herder Grenadier (Sold 23/06/16)	23/09/2008	7	65,965.00		-65,965.00	0.00	59,965.00	0.00	-59,965.00	0.00	-2,000.00	0.00
327	Herder Grenadier (Sold 16/11/16)	15/07/2009	7	68,927.00		-68,927.00	0.00	59,908.82	3,018.18	-62,927.00	0.00	-1,500.00	0.00
331	Herder Grenadier	01/07/2013	6	68,460.00			68,460.00	22,202.07	8,073.48		30,275.55		38,184.45
335	Herder Grenadier	01/04/2016	7	0.00	61,000.00		61,000.00	0.00	7,282.80		7,282.80		53,717.20
<b>Cutting Machinery</b>				<b>214,002.00</b>	<b>61,000.00</b>	<b>-140,692.00</b>	<b>134,310.00</b>	<b>152,725.89</b>	<b>18,374.46</b>	<b>-128,692.00</b>	<b>42,408.35</b>	<b>-3,500.00</b>	<b>91,901.65</b>
408	Herder MSL 250	01/04/1990	5	2,000.00			2,000.00	2,000.00	0.00		2,000.00		0.00
409	Herder Weed Basket	01/04/2002	5	0.00			0.00	0.00	0.00		0.00		0.00
410	Herder Bucket 4m	20/04/2001	3	3,864.96			3,864.96	3,864.96	0.00		3,864.96		0.00
412	Herder Bucket 4m	01/04/2002	3	4,395.00			4,395.00	4,395.00	0.00		4,395.00		0.00
413	Landreus Bucket 4m	01/04/2003	3	3,680.00			3,680.00	3,680.00	0.00		3,680.00		0.00
414	Landreus Bucket 3m	01/04/2003	3	3,285.00			3,285.00	3,285.00	0.00		3,285.00		0.00
415	Landreus LZ400 Bucket	01/04/2003	3	3,790.00			3,790.00	3,790.00	0.00		3,790.00		0.00
418	MXLT Mowing Bucket	11/06/2010	7	5,500.00			5,500.00	4,581.50	785.40		5,366.90		133.10
419	Lanruess Bucket 4M	16/07/2011	7	6,750.00			6,750.00	4,578.81	963.96		5,542.77		1,207.23
420	Herder Bucket 4m	17/07/2014	10	6,050.00			6,050.00	1,058.82	605.04		1,663.86		4,386.14
421	Herder MRZT 430 Mowing Bucket	01/01/2016	10	6,750.00			6,750.00	168.75	675.00		843.75		5,906.25
422	Herder 2.9m Mowing Bucket	01/02/2017	10	0.00	5,500.00		5,500.00	0.00	91.66		91.66		5,408.34
<b>Baskets</b>				<b>46,064.96</b>	<b>5,500.00</b>	<b>0.00</b>	<b>51,564.96</b>	<b>31,402.84</b>	<b>3,121.06</b>	<b>0.00</b>	<b>34,523.90</b>	<b>0.00</b>	<b>17,041.06</b>
603	TF 6T Trailer (1983) (Scrapped)	01/04/1981	10	1,000.00		-1,000.00	0.00	1,000.00	0.00	-1,000.00	0.00		0.00
604	TF 6T Trailer (1989) (Scrapped)	01/04/1989	10	1,500.00		-1,500.00	0.00	1,500.00	0.00	-1,500.00	0.00		0.00
605	TF 6T Trailer (1989)	01/04/1989	10	1,200.00			1,200.00	1,200.00	0.00		1,200.00		0.00
610	Ifor Williams 2T Trailer (1992)	01/04/1992	10	1,700.00			1,700.00	1,700.00	0.00		1,700.00		0.00
611	Clash Ro Ro Trailer	01/04/2000	10	5,000.00			5,000.00	5,000.00	0.00		5,000.00		0.00
614	Ifor Williams Trailer	01/04/2000	5	2,020.00			2,020.00	2,020.00	0.00		2,020.00		0.00
616	Red Rock Dump Trailer	24/04/2008	10	7,750.00			7,750.00	4,600.28	575.04		5,175.32		2,574.68
617	Marston LS120 Trailer	21/08/2008	10	8,800.00			8,800.00	5,915.00	780.00		6,695.00		2,105.00
618	Pallet Trailer	01/07/2013	10	5,500.00			5,500.00	1,512.39	549.96		2,062.35		3,437.65
619	8T Tipping Trailer	30/04/2015	10	5,750.00			5,750.00	453.75	495.00		948.75		4,801.25
<b>Trailers</b>				<b>40,220.00</b>	<b>0.00</b>	<b>-2,500.00</b>	<b>37,720.00</b>	<b>24,901.42</b>	<b>2,400.00</b>	<b>-2,500.00</b>	<b>24,801.42</b>	<b>0.00</b>	<b>12,918.58</b>
800	Diesel Driven Pump Unit	01/01/2016	20	33,838.97			33,838.97	297.99	1,191.96		1,489.95		32,349.02

From: 01 April 2016  
 To: 31 March 2017

Period: 12  
 Year Ending: 31 March 2017

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
802	Twiggy (Scrapped)	01/04/2001	7	2,000.00		-2,000.00	0.00	2,000.00	0.00	-2,000.00	0.00		0.00
804	Steel Boat (Scrapped)	01/04/2000	1	400.00		-400.00	0.00	400.00	0.00	-400.00	0.00		0.00
806	Mobile Messroom	01/04/2000	1	1.00			1.00	1.00	0.00		1.00		0.00
808	JD 3200 Telehandler AO51 GKA	01/04/2001	7	29,760.00			29,760.00	29,760.00	0.00		29,760.00		0.00
810	Compare Broomswade Compressor	01/04/2002	3	2,200.00			2,200.00	2,200.00	0.00		2,200.00		0.00
812	Berky Tree Cutter	01/04/2005	3	7,805.00			7,805.00	7,805.00	0.00		7,805.00		0.00
813	Herder Water Pump	01/04/2004	3	5,462.07			5,462.07	5,462.07	0.00		5,462.07		0.00
815	PP3 Pile Hammer	01/04/2005	1	4,150.00			4,150.00	4,150.00	0.00		4,150.00		0.00
816	ECH2300 Sweeper	01/04/2006	1	1,700.00			1,700.00	1,700.00	0.00		1,700.00		0.00
817	Habbig Tree Cutter	07/04/2010	7	14,330.00			14,330.00	12,278.12	2,046.36		14,324.48		5.52
100	Wirewatchers	24/04/2008	2	38,457.33			38,457.33	38,457.33	0.00		38,457.33		0.00
101	Pump	07/11/2013	1	0.00			0.00	0.00	0.00		0.00		0.00
<b>Attachments</b>				<b>140,104.37</b>	<b>0.00</b>	<b>-2,400.00</b>	<b>137,704.37</b>	<b>104,511.51</b>	<b>3,238.32</b>	<b>-2,400.00</b>	<b>105,349.83</b>	<b>0.00</b>	<b>32,354.54</b>
718	Ford 4x4 Pick up AF07 0GJ	01/12/2008	3	7,500.00			7,500.00	7,000.00	0.00		7,000.00		500.00
721	Ford Ranger AK62 BKY	18/09/2012	3	17,747.57			17,747.57	14,247.57	0.00		14,247.57		3,500.00
722	Ford Ranger AE13 SXR (Sold 12/12/16)	08/04/2013	3	21,260.45		-21,260.45	0.00	11,259.36	1.09	-11,260.45	0.00		0.00
723	Ford Ranger AK14 0DE	29/05/2014	3	18,342.39			18,342.39	8,204.10	4,280.40		12,484.50		5,857.89
724	Ford Ranger AK15 DFU	01/06/2015	3	17,722.99			17,722.99	2,145.10	2,574.12		4,719.22		13,003.77
<b>Vehicles</b>				<b>82,573.40</b>	<b>0.00</b>	<b>-21,260.45</b>	<b>61,312.95</b>	<b>42,856.13</b>	<b>6,855.61</b>	<b>-11,260.45</b>	<b>38,451.29</b>	<b>0.00</b>	<b>22,861.66</b>
<b>Fixed Assets: Mobile Plant and Equipment</b>				<b>£1,601,459.82</b>	<b>£158,442.00</b>	<b>-298,651.81</b>	<b>£1,461,250.01</b>	<b>£705,781.22</b>	<b>£155,625.52</b>	<b>-£261,651.81</b>	<b>£599,754.93</b>	<b>-£3,500.00</b>	<b>£861,495.08</b>

From: 01 April 2016  
To: 31 March 2017

Period: 12  
Year Ending: 31 March 2017

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
L001	Bank west side of Smeeth Lode, Walsoken Upper End			50.00			50.00	0.00	0.00		0.00		50.00
L002	Bank west side of Smeeth Lode from railway X			25.00			25.00	0.00	0.00		0.00		25.00
L003	Bank west side of Walpole Gate to St Johns End			25.00			25.00	0.00	0.00		0.00		25.00
L004	Fence bank from Walpole Old Toll to Church Lane			12.50			12.50	0.00	0.00		0.00		12.50
L005	Fence bank from Fenditch to Crossroads at TSC			19.00			19.00	0.00	0.00		0.00		19.00
L006	Fence bank from Walpole Old Toll to Smeeth Lode			25.00			25.00	0.00	0.00		0.00		25.00
L007	Bank of Smeeth Lode to Faulkners Tunnel			40.00			40.00	0.00	0.00		0.00		40.00
L008	Bank adj main drain			250.00			250.00	0.00	0.00		0.00		250.00
L009	Garden adjoining main drain			5.00			5.00	0.00	0.00		0.00		5.00
L010	Black Ditch Level			250.00			250.00	0.00	0.00		0.00		250.00
L011	Middle Bank at Birds Wash			200.00			200.00	0.00	0.00		0.00		200.00
L012	Half of the Middle Bank eastern side			75.00			75.00	0.00	0.00		0.00		75.00
L013	Half of the Middle western side			50.00			50.00	0.00	0.00		0.00		50.00
L014	Part of old Roman, Tilney boundary			50.00			50.00	0.00	0.00		0.00		50.00
L015	Part of old Roman Banklands Hall			30.00			30.00	0.00	0.00		0.00		30.00
L016	Shetland Pony corner			40.00			40.00	0.00	0.00		0.00		40.00
L017	Green Bank from Mr Barnes House			2.00			2.00	0.00	0.00		0.00		2.00
L018	Part of 5 Mile TSJ			33.91			33.91	0.00	0.00		0.00		33.91
L019	Land at West Lynn			40.00			40.00	0.00	0.00		0.00		40.00
L020	Land adjacent Gaywood River NK368981			264,060.00			264,060.00	0.00	0.00		0.00		264,060.00
L021	Land at Emneth for flood reservoir			70,675.00			70,675.00	0.00	0.00		0.00		70,675.00
L022	Land at Emneth, Wisbech NK398723			55,000.00			55,000.00	55,000.00	0.00		55,000.00		0.00
L023	Land at North Lynn Pumping Station			10,000.00			10,000.00	0.00	0.00		0.00		10,000.00
M001	Telemetry			17,620.80			17,620.80	17,620.80	0.00		17,620.80		0.00
M002	Portable Office			1,080.00			1,080.00	1,080.00	0.00		1,080.00		0.00
P135A	CAT 3412 Generator			76,160.00			76,160.00	60,928.00	0.00		60,928.00		15,232.00
PR01	Kettlewell House NK391156 (80%) [Revalued 2010]	25/08/2009	20	398,600.00			398,600.00	63,775.80	7,971.96		71,747.76		326,852.24
PR01A	Kettlewell House			77,500.00			77,500.00	77,500.00	0.00		77,500.00		0.00
WG139	Weedscreen Cleaner - Billy Kerkham		10	40,400.00			40,400.00	40,400.00	0.00		40,400.00		0.00
WP137	Weedscreen Cleaner - Eaubrink & North Wootton		10	88,785.00			88,785.00	88,785.00	0.00		88,785.00		0.00
WPR08	Weedscreen Cleaner - Goulds Culvert		10	82,640.00			82,640.00	82,640.00	0.00		82,640.00		0.00
	Sluice Bungalow, Eau Brink (Purchased)	24/08/2015		233,748.00			233,748.00	0.00	0.00		0.00		233,748.00
<b>Fixed Assets: Land and Buildings</b>				<b>£1,417,491.21</b>	<b>£0.00</b>	<b>0.00</b>	<b>£1,417,491.21</b>	<b>£487,729.60</b>	<b>£7,971.96</b>	<b>£0.00</b>	<b>£495,701.56</b>	<b>£0.00</b>	<b>£921,789.65</b>



From: 01 April 2016  
 To: 31 March 2017

Period: 12  
 Year Ending: 31 March 2017

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
P017	Waltham Farms	31/03/2010	10	0.00			0.00	0.00	0.00		0.00		0.00
P019	Crabbes Abbey	31/03/2010	10	50,000.00			50,000.00	30,000.20	5,000.04		35,000.24		14,999.76
P040	Ingleborough	31/03/2010	10	100.00			100.00	59.80	9.96		69.76		30.24
P128	Wolferton	31/03/2010	10	41,000.00			41,000.00	24,600.20	4,100.04		28,700.24		12,299.76
P129	North Wootton	31/03/2010	10	24,000.00			24,000.00	14,400.00	2,400.00		16,800.00		7,200.00
P132	North Lynn	31/03/2010	10	20,000.00			20,000.00	12,000.20	2,000.04		14,000.24		5,999.76
P135	Pierrepoint	31/03/2010	10	298,400.00			298,400.00	179,040.20	29,840.04		208,880.24		89,519.76
P136	Middleton Fen	31/03/2010	10	750.00			750.00	450.00	75.00		525.00		225.00
P137	Eau Brink	31/03/2010	10	26,500.00			26,500.00	15,899.80	2,649.96		18,549.76		7,950.24
P138	Green Bank	31/03/2010	10	73,500.00			73,500.00	44,100.00	7,350.00		51,450.00		22,050.00
P145	Islington	31/03/2010	10	247,750.00			247,750.00	148,649.80	24,774.96		173,424.76		74,325.24
<b>Pumping Stations (Revalued 2010)</b>				<b>782,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>782,000.00</b>	<b>469,200.20</b>	<b>78,200.04</b>	<b>0.00</b>	<b>547,400.24</b>	<b>0.00</b>	<b>234,599.76</b>
PR02	Islington House	31/03/2010	10	34,006.00			34,006.00	20,403.40	3,400.56		23,803.96		10,202.04
PR07	Green Bank Musuem	31/03/2010	10	72,474.00			72,474.00	43,484.40	7,247.40		50,731.80		21,742.20
<b>Properties (Revalued 2010)</b>				<b>106,480.00</b>	<b>0.00</b>	<b>0.00</b>	<b>106,480.00</b>	<b>63,887.80</b>	<b>10,647.96</b>	<b>0.00</b>	<b>74,535.76</b>	<b>0.00</b>	<b>31,944.24</b>
<b>Fixed Assets: Pumping Stations and Properties</b>				<b>£888,480.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£888,480.00</b>	<b>£533,088.00</b>	<b>£88,848.00</b>	<b>£0.00</b>	<b>£621,936.00</b>	<b>£0.00</b>	<b>£266,544.00</b>
<b>Shared Consortium Assets (51.6%)</b>				<b>31/03/2012</b>	<b>1</b>		<b>£3,178.50</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,178.50</b>	<b>£3,178.50</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Fixed Assets</b>				<b>£3,910,609.53</b>	<b>£158,442.00</b>	<b>-£298,651.81</b>	<b>£3,770,399.72</b>	<b>£1,729,777.32</b>	<b>£252,445.48</b>	<b>-£261,651.81</b>	<b>£1,720,570.99</b>	<b>-£3,500.00</b>	<b>£2,049,828.73</b>

**From:** 01 April 2016  
**To:** 31 March 2017

**Period:** 12  
**Year Ending:** 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017		ACTUAL 2015/16 £	ACTUAL 2016/17 £
<b>1</b>	<b>Balances brought forward</b>		
	General Reserve	2,836,433	3,069,224
	Development Reserve	563,346	619,922
	Plant Reserve	2,821,148	2,821,148
	Capital Works Reserve	28,203	127,000
	Revaluation Reserve	794,665	705,817
	Pension Reserve	-3,166,000	-2,875,000
	<b>As per Statement of Accounts</b>	<b>3,877,795</b>	<b>4,468,111</b>
	<b>(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases</b>		
	Pension Liability	-3,166,000	-2,875,000
	Loans and Leases Outstanding (Current Liabilities)	0	0
	Long Term Borrowing	0	0
	Net Book Value of Tangible Fixed Assets	1,967,231	2,180,832
		<b>-1,198,769</b>	<b>-694,168</b>
	<b>(=) Adjusted Balances brought forward</b>	<b>5,076,564</b>	<b>5,162,279</b>
<b>2</b>	<b>(+) Rates and Special Levies</b>		
	Drainage Rates	303,611	305,736
	Special Levies issued by the Board	1,843,606	1,856,510
	<b>As per Statement of Accounts</b>	<b>2,147,217</b>	<b>2,162,246</b>
<b>3</b>	<b>(+) All Other Income</b>		
	Grants Applied	45,456	103,603
	Rental Income	1,964	2,113
	Highland Water Contributions	33,978	49,740
	Income from Rechargeable Works	36,130	111,511
	Investment Interest	24,518	25,085
	Development Contributions	56,576	256,745
	Net Surplus on Operating Accounts	32,085	0
	Other Income	7,885	93,632
	Profit/(Loss) on disposal of Fixed Assets	-25,750	-3,500
	<b>As per Statement of Accounts</b>	<b>212,842</b>	<b>638,928</b>
	<b>(+) Income from Sale of Fixed Assets (above profit/loss)</b>		
	Capital Cost of disposals	239,541	298,652
	Less: Accumulated depreciation written out	-155,991	-261,652
		<b>83,550</b>	<b>37,000</b>
	<b>(=) Adjusted Other Income</b>	<b>296,392</b>	<b>675,928</b>
<b>4</b>	<b>(-) Staff Costs</b>		
	Labour Operations Account	433,398	541,144
	Technical Support Staff Costs	110,211	115,633
	Shared Administration Staff Costs	85,349	90,455
		<b>628,958</b>	<b>747,232</b>
<b>5</b>	<b>(-) Loan Interest/Capital Repayments</b>		
	Loan Interest	0	0

From: 01 April 2016  
To: 31 March 2017

Period: 12  
Year Ending: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017		ACTUAL 2015/16 £	ACTUAL 2016/17 £
	Capital Repayments	0	0
	<b>As per Statement of Accounts</b>	<b>0</b>	<b>0</b>
<b>6</b>	<b>(-) All Other Expenditure</b>		
	Capital Works	582,066	1,800,255
	Maintenance Works	1,018,844	1,156,544
	Environment Agency Precept	159,146	159,146
	Development Expenditure	0	0
	Administration Charges	176,536	310,579
	Cost of Rechargeable Works	35,303	111,276
	Net Deficit/(Surplus) on Operating Accounts	0	30,752
	Depreciation/(Revaluation) of Pumping Stations	88,848	88,848
	<b>As per Statement of Accounts</b>	<b>2,060,743</b>	<b>3,657,400</b>
	<b>(-) All Other Expenditure (Non Cash)</b>		
	Plant and Equipment	157,644	155,626
	Depreciation/(Revaluation) of Pumping Stations	88,848	88,848
	Depreciation of Kettlewell House (included in admin.exp.)	7,972	7,972
		<b>254,464</b>	<b>252,445</b>
	<b>(-) Staff Costs now reported in Box 4</b>	<b>628,958</b>	<b>747,232</b>
	<b>(+) Capitalised Additions</b>		
	Land and Buildings	233,748	0
	Plant and Equipment	317,867	158,442
		<b>551,615</b>	<b>158,442</b>
	<b>(=) Adjusted Other Expenditure</b>	<b>1,728,936</b>	<b>2,816,165</b>
<b>7</b>	<b>(=) Balances carried forward</b>		
	General Reserve	3,069,224	2,195,674
	Development Reserve	619,922	876,667
	Capital Works Reserve	127,000	0
	Plant Reserve	2,821,148	2,821,148
	Revaluation Reserve	705,817	593,396
	Pension Reserve	-2,875,000	-3,360,000
	<b>As per Statement of Accounts</b>	<b>4,468,111</b>	<b>3,126,885</b>
	<b>(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases</b>		
	Pension Reserve	-2,875,000	-3,360,000
	Loans Outstanding (Current Liabilities)	0	0
	Finance Leases Outstanding (Current Liabilities)	0	0
	Long Term Borrowing	0	0
	Net Book Value of Tangible Fixed Assets	2,180,832	2,049,829
		<b>-694,168</b>	<b>-1,310,171</b>
	<b>(=) Adjusted Balances carried forward</b>	<b>5,162,279</b>	<b>4,437,056</b>
<b>8</b>	<b>Total Cash and Short Term Investments</b>		
	Bank Current Account	79,308	113,338

**From:** 01 April 2016  
**To:** 31 March 2017

**Period:** 12  
**Year Ending:** 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017		ACTUAL 2015/16 £	ACTUAL 2016/17 £
	Short Term Investments	5,200,000	4,100,000
	<b>As per Statement of Accounts</b>	<b>5,279,308</b>	<b>4,213,338</b>
<b>9</b>	<b>Total Fixed Assets and Long Term Assets (Net Book Value)</b>		
	Land and Buildings	929,762	921,790
	Plant and Equipment	895,679	861,495
	Pumping Stations and Properties	355,392	266,544
	Shared Consortium Assets	0	0
	<b>As per Statement of Accounts</b>	<b>2,180,832</b>	<b>2,049,829</b>
<b>10</b>	<b>Total Borrowings</b>		
	Loans Due (<= 1 Year)	0	0
	Loans Due (> 1 Year)	0	0
	<b>As per Statement of Accounts</b>	<b>0</b>	<b>0</b>

From: 01 April 2016  
To: 31 March 2017

Period: 12  
Year Ending: 31 March 2017

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
---------	---	------------------------	------------------------

7, 8	RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2015/16 £	ACTUAL 2016/17 £
------	--------------------------------------	------------------------	------------------------

<b>7</b>	<b>Balances carried forward (adjusted)</b>	<b>5,162,279</b>	<b>4,437,056</b>
	<b>(-) Deduct: Debtors and Prepayments</b>		
	Stocks and Consumables	6,761	5,396
	Trade Debtors	27,336	62,188
	Work in Progress	2,783	0
	Drainage Rates and Special Levies Due	26,363	22,817
	Prepayments	103,250	0
	Prepayment/(Accrual) to WMA	21,699	138,320
	Accrued Investment Income	0	0
	H M Revenue and Customs	113,985	95,977
	Grant Aid Due	0	0
		<b>302,177</b>	<b>324,699</b>
	<b>(+) Add: Creditors and Payments Received in Advance</b>		
	Trade Creditors	335,118	1,135
	Grants Unapplied	73,622	99,846
	Payments received in advance	10,466	0
	Accruals	0	0
		<b>419,206</b>	<b>100,980</b>
	<b>(=) Box 8</b>	<b>5,279,308</b>	<b>4,213,338</b>
<b>8</b>	<b>(=) Total Cash and Short Term Investments</b>		
	Bank Current Account	79,308	113,338
	Short Term Investments	5,200,000	4,100,000
		<b>5,279,308</b>	<b>4,213,338</b>

P J CAMAMILE  
CHIEF EXECUTIVE

19 MAY 2017

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual return for the year ended 31 March 2017

---

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

### 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 highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014



## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of

smaller authority here:

KINGS LYNN 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 2017, that:

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

This annual governance statement is approved by this smaller authority on:

19/05/2017

and recorded as minute reference:

52/17/02

Signed by Chair at meeting where approval is given:

*[Signature]*

Clerk:

*P. Connamble*

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.



## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

KING'S LYNN INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	5076564	5162279	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2147217	2162246	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	296392	675928	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	628953	747232	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1728936	2816165	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	5162279	4437086	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	5279308	4213338	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2180832	2049829	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*P. Longacre*

Date

19/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

19/05/2017

and recorded as minute reference:

54/17/01

Signed by Chair at meeting where approval is given:

*J. Austin*



## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

King's Lynn Internal Drainage Board

### 1. Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative 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 draw to the attention of the smaller authority:

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

Mazars LLP

External auditor name

Mazars LLP, Durham, DH1 5TS

Date

14 August 2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# Annual internal audit report 2016/17 to

Enter name of  
smaller authority here:

KING'S LYNN INTERNAL DRAINAGE BOARD

This smaller authority'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 2017.

Internal audit has been carried out in accordance with this smaller authority'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 control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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 petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's 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 or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

KW Woodward

Date

03/05/2017

\*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 2016/17 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 work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. 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 smaller authority 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 2 on page 3). 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\*.
7. Explain fully significant variances in the accounting statements on page 3. 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 numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. 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.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).



**Water Management Alliance**

**INTERNAL AUDIT REPORT**

**2016/17**

**April 2017**

Contents:

1. Executive Summary
2. Overall Conclusion
3. Acknowledgements
4. Detailed Observations, Recommendations and Agreed Actions
- 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 Kathy Woodward for the year 2016-17. 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 5 of the Accounts and Audit Regulations 2015 requires that '*A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance*'. 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. During the financial year 2016-17 the Alliance entered into a contract to provide administration and management services to the Pevensey and Cuckmere Water Level Management Board for a period of two years.

New guidance was issued on 30<sup>th</sup> March 2017 by the Joint Practitioners' Advisory Group (JPAG), '*Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, March 2017*'. Although the new guide does not become mandatory until the 2017/18 financial reports are prepared, the Water Management Alliance has decided on early adoption on a voluntary basis. With this in mind the auditor has considered the effect the new guidance would have on the required internal audit and has concluded that essentially the work remains the same. Therefore the audit has been undertaken in line with previous years, based on the 2007 guidance. Audit work has included review of 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. Most of the recommendations made have been implemented. There is one recommendation still outstanding in relation to segregation of duties in timesheet authorisation, but this is only a best practice recommendation with no significant risks arising as a consequence.

## 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.
-----------------------	---

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**

---

We would like to express our thanks for their assistance and co-operation to:

Mary Creasy, Personal Assistant (CEO)

Sallyanne Jeffrey, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p><b>1. Bank Reconciliation</b></p> <p><b>Observation</b></p> <p>Bank reconciliations are carried out weekly, as per Financial Regulations. Evidence is presented to the Chief Executive each month in the form of a cash flow statement. King's Lynn IDB bank account became overdrawn during the year, but was rectified the following day with no charges being incurred.</p> <p>There were a number of occasions where the dates on the cashbook reconciliation did not tie back to the bank statements being reconciled. The information contained within the report was correct.</p> <p>The use of the unreconciled reports on the cash book seems to have dropped off throughout the course of the year resulting in a large amount of manual reconciliation taking place.</p> <p>It was difficult in some cases to identify the information relating to each individual bank reconciliation that is filed within the folder</p> <p><b>Consequence</b></p> <p>Monthly reconciliations are carried out correctly but this is not always evidenced.</p> <p>The method of carrying out the bank reconciliation is thorough but the supporting reports from Sage are not always printed. The unreconciled reports are not used effectively.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. Agree to use the unreconciled report function of sage to minimise the amount of manual reconciliation needed in the process to improve the audit trail of the reconciliation.</li> <li>2. Agree to use file separation in the folders to identify each individual bank reconciliation.</li> </ol>	Low	<p>Agreed.</p> <p>The unreconciled report will be used more consistently.</p> <p>Filing will be improved.</p> <p>Finance Officer</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p><b>2. Timesheet Authorisation</b></p> <p><b>Observation</b></p> <p>Files containing the timesheets were requested and checked for evidence of timesheets and authorisation.</p> <p>Results were summarised in a spreadsheet. All timesheets had been signed by the Operations Managers for each Board and by the Finance Officer for WMA.</p> <p>The Broads Operations Manager is authorising his own timesheets due to the remoteness of the working area. The Operations Manager is now managing 3 sites, Broads, Norfolk Rivers and East Suffolk. For this reason at the end of each month an invoice is raised to recharge supervisory time for the other IDB's. While the Broads Operations Manager is salaried, the timesheets are used to evidence the recharges to other boards.</p> <p><b>Consequence</b></p> <p>There is no segregation of duties. This is not best practice, however there is a some mitigating control as all payroll is countersigned by the Chief Executive when is has been entered into Sage and the report produced.</p> <p><b>Recommendation</b></p> <p>To be discussed to establish if the new offices at Martham create on opportunity for a monthly meet up of the Catchment Engineer and the Operations Manager to sign / countersign timesheets when required.</p>	Low	<p>Agreed.</p> <p>The method of authorising these timesheets will be reviewed.</p> <p>Chief Executive/Catchment Engineer.</p>



Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p><b>3. Financial Regulations</b></p> <p><b>Observation</b></p> <p>A sample of payments for each Board was selected from the bank statements and traced back to source documents. Purchase orders and invoice payments were for authorisation in accordance with Financial Regulations. Creditor's reports and files containing invoices from all the sites were requested and a sample was checked.</p> <p>Purchase orders and invoice payments are being authorised by the same person. This does not appear to be breach of Financial Regulations. A mitigating control is the review of the Proposed Payments list by the Chief Executive prior to the payment run.</p> <p>There were two Chaps payments made in Dec 2016 on urgent request of the Chief Executive via email.</p> <p>It was later found that the Chief Executive's personal email account had been impersonated by a fraudster and the requests to make a payment where in fact a fraud. This type of fraud is called phishing (sending fraudulent emails) and social engineering (manipulating the victim into performing a task they would not normally do). The total amount lost was £34,438. The Police and the Bank were contacted to try and recover the money – with little success.</p> <p>Weaknesses in the finance system were also observed around the allocation of reference numbers for invoices. There is no 'unique' identifier parameter meaning that many different invoices can be allocated the same reference number and also the second reference where the invoice number received from the supplier would be populated is also not unique. The means that there is no system control over paying duplicate invoices.</p> <p><b>Consequence</b></p> <p>1) Ensuring appropriate authorisation of payments is essential in ensuring the organisation is not targeted by criminals taking advantage of weak systems of internal control.</p>	<p>1) High</p> <p>2) Low</p>	<p>Agreed.</p> <p>Changes have been made to each Board's Financial Regulations (please see attached).</p> <p>Chief Executive.</p> <p>Agreed</p> <p>Speak again to Finance System Advisors about a possible upgrade/change in accounting software.</p> <p>Finance Officer / Chief Executive</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2) Duplicate invoices could be processed as there is no system control in place to prevent this happening. Each transaction cannot be identified individually by its reference (transaction) number causing confusion.</p> <p><b>Recommendation</b></p> <p>1) Financial Regulations need to be followed at all times, by all members of staff. An enhancement has been made to the financial regulations for adoption immediately.</p> <p>2) Finance Officer to speak to finance system advisors about 'unique' reference numbers and if this can be incorporated into the system upgrade.</p>		



## **WATER MANAGEMENT ALLIANCE**

### **INTERNAL AUDIT TERMS OF REFERENCE 2016-17**

## **1. INTRODUCTION**

---

1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2016-17.

1.2 Section 6 of The Accounts and Audit Regulations 2015 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 2017

1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards (PSIAS) adopted by CIPFA from April 2017 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.
- Pevensey and Cuckmere Water Level Management Board

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

## **2. OBJECTIVES AND SCOPE OF THE AUDIT**

---

2.1 The work of the Internal Auditor will be guided by 'Governance and Accountability for Smaller Authorities in England – A Practitioners Guide (Rev March 2017)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Return for 2017 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 2015-16 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.

## Internal Audit Services

---

- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.
- 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 2016-17.

### 4. WORK PLAN

---

4.1 The audit will be undertaken by  
Miss Kathy Woodward, CPFA  
Shared Internal 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 audit report for the year 2015-16.	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	.....	.....
Kathy Woodward Shared Internal Audit Manager Borough Council of King's Lynn and West Norfolk	.....	.....

## FRS102 as at 31 March 2017 - Results Schedule

### ATTENTION

The results in this Schedule should be read in conjunction with the accompanying report entitled 'Actuarial Valuation as at 31 March 2017 for Accounting Purposes'. The method, assumptions, reliances and limitations are described in that document. The restrictions set out in the report on the disclosure to any third party apply equally to this Results Schedule.

Fund	Norfolk Pension Fund
Administering Authority	Norfolk County Council
Employer	Kings Lynn (WMA)
Terms of Engagement Signed	23 January 2017



Gemma Sefton FFA  
For and on behalf of Hymans Robertson LLP  
10 April 2017

## Section 1 - Data

### Employer membership statistics

	Number	Total Salaries / Pensions £(000)	Average Age
	31 Mar 2016	31 Mar 2016	31 Mar 2016
Actives	17	562	49
Deferred Pensioners	2	21	54
Pensioners	2	21	66

Deferred pensioners include undecided leavers and frozen refunds. Salaries are actual, not full-time equivalent.

### Payroll

Period	Assumed Total Pensionable Payroll based on Information Provided
1 April 2016 to 31 March 2017	£723,000

### LGPS early retirements

New Early Retirements 1 April 2016 to 31 March 2017	Number	Total Pension Accrued (£)	Total Pension Actual (£)
Redundancy	-	-	-
Efficiency	-	-	-
Other	-	-	-

### Teachers' early retirements

New Early Retirements 1 April 2016 to 31 March 2017	Number	Recharged Accrued Pension (£)	Total Actual Recharged Pension (£)
Redundancy	-	-	-
Efficiency	-	-	-
Other	-	-	-

### Investment returns

The return on the Fund in market value terms for the period to 31 March 2017 is estimated based on actual Fund returns as provided by the Administering Authority and index returns where necessary. Details are given below:

Actual Returns from 1 April 2016 to 31 December 2016	12.5%
<b>Total Returns from 1 April 2016 to 31 March 2017</b>	<b>17.1%</b>



## The major categories of plan assets as a percentage of total plan assets

We have used the most recent asset split provided to us and allowed for index returns, where required, on each asset category to determine the estimated split of assets as at 31 March 2017.

Period Ended	31 Mar 2017	31 Mar 2016
Equities	62%	58%
Bonds	25%	27%
Property	10%	13%
Cash	3%	2%

I estimate the bid value of the Fund's assets as at 31 March 2017 to be £3,439,000,000 based on information provided by the Administering Authority and allowing for index returns where necessary.

## Unfunded benefits

A summary of the membership data in respect of unfunded benefits is shown below.

LGPS Unfunded Pensions	Number at 31 March 2017	Annual Unfunded Pension £(000)
Male	-	-
Female	-	-
Dependants	-	-
<b>Total</b>	-	-

Teacher Unfunded Pensions	Number at 31 March 2017	Annual Unfunded Pension £(000)
Male	-	-
Female	-	-
Dependants	-	-
<b>Total</b>	-	-

The annual unfunded pensions include the 2017 pension increase.

## Bulk transfers

I have not been asked to value any bulk transfers of membership this period.

## Section 2 - Assumptions

### Financial assumptions

My recommended financial assumptions, as described in the accompanying report, are summarised below:

Period Ended	31 Mar 2017 % p.a.	31 Mar 2016 % p.a.
Pension Increase Rate	2.4%	2.2%
Salary Increase Rate	2.7%	3.2%
Discount Rate	2.7%	3.6%

### Mortality

As discussed in the accompanying report, life expectancy is based on the Fund's VitaCurves with improvements in line with the CMI 2013 model assuming the current rate of improvement has reached a peak and will converge to a long term rate of 1.25% p.a.. The average future life expectancies at age 65 are summarised below:

	Males	Females
Current Pensioners	22.1 years	24.4 years
Future Pensioners*	24.1 years	26.4 years

\* Figures assume members aged 45 as at the last formal valuation date.

### Historic mortality

Life expectancies for the prior period end are based on the Fund's VitaCurves. The allowance for future improvements are shown below:

Period Ended	Prospective Pensioners	Pensioners
31 March 2016	CMI 2010 model assuming the current rate of improvement has reached a peak and will converge to a long term rate of 1.25% p.a..	CMI 2010 model assuming the current rate of improvement has reached a peak and will converge to a long term rate of 1.25% p.a..

Please note that the mortality assumptions are identical to those used in the previous accounting period.

### Commutation

An allowance is included for future retirements to elect to take 50% of the maximum additional tax-free cash up to HMRC limits for pre-April 2008 service and 75% of the maximum tax-free cash for post-April 2008 service.

## Section 3 - Balance sheet, P&L, OCI disclosures as at 31 March 2017

### Changes in the Fair Value of Plan Assets, Defined Benefit Obligation and Net Liability for year end 31 March 2017

Period ended 31 March 2017	Assets £(000)	Obligations £(000)	Net (liability) / asset £(000)
Fair value of plan assets	1,869		1,869
Present value of funded liabilities		2,948	(2,948)
Present value of unfunded liabilities		-	-
<b>Opening Position as at 31 March 2016</b>	<b>1,869</b>	<b>2,948</b>	<b>(1,079)</b>
Service cost			
Current service cost*		180	(180)
Past service cost (including curtailments)		-	-
Effect of settlements	-	-	-
<b>Total Service Cost</b>	<b>-</b>	<b>180</b>	<b>(180)</b>
Net interest			
Interest income on plan assets	71		71
Interest cost on defined benefit obligation		110	(110)
Impact of asset ceiling on net interest	-	-	-
<b>Total net interest</b>	<b>71</b>	<b>110</b>	<b>(39)</b>
<b>Total defined benefit cost recognised in Profit or (Loss)</b>	<b>71</b>	<b>290</b>	<b>(219)</b>
Cashflows			
Plan participants' contributions	62	62	-
Employer contributions	152		152
Contributions in respect of unfunded benefits	-		-
Benefits paid	(24)	(24)	-
Unfunded benefits paid	-	-	-
Effect of business combinations and disposals	-	-	-
<b>Expected closing position</b>	<b>2,130</b>	<b>3,276</b>	<b>(1,146)</b>
Remeasurements			
Changes in demographic assumptions		(18)	18
Changes in financial assumptions		821	(821)
Other experience		60	(60)
Return on assets excluding amounts included in net interest	182		182
Changes in asset ceiling	-	-	-
<b>Total remeasurements recognised in Other Comprehensive Income (OCI)</b>	<b>182</b>	<b>863</b>	<b>(681)</b>
Fair value of plan assets	2,312		2,312
Present value of funded liabilities		4,139	(4,139)
Present value of unfunded liabilities**		-	-
<b>Closing position as at 31 March 2017</b>	<b>2,312</b>	<b>4,139</b>	<b>(1,827)</b>

\* The current service cost includes an allowance for administration expenses of 0.4% of payroll.

\*\* For unfunded liabilities as at 31 March 2017, it is assumed that all unfunded pensions are payable for the remainder of the member's life. It is further assumed that 90% of pensioners are married (or cohabiting) at death and that their spouse (cohabitee) will receive a pension of 50% of the member's pension as at the date of the member's death.

**Information about the Defined Benefit Obligation**

	Liability split £(000) as at 31 March 2017	Liability split (%) as at 31 March 2017	Weighted Average Duration
Active members	3,078	74.4%	26.7
Deferred members	566	13.7%	22.3
Pensioner members	495	12.0%	12.9
<b>Total</b>	<b>4,139</b>	<b>100.0%</b>	<b>23.8</b>

Please note that the above figures are for the funded obligations only and do not include any unfunded pensioner liabilities. The durations are as they stood at the date of the most recent actuarial valuation of the Employer.

## Changes in the Fair Value of Plan Assets, Defined Benefit Obligation and Net Liability for year end 31 March 2016

Period ended 31 March 2016	Assets £(000)	Obligations £(000)	Net (liability) / asset £(000)
Fair value of plan assets	1,679		1,679
Present value of liabilities		3,112	(3,112)
<b>Opening Position as at 31 March 2015</b>	<b>1,679</b>	<b>3,112</b>	<b>(1,433)</b>
Service cost			
Current service cost*		178	(178)
Past service cost (including curtailments)		-	-
Effect of settlements	-	-	-
<b>Total Service Cost</b>	<b>-</b>	<b>178</b>	<b>(178)</b>
Net interest			
Interest income on plan assets	58		58
Interest cost on defined benefit obligation		106	(106)
Impact of asset ceiling on net interest	-	-	-
<b>Total net interest</b>	<b>58</b>	<b>106</b>	<b>(48)</b>
<b>Total defined benefit cost recognised in Profit or (Loss)</b>	<b>58</b>	<b>284</b>	<b>(226)</b>
Cashflows			
Plan participant's contributions	51	51	-
Employer contributions	119		119
Contributions in respect of unfunded benefits	-		-
Benefits paid	(23)	(23)	-
Unfunded benefits paid	-	-	-
Effect of business combinations and disposals	-	-	-
<b>Expected closing position</b>	<b>1,884</b>	<b>3,424</b>	<b>(1,540)</b>
Remeasurements			
Changes in demographic assumptions		-	-
Changes in financial assumptions		(461)	461
Other experience		(15)	15
Return on assets excluding amounts included in net interest	(15)		(15)
Changes in asset ceiling	-	-	-
<b>Total remeasurements recognised in Other Comprehensive Income (OCI)</b>	<b>(15)</b>	<b>(476)</b>	<b>461</b>
Fair value of plan assets	1,869		1,869
Present value of funded liabilities		2,948	(2,948)
Present value of unfunded liabilities		-	-
<b>Closing position as at 31 March 2016</b>	<b>1,869</b>	<b>2,948</b>	<b>(1,079)</b>

\* The current service cost includes an allowance for administration expenses of 0.4% of payroll.

Please note that I have only shown a one year history of results and if further information is required please see the previous years' reports.

## Section 4 - Projected defined benefit cost for the period to 31 March 2018

### Analysis of projected amount to be charged to operating profit for the period to 31 March 2018

Period Ended 31 March 2018	Assets £(000)	Obligations £(000)	Net (liability)/asset £(000)	% of pay
Projected Current service cost *		273	(273)	(37.8%)
Past service cost including curtailments		-	-	-
Effect of settlements	-	-	-	-
<b>Total Service Cost</b>	<b>-</b>	<b>273</b>	<b>(273)</b>	<b>(37.8%)</b>
Interest income on plan assets	65		65	9.0%
Interest cost on defined benefit obligation		116	(116)	(16.0%)
<b>Total Net Interest Cost</b>	<b>65</b>	<b>116</b>	<b>(51)</b>	<b>(7.0%)</b>
<b>Total Included in Profit and Loss</b>	<b>65</b>	<b>389</b>	<b>(324)</b>	<b>(44.8%)</b>

\* The current service cost includes an allowance for administration expenses of 0.5% of payroll. The monetary value is based on a projected payroll of £723,000.

The contributions paid by the Employer are set by the Fund Actuary at each triennial actuarial valuation (the most recent being as at 31 March 2016), or at any other time as instructed to do so by the Administering Authority. The contributions payable over the period to 31 March 2020 are set out in the Rate and Adjustments certificate. For further details on the approach adopted to set contribution rates for the Employer, please refer to the 2016 actuarial valuation report.

I estimate the Employer's contributions for the period to 31 March 2018 will be approximately £155,000.

Notes:

The above figures should be treated as estimates and may need to be adjusted to take account of:

- any material events, such as curtailments, settlements or the discontinuance of the Employer's participation in the Fund;
- any changes to accounting practices;
- any changes to the Scheme benefit or member contribution rates; and/or
- any full funding valuation that may have been carried out on the Employer's behalf.

The monetary amount of the projected service cost for the period to 31 March 2018 may be adjusted to take account of actual pensionable payroll for the period.

## Section 5 - Sensitivity Analysis

### Sensitivity analysis

FRS102 does not require disclosure of the sensitivity of the results to the methods and assumptions used. However, it is recommended best practice that this information is included and we have therefore shown these in the report.

The sensitivities regarding the principal assumptions used to measure the scheme liabilities are set out below:

Change in assumptions at 31 March 2017:	Approximate % increase to Defined Benefit Obligation	Approximate monetary amount (£000)
0.5% decrease in Real Discount Rate	13%	552
0.5% increase in the Salary Increase Rate	4%	160
0.5% increase in the Pension Increase Rate	9%	380

#### Notes:

In order to quantify the impact of a change in the financial assumptions used, we have calculated and compared the value of the scheme liabilities as at 31 March 2017 on varying bases. The approach taken is consistent with that adopted to derive the FRS102 figures provided in this report.

The principal demographic assumption is the longevity assumption (i.e. member life expectancy). For sensitivity purposes, we estimate that a one year increase in life expectancy would approximately increase the Employer's Defined Benefit Obligation by around 3-5%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption (i.e. if improvements to survival rates predominantly apply at younger or older ages).

Please note the above figures have been derived based on the membership profile of the Employer as at the date of the most recent actuarial valuation.

For further details on the method and assumptions used please refer to the accompanying report 'Actuarial Valuation as at 31 March 2017 for Accounting Purposes'.

The approach taken in preparing the sensitivity analysis shown is consistent with that adopted in the previous year.

## FRS102 as at 31 March 2017 - Results Schedule

**ATTENTION**

The results in this Schedule should be read in conjunction with the accompanying report entitled 'Actuarial Valuation as at 31 March 2017 for Accounting Purposes'. The method, assumptions, reliances and limitations are described in that document. The restrictions set out in the report on the disclosure to any third party apply equally to this Results Schedule.

Fund	Norfolk Pension Fund
Administering Authority	Norfolk County Council
Employer	King's Lynn Internal Drainage Board
Terms of Engagement Signed	23 January 2017



Gemma Sefton FFA

For and on behalf of Hymans Robertson LLP

10 April 2017



## Section 1 - Data

### Employer membership statistics

	Number	Total Salaries / Pensions £(000)	Average Age
	31 Mar 2016	31 Mar 2016	31 Mar 2016
Actives	17	364	52
Deferred Pensioners	6	28	56
Pensioners	31	294	70

Deferred pensioners include undecided leavers and frozen refunds. Salaries are actual, not full-time equivalent.

### Payroll

Period	Assumed Total Pensionable Payroll based on Information Provided
1 April 2016 to 31 March 2017	£444,000

### LGPS early retirements

New Early Retirements 1 April 2016 to 31 March 2017	Number	Total Pension Accrued (£)	Total Pension Actual (£)
Redundancy	-	-	-
Efficiency	-	-	-
Other	-	-	-

### Teachers' early retirements

New Early Retirements 1 April 2016 to 31 March 2017	Number	Recharged Accrued Pension (£)	Total Actual Recharged Pension (£)
Redundancy	-	-	-
Efficiency	-	-	-
Other	-	-	-

### Investment returns

The return on the Fund in market value terms for the period to 31 March 2017 is estimated based on actual Fund returns as provided by the Administering Authority and index returns where necessary. Details are given below:

Actual Returns from 1 April 2016 to 31 December 2016	12.5%
<b>Total Returns from 1 April 2016 to 31 March 2017</b>	<b>17.1%</b>

## The major categories of plan assets as a percentage of total plan assets

We have used the most recent asset split provided to us and allowed for index returns, where required, on each asset category to determine the estimated split of assets as at 31 March 2017.

Period Ended	31 Mar 2017	31 Mar 2016
Equities	62%	58%
Bonds	25%	27%
Property	10%	13%
Cash	3%	2%

I estimate the bid value of the Fund's assets as at 31 March 2017 to be £3,439,000,000 based on information provided by the Administering Authority and allowing for index returns where necessary.

## Unfunded benefits

A summary of the membership data in respect of unfunded benefits is shown below.

LGPS Unfunded Pensions	Number at 31 March 2017	Annual Unfunded Pension £(000)
Male	-	-
Female	-	-
Dependants	2	3
<b>Total</b>	<b>2</b>	<b>3</b>

Teacher Unfunded Pensions	Number at 31 March 2017	Annual Unfunded Pension £(000)
Male	-	-
Female	-	-
Dependants	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

The annual unfunded pensions include the 2017 pension increase.

## Bulk transfers

I have not been asked to value any bulk transfers of membership this period.

## Section 2 - Assumptions

### Financial assumptions

My recommended financial assumptions, as described in the accompanying report, are summarised below:

Period Ended	31 Mar 2017 % p.a.	31 Mar 2016 % p.a.
Pension Increase Rate	2.4%	2.1%
Salary Increase Rate	2.7%	3.1%
Discount Rate	2.5%	3.4%

### Mortality

As discussed in the accompanying report, life expectancy is based on the Fund's VitaCurves with improvements in line with the CMI 2013 model assuming the current rate of improvement has reached a peak and will converge to a long term rate of 1.25% p.a.. The average future life expectancies at age 65 are summarised below:

	Males	Females
Current Pensioners	22.1 years	24.4 years
Future Pensioners*	24.1 years	26.4 years

\* Figures assume members aged 45 as at the last formal valuation date.

### Historic mortality

Life expectancies for the prior period end are based on the Fund's VitaCurves. The allowance for future improvements are shown below:

Period Ended	Prospective Pensioners	Pensioners
31 March 2016	CMI 2010 model assuming the current rate of improvement has reached a peak and will converge to a long term rate of 1.25% p.a..	CMI 2010 model assuming the current rate of improvement has reached a peak and will converge to a long term rate of 1.25% p.a..

Please note that the mortality assumptions are identical to those used in the previous accounting period.

### Commutation

An allowance is included for future retirements to elect to take 50% of the maximum additional tax-free cash up to HMRC limits for pre-April 2008 service and 75% of the maximum tax-free cash for post-April 2008 service.

## Section 3 - Balance sheet, P&L, OCI disclosures as at 31 March 2017

### Changes in the Fair Value of Plan Assets, Defined Benefit Obligation and Net Liability for year end 31 March 2017

Period ended 31 March 2017	Assets £(000)	Obligations £(000)	Net (liability) / asset £(000)
Fair value of plan assets	5,122		5,122
Present value of funded liabilities		7,977	(7,977)
Present value of unfunded liabilities		20	(20)
<b>Opening Position as at 31 March 2016</b>	<b>5,122</b>	<b>7,997</b>	<b>(2,875)</b>
Service cost			
Current service cost*		128	(128)
Past service cost (including curtailments)		-	-
Effect of settlements	-	-	-
<b>Total Service Cost</b>	<b>-</b>	<b>128</b>	<b>(128)</b>
Net interest			
Interest income on plan assets	170		170
Interest cost on defined benefit obligation		269	(269)
Impact of asset ceiling on net interest	-	-	-
<b>Total net interest</b>	<b>170</b>	<b>269</b>	<b>(99)</b>
<b>Total defined benefit cost recognised in Profit or (Loss)</b>	<b>170</b>	<b>397</b>	<b>(227)</b>
Cashflows			
Plan participants' contributions	30	30	-
Employer contributions	93		93
Contributions in respect of unfunded benefits	3		3
Benefits paid	(337)	(337)	-
Unfunded benefits paid	(3)	(3)	-
Effect of business combinations and disposals	-	-	-
<b>Expected closing position</b>	<b>5,078</b>	<b>8,084</b>	<b>(3,006)</b>
Remeasurements			
Changes in demographic assumptions		(78)	78
Changes in financial assumptions		1,285	(1,285)
Other experience		(348)	348
Return on assets excluding amounts included in net interest	505		505
Changes in asset ceiling	-	-	-
<b>Total remeasurements recognised in Other Comprehensive Income (OCI)</b>	<b>505</b>	<b>859</b>	<b>(354)</b>
Fair value of plan assets	5,583		5,583
Present value of funded liabilities		8,923	(8,923)
Present value of unfunded liabilities**		20	(20)
<b>Closing position as at 31 March 2017</b>	<b>5,583</b>	<b>8,943</b>	<b>(3,360)</b>

\* The current service cost includes an allowance for administration expenses of 0.4% of payroll.

\*\* This liability comprises of approximately £20,000 in respect of LGPS unfunded pensions and £0 in respect of Teachers' unfunded pensions. For unfunded liabilities as at 31 March 2017, it is assumed that all unfunded pensions are payable for the remainder of the member's life. It is further assumed that 90% of pensioners are married (or cohabiting) at death and that their spouse (cohabitee) will receive a pension of 50% of the member's pension as at the date of the member's death.

**Information about the Defined Benefit Obligation**

	Liability split £(000) as at 31 March 2017	Liability split (%) as at 31 March 2017	Weighted Average Duration
Active members	2,632	29.5%	22.7
Deferred members	773	8.7%	19.8
Pensioner members	5,518	61.8%	11.4
<b>Total</b>	<b>8,923</b>	<b>100.0%</b>	<b>14.7</b>

Please note that the above figures are for the funded obligations only and do not include any unfunded pensioner liabilities. The durations are as they stood at the date of the most recent actuarial valuation of the Employer.

## Changes in the Fair Value of Plan Assets, Defined Benefit Obligation and Net Liability for year end 31 March 2016

Period ended 31 March 2016	Assets £(000)	Obligations £(000)	Net (liability) / asset £(000)
Fair value of plan assets	5,195		5,195
Present value of liabilities		8,361	(8,361)
<b>Opening Position as at 31 March 2015</b>	<b>5,195</b>	<b>8,361</b>	<b>(3,166)</b>
Service cost			
Current service cost*		124	(124)
Past service cost (including curtailments)		-	-
Effect of settlements	-	-	-
<b>Total Service Cost</b>	<b>-</b>	<b>124</b>	<b>(124)</b>
Net interest			
Interest income on plan assets	158		158
Interest cost on defined benefit obligation		257	(257)
Impact of asset ceiling on net interest	-	-	-
<b>Total net interest</b>	<b>158</b>	<b>257</b>	<b>(99)</b>
<b>Total defined benefit cost recognised in Profit or (Loss)</b>	<b>158</b>	<b>381</b>	<b>(223)</b>
Cashflows			
Plan participant's contributions	27	27	-
Employer contributions	81		81
Contributions in respect of unfunded benefits	3		3
Benefits paid	(306)	(306)	-
Unfunded benefits paid	(3)	(3)	-
Effect of business combinations and disposals	-	-	-
<b>Expected closing position</b>	<b>5,155</b>	<b>8,460</b>	<b>(3,305)</b>
Remeasurements			
Changes in demographic assumptions		-	-
Changes in financial assumptions		(349)	349
Other experience		(114)	114
Return on assets excluding amounts included in net interest	(33)		(33)
Changes in asset ceiling	-	-	-
<b>Total remeasurements recognised in Other Comprehensive Income (OCI)</b>	<b>(33)</b>	<b>(463)</b>	<b>430</b>
Fair value of plan assets	5,122		5,122
Present value of funded liabilities		7,977	(7,977)
Present value of unfunded liabilities		20	(20)
<b>Closing position as at 31 March 2016</b>	<b>5,122</b>	<b>7,997</b>	<b>(2,875)</b>

\* The current service cost includes an allowance for administration expenses of 0.4% of payroll.

Please note that I have only shown a one year history of results and if further information is required please see the previous years' reports.

## Section 4 - Projected defined benefit cost for the period to 31 March 2018

### Analysis of projected amount to be charged to operating profit for the period to 31 March 2018

Period Ended 31 March 2018	Assets £(000)	Obligations £(000)	Net (liability)/asset £(000)	% of pay
Projected Current service cost *		178	(178)	(40.0%)
Past service cost including curtailments		-	-	-
Effect of settlements	-	-	-	-
<b>Total Service Cost</b>	<b>-</b>	<b>178</b>	<b>(178)</b>	<b>(40.0%)</b>
Interest income on plan assets	137		137	30.9%
Interest cost on defined benefit obligation		222	(222)	(50.0%)
<b>Total Net Interest Cost</b>	<b>137</b>	<b>222</b>	<b>(85)</b>	<b>(19.1%)</b>
<b>Total Included in Profit and Loss</b>	<b>137</b>	<b>400</b>	<b>(263)</b>	<b>(59.1%)</b>

\* The current service cost includes an allowance for administration expenses of 0.5% of payroll. The monetary value is based on a projected payroll of £444,000.

The contributions paid by the Employer are set by the Fund Actuary at each triennial actuarial valuation (the most recent being as at 31 March 2016), or at any other time as instructed to do so by the Administering Authority. The contributions payable over the period to 31 March 2020 are set out in the Rate and Adjustments certificate. For further details on the approach adopted to set contribution rates for the Employer, please refer to the 2016 actuarial valuation report.

I estimate the Employer's contributions for the period to 31 March 2018 will be approximately £95,000.

Notes:

The above figures should be treated as estimates and may need to be adjusted to take account of:

- any material events, such as curtailments, settlements or the discontinuance of the Employer's participation in the Fund;
- any changes to accounting practices;
- any changes to the Scheme benefit or member contribution rates; and/or
- any full funding valuation that may have been carried out on the Employer's behalf.

The monetary amount of the projected service cost for the period to 31 March 2018 may be adjusted to take account of actual pensionable payroll for the period.



## Section 5 - Sensitivity Analysis

### Sensitivity analysis

FRS102 does not require disclosure of the sensitivity of the results to the methods and assumptions used. However, it is recommended best practice that this information is included and we have therefore shown these in the report.

The sensitivities regarding the principal assumptions used to measure the scheme liabilities are set out below:

Change in assumptions at 31 March 2017:	Approximate % increase to Defined Benefit Obligation	Approximate monetary amount (£000)
0.5% decrease in Real Discount Rate	7%	667
0.5% increase in the Salary Increase Rate	1%	90
0.5% increase in the Pension Increase Rate	6%	567

#### Notes:

In order to quantify the impact of a change in the financial assumptions used, we have calculated and compared the value of the scheme liabilities as at 31 March 2017 on varying bases. The approach taken is consistent with that adopted to derive the FRS102 figures provided in this report.

The principal demographic assumption is the longevity assumption (i.e. member life expectancy). For sensitivity purposes, we estimate that a one year increase in life expectancy would approximately increase the Employer's Defined Benefit Obligation by around 3-5%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption (i.e. if improvements to survival rates predominantly apply at younger or older ages).

Please note the above figures have been derived based on the membership profile of the Employer as at the date of the most recent actuarial valuation.

For further details on the method and assumptions used please refer to the accompanying report 'Actuarial Valuation as at 31 March 2017 for Accounting Purposes'.

The approach taken in preparing the sensitivity analysis shown is consistent with that adopted in the previous year.

# Annual Report for the year ended

## 31 March 2017

**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 18 September 2017 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 via [floodreports@defra.gsi.gov.uk](mailto:floodreports@defra.gsi.gov.uk)
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via [rachael.hill@environment-agency.gov.uk](mailto:rachael.hill@environment-agency.gov.uk)
- 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 £.

KING'S LYNN

Internal Drainage Board

## Section A – Financial information

### Preliminary information on special levies issued by the Board for 2017- 18

*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 2017-18 (forecast)	
Name of local authority	2017-18 forecast £
1. KING'S LYNN AND WEST NORFOLK BOROUGH COUNCIL	1,775,463
2. FENLAND DISTRICT COUNCIL	82,338
3. SOUTH HOLLAND DISTRICT COUNCIL	22,823
4.	
5.	
6.	
7.	
8.	
<b>Total</b>	<b>1,880,624</b>

## Section A – Financial information (continued)

### Income and Expenditure Account for the year ending 31 March 2017

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 for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2017 £
<b>INCOME</b>		
Drainage Rates		305,736
Special Levies		1,856,510
Contributions from the Environment Agency		49,740
Contributions applied from developers/other beneficiaries		256,745
Government Grants		103,602
Rechargeable Works		111,511
Interest and Investment Income		25,085
Rents and Acknowledgements		2,113
Other Income		93,632
<b>Total income</b>		<b>2,804,674</b>
<b>EXPENDITURE</b>		
New Works and Improvement Works		1,800,255
Contributions to the Environment Agency		159,146
Drains Maintenance		942,051
Pumping Stations, Sluices and Water level control structures		208,826
Administration		310,579
Rechargeable Works		111,276
Finance Charges		0
SSSIs		0
IDB Biodiversity Action Plan actions or other biodiversity activities		5,667
Other Expenditure		30,752
<b>Total expenditure</b>		<b>3,568,552</b>
<b>EXCEPTIONAL ITEMS</b>		
Profits/(losses) arising from the disposal of fixed assets		(3,500)
<b>Net Operating Surplus/(Deficit) for the year</b>		<b>(767,378)</b>

## 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 –IDB Reporting

### Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. 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? [https://www.wlma.org.uk/uploads/KLIDB\\_Policy\\_Statement.pdf](https://www.wlma.org.uk/uploads/KLIDB_Policy_Statement.pdf) Yes ☒

No ☐

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

### 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.

### Biodiversity

Please indicate whether your Board has a Biodiversity Action Plan .....Yes ☒ No ☐

If "yes" is the report available to the public.....Yes ☒ No ☐

Has your Biodiversity Action Plan been updated in the last five years?.....Yes ☐ No ☒

The Biodiversity Action Plan is being updated in 2017/18.

Have you taken all the BAP actions for the financial year, including reporting?..... Yes ☒ No ☐

### Access to environmental expertise

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)

Directly employed staff

Contracted persons or consultants

Environmental Partners/NGOs

Other (please describe)

☐  
☒  
☒  
☒  
☐

Asset Management

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)

Bespoke Microsoft Access Database and GIS.

Has your Board continued to undertake visual inspections and update asset databases on an annual basis? ..... Yes ☒ No ☐

Guidance and Best Practice

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

21

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 at Board meetings.

Immediate Action

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 2017? (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 Orders ..... Yes ☒ No ☐

Have the Standing Orders been approved by Ministers ..... Yes ☒ No ☐

Byelaws ..... Yes ☒ No ☐

If you have Byelaws are they Flood and Water Management Act compliant i.e. Written for the purposes of  
environmental  
protection?..... Yes ☒ No ☐

Have the Byelaws been approved by Ministers ..... Yes ☒ No ☐

Code of Conduct for Board Members..... Yes ☒ No ☐

Financial Regulations..... Yes ☒ No ☐

Register of Member's Interests ..... Yes ☒ No ☐

### Board membership and attendance

Seats available to elected members under the Land Drainage Act 1991.	10
Seats available to appointed members under the Land Drainage Act 1991.	11
Number of elected members on the board at year end.	10
Number of appointed members on the board at year end.	11
Mean average number of elected members in attendance at each board meeting over the last financial year.	9
Mean average number of appointed members in attendance at each board meeting over the last financial year.	7

Have you held elections within the last three years?..... Yes ☒ No ☐

Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the  
Land Drainage (Election of Drainage Boards) Regulations 1938?..... Yes ☒ No ☐

### Complaints procedure

Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page  
of its website?..... Yes ☒ No ☐



## Section C – Declaration

---

KING'S LYNN

Internal Drainage Board

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

Signature

*P. Camamile*

Date

13/09/2017

Name in BLOCK LETTERS

P J CAMAMILE

Designation

CHIEF EXECUTIVE

Email address

[phil@wlma.org.uk](mailto:phil@wlma.org.uk)



---

### BOARD MEMBERSHIP AS AT 31 MARCH 2017

---

NAME	MEETINGS	ATTENDED	ATTENDANCE %	CONTACT DETAILS
<b>ELECTED MEMBERS</b>				
Askew J R	6	6	100	john@jraskew.com
Austen J S *	6	5	83	john.austen@btopenworld.com
Banham K	6	5	83	keith.banham@sandringhamestate.co.uk
Keene S (Ms)	6	6	100	wmf@farmline.com
Lensen A left March 2017	6	5	83	alensen@velcourt.co.uk
Markillie R S	6	4	67	Robert@markilliefarms.co.uk
Markillie S A R	6	6	100	shf@strawberryhall.co.uk
Matkin T	6	4	67	timmatkin@lugdenhill.co.uk
Riddington M	6	4	67	mark@fwdeptford.co.uk
Symington J	6	4	67	jls@farming.co.uk
<b>APPOINTED MEMBERS</b>				
Ayres B	6	3	50	cllr.barry.ayres@west-norfolk.gov.uk
Baron M Chenery of Horsbrugh	6	6	100	michael.chenery@norfolk.gov.uk
Crofts C	6	5	83	cllr.chris.crofts@west-norfolk.gov.uk
Groom R W	6	4	67	cllr.roy.groom@west-norfolk.gov.uk
Lord Howard of Rising	6	2	33	cllr.greville.howard@west-norfolk.gov.uk
Long B **	6	4	67	cllr.brian.long@west-norfolk.gov.uk
Nockolds E (Mrs)	6	5	83	cllr.elizabeth.nockolds@west-norfolk.gov.uk
Whitby D	6	4	67	cllr.david.whitby@west-norfolk.gov.uk
Wing-Pentelow T	6	3	50	cllr.toby.wing-pentelow@west-norfolk.gov.uk
Young S (Mrs)	6	5	83	cllr.sheila.young@west-norfolk.gov.uk
<b>Fenland DC</b>				
Oliver D	6	2	33	doliver@fenland.gov.uk

\* Chairman

\*\* Vice-Chairman

Average attendance = 73%



### Gifts and Hospitality Register for 2016/17

[illegible]