



**Norfolk Rivers**  
Drainage Board

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

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

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

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## **NOTE ACCOUNTING POLICIES**

### **1 FINANCIAL REPORTING STANDARDS, REGULATION AND GUIDANCE**

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

### **2 ACCOUNTING CONCEPTS**

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

Going Concern  
Prudence  
Accruals

### **3 FIXED ASSETS**

- (i) Fixed Assets are recognised as expenditure on the acquisition, creation or enhancement of fixed assets. Most assets with estimated useful economic lives in excess of one year and a value of £5,000 or above are capitalised on an accruals basis in the Accounts.
- (ii) All fixed Assets are valued on the following basis:
 

Land and buildings are included in the balance sheet at lower of net current replacement cost and net realisable value, net of accumulated depreciation. Net current replacement cost is assessed as:

Non-specialised operational properties - existing use value

Specialised operational properties - depreciated replacement cost

Vehicles, plant and equipment are included at cost less depreciation
- (iii) Disposals are written off at cost less depreciation. Any surplus/deficit arising is charged/credited to Exceptional Items in the Income and Expenditure Account.
- (iv) Depreciation has been provided for using the straight line method.
- (v) The useful lives of the various assets held on the Fixed Asset Register are as follows:
 

Motor Vehicles and Equipment: 3 years  
Excavators and Tractors: 5 years  
Specialist Plant and Equipment: ≤ 10 years  
Land: not depreciated

**NOTE ACCOUNTING POLICIES**

Buildings: 20 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 final salary 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 19.5% on employees pensionable pay into the pension fund during 2013/14.
- (ii) The expected cost of providing pensions, as calculated periodically by professionally qualified actuaries, is charged to the Income and Expenditure Account in order to spread the cost over the service lives of employees in the scheme. Further costs arise in respect of certain pensions paid to retired employees on an unfunded basis. This is the second year the Board has elected to account for pensions on a defined benefit basis.
- (iii) The Board's share of the schemes assets and liabilities are included at fair value, as calculated annually by the actuary, which in turn gives rise to actuarial gains and losses. Liabilities are discounted to their current price using a discount rate of 4.3%, which has changed from 4.5%. Furthermore the liabilities have been discounted using the yield on the iBoxx over 15 year AA bond index to taking the yield on the over 15 year UK government bond index and then adding the median spread (excess yield over the "risk free" gilt return) from the constituents of iBoxx index. The schemes assets have been valued using the following methods:

Quoted securities - Current bid price

Unquoted securities - Professional estimate

Unitised securities - Current bid price

Property - Market value

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

**7 TAXATION**

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

**8 EXCEPTIONAL ITEMS, EXTRAORDINARY ITEMS AND PRIOR YEAR ADJUSTMENTS**

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

**NOTE ACCOUNTING POLICIES****9 INCOME RECOGNITION**

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

**10 FINANCE LEASES**

The Board has not taken on any Finance Leases during the accounting period.

**11 RESERVES**

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

[http://www.wlma.org.uk/uploads/NRIDB Capital Financing and Reserves Policy.pdf](http://www.wlma.org.uk/uploads/NRIDB_Capital_Financing_and_Reserves_Policy.pdf)

This policy is reviewed by the Board triennially.

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

From: 01 April 2013  
To: 31 March 2014

Period To: 12  
Year Ended: 31 March 2014

Notes	Income and Expenditure Account	Actual 2012/13 £	Actual 2013/14 £	Annual Estimate £	Variance £
<b><u>Income</u></b>					
	Occupiers Drainage Rates	72,607.53	72,607.50	72,607	0.50
1	Special Levies issued by the Board	280,943.79	281,017.00	281,017	0.00
2	Highland Water Contributions from EA	116,348.98	105,740.86	100,000	5,740.86
	Grants Applied	73,075.09	73,565.22	172,500	-98,934.78
3	Income from Rechargeable Works	32,549.03	116,362.59	0	116,362.59
	Investment Interest	2,613.93	2,373.76	0	2,373.76
4	Net Surplus on Operating Accounts	13,017.53	2,509.29	0	2,509.29
5	Other Income	10,535.00	950.00	10,000	-9,050.00
	<b>Total Income</b>	<b>£601,690.88</b>	<b>£655,126.22</b>	<b>£636,124</b>	<b>£19,002.22</b>
<b><u>Less Expenditure</u></b>					
6	Gross Cost of Capital Works	73,075.09	73,565.22	200,000	126,434.78
7	Precept Contributions to EA	56,045.00	57,462.00	57,558	96.00
8	Maintenance Works	278,299.81	282,908.55	280,162	-2,746.55
9	Administration Charges	99,425.99	94,136.41	113,925	19,788.59
	Cost of Rechargeable Works	17,571.18	110,860.57	0	-110,860.57
4	Net Deficit on Operating Accounts	0.00	0.00	0	0.00
	<b>Total Expenditure</b>	<b>£524,417.07</b>	<b>£618,932.75</b>	<b>£651,645</b>	<b>£32,712.25</b>
	Profit/(Loss) on disposal of Fixed Assets	£11,500.00	£0.00	£0	0.00
	<b>Net Surplus/(Deficit)</b>	<b>£88,773.81</b>	<b>£36,193.47</b>	<b>-£15,521</b>	<b>£51,714.47</b>

From: 01 April 2013  
To: 31 March 2014

Period To: 12  
Year Ended: 31 March 2014

Notes	Balance Sheet as at 31-3-2014	Opening Balance £	Movement This Year £	Closing Balance £
10	<b>Fixed Assets</b>			
	Land and Buildings	44,955.00	-999.00	43,956.00
	Plant and Equipment	41,919.62	-14,056.72	27,862.90
		<b>86,874.62</b>	<b>-15,055.72</b>	<b>71,818.90</b>
	<b>Current Assets</b>			
11	Bank Current Account	50,540.99	7,252.18	57,793.17
12	Debtors Control Account	53,800.00	-52,340.08	1,459.92
	Work in Progress	0.00	0.00	0.00
13	Term Deposits	400,000.00	200,000.00	600,000.00
14	Special Levies Due	0.00	0.00	0.00
15	Ratepayers Due	3,314.12	2,941.03	6,255.15
	Prepayments	0.00	565.20	565.20
16	Prepayments WMA	19,398.00	2,684.00	22,082.00
	VAT Due	5,295.83	5,157.96	10,453.79
	Grants Due	0.00	0.00	0.00
		<b>532,348.94</b>	<b>166,260.29</b>	<b>698,609.23</b>
	<b>Less Current Liabilities</b>			
	Creditors Control Account	41,009.27	6,174.32	47,183.59
17	Grants Unapplied	23,729.45	103,744.78	127,474.23
	Accruals	0.00	0.00	0.00
	Special Levies paid in advance	0.00	5,092.00	5,092.00
	Finance Leases	0.00	0.00	0.00
	PWLB Loans	0.00	0.00	0.00
		<b>64,738.72</b>	<b>115,011.10</b>	<b>179,749.82</b>
	<b>Net Current Assets</b>	<b>467,610.22</b>	<b>51,249.19</b>	<b>518,859.41</b>
	<b>Less Long Term Liabilities</b>			
18	Pension Liability	109,000.00	-33,000.00	76,000.00
	<b>Net Assets</b>	<b>£445,484.84</b>	<b>£69,193.47</b>	<b>£514,678.31</b>
19	<b>Reserves</b>			
	<b>Earmarked</b>			
	General Reserve	261,742.65	36,193.47	297,936.12
20	Development Reserve	177,792.19	0.00	177,792.19
21	Plant Reserve	65,000.00	0.00	65,000.00
		<b>504,534.84</b>	<b>36,193.47</b>	<b>540,728.31</b>
	<b>Non-Distributable</b>			
22	Revaluation Reserve	49,950.00	0.00	49,950.00
18	Pension Reserve	-109,000.00	33,000.00	-76,000.00
		<b>-59,050.00</b>	<b>33,000.00</b>	<b>-26,050.00</b>
	<b>Total Reserves</b>	<b>£445,484.84</b>	<b>£69,193.47</b>	<b>£514,678.31</b>

P J CAMAMILE  
CHIEF EXECUTIVE

**From:** 01 April 2013  
**To:** 31 March 2014

**Period To:** 12  
**Year Ended:** 31 March 2014

**Note Notes to the Accounts**

- 1 Special Levies due from constituent Billing Authorities are as follows:

	<b>2012/13</b>	<b>2013/14</b>
Breckland District Council	44,921.48	44,995.00
Broadland District Council	67,187.08	67,187.00
King's Lynn and West Norfolk Borough Council	17,089.32	17,089.00
North Norfolk District Council	89,658.74	89,659.00
Norwich City Council	5,017.01	5,017.00
South Norfolk District Council	57,070.16	57,070.00
	<b>280,943.79</b>	<b>281,017.00</b>

- 2 The EA Highland Water Claim for 2013/14 is slightly greater than was estimated. Highland Water Income is a voluntary contribution we receive from the EA towards the Board's costs of maintaining its infrastructure that takes water from the hydraulic catchment area outside the Drainage District. About half of the payment is due in May and the balance is due in December each year.

- 3 Rechargeable work includes professional supervision and contracting services to the Norfolk Rivers Trust and labour at Stokesby Pumping Station for Broad's IDB.

- 4 Net Surplus/(Deficit) on Operating Accounts is made up as follows:

	<b>2012/13</b>	<b>2013/14</b>
Labour Operations Account	15,577.61	5,657.65
Mobile Plant Operations Account	-2,560.08	-3,148.36
	<b>13,017.53</b>	<b>2,509.29</b>

Hourly Charge-out Rates are as follows:

	<b>2012/13</b>	<b>2013/14</b>
Operatives (2)	27.75	27.75
Doosan DX80R Excavator	10.00	10.00

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

- 5 Other income is made up as follows:

	<b>2012/13</b>	<b>2013/14</b>
Development Contributions (Nelson Grove Developments Ltd)	10,535.00	0.00
Other income	0.00	0.00
Summons Costs	0.00	950.00
	<b>10,535.00</b>	<b>950.00</b>

- 6 Capital Works Expenditure is approved by the Board annually and made up as follows:

	<b>2012/13</b>	<b>2013/14</b>
River Wensum WLMP	-5,364.91	1,381.00
River Nar Restoration Scheme	42,249.75	0.00
River Nar Restoration Scheme (100% GiA) Litcham to Lexham Hall	36,127.79	20,897.19
Giant Hogweed Removal Scheme (100% GiA)	62.46	284.46
River Wensum Restoration PAR Preparation	0.00	6,685.00
River Nar East Lexham Lakes Bypass	0.00	44,317.57
	<b>73,075.09</b>	<b>73,565.22</b>

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

- 8 Detailed maintenance operations are approved by the Board annually and shown on the Operations map, together with the schedule of maintenance works for each catchment, which can be made available to members on request. Expenditure is analysed as follows:

	<b>2012/13</b>	<b>2013/14</b>
Labour Charges	118,692.75	97,701.07
Plant Charges	19,924.30	11,162.45
Colkirk Depot	3,067.65	3,278.78
Materials	4,364.52	14,876.79



**From:** 01 April 2013  
**To:** 31 March 2014

**Period To:** 12  
**Year Ended:** 31 March 2014

Note	Notes to the Accounts		
	Contractors	86,214.10	99,225.46
	Plant Hire	2,427.49	4,173.00
	<b>Direct Works</b>	<b>234,690.81</b>	<b>230,417.55</b>
	Technical Support Costs	39,442.00	48,324.00
	Biodiversity Action Plan Costs	4,167.00	4,167.00
	<b>Maintenance Works</b>	<b>278,299.81</b>	<b>282,908.55</b>
9	Administration charges reflect the Board's share of consortium expenditure (excluding technical support costs). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:		
		<b>2012/13</b>	<b>2013/14</b>
	Consortium Charges	98,374.00	93,010.00
	Drainage Rates AV Increases/(Decreases)	52.99	127.41
	Depreciation Kettlewell House	999.00	999.00
		<b>99,425.99</b>	<b>94,136.41</b>
10	<b>TANGIBLE FIXED ASSETS</b>		
	<b>Cost</b>	<b>Land and Buildings</b>	<b>Plant and Equipment</b>
	Opening Balance as at 1 April 2013	49,950.00	78,595.62
	(+) Additions	0.00	1,500.00
	(-) Disposals	0.00	0.00
	(=) Closing Balance as at 31 March 2014	<b>49,950.00</b>	<b>80,095.62</b>
	<b>Depreciation</b>		
	Opening Balance as at 1 April 2013	4,995.00	36,676.00
	(+) Depreciation Charge for year	999.00	15,556.72
	(-) Accumulated Depreciation written out on disposal	0.00	0.00
	Closing Balance as at 31 March 2014	<b>5,994.00</b>	<b>52,232.72</b>
	Net Book Value at 31 March 2013	<b>44,955.00</b>	<b>41,919.62</b>
	Net Book Value at 31 March 2014	<b>43,956.00</b>	<b>27,862.90</b>
	Full details of all movements during this year are recorded in the Board's Fixed Asset Register, which can be made available to members on request.		
11	Additional sums are now being invested on the short term money market to maximise the return on the working balances, in accordance with the Board's Investment Policy. The Bank Current Account is reconciled as follows:		
		<b>2012/13</b>	<b>2013/14</b>
	Opening Balance as at 1 April b/fwd	69,052.15	50,540.99
	(+) Receipts	1,284,994.54	900,615.82
	(-) Payments	-1,303,505.70	-893,363.64
	(=) Closing Balance c/fwd	<b>50,540.99</b>	<b>57,793.17</b>
	Balance on Statement as at 31 March 2014	91,325.06	83,948.17
	Less: Unpresented payments	-40,784.07	-26,155.00
	Add: Unpresented receipts	0.00	0.00
	Closing Balance c/fwd	<b>50,540.99</b>	<b>57,793.17</b>
12	Aged Debtor profile is currently as follows:		
	<b>Debt period</b>	<b>Amount</b>	<b>Number of Debtors</b>
	<=30 days	1459.92	1
	>30 days and <=60 days	0.00	0
	>60 days and <=90 days	0.00	0
	>90 days	0.00	0

**From:** 01 April 2013  
**To:** 31 March 2014

**Period To:** 12  
**Year Ended:** 31 March 2014

**Note** **Notes to the Accounts**

1,459.92 1

>90 days

Amount	Inv. Date	Originator
0.00		
<b>0.00</b>		

13 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
Natwest 95 Day Account	400,000.00	17/01/2013	Ongoing	0.55%
National Counties Building Society	200,000.00	31/03/2014	30/06/2014	0.45%
	<b>600,000.00</b>			

14 Special Levies are due to be paid by Constituent Councils in two halves on 1 May and 1 November every year.

15 There are currently 67 Ratepayers that have not paid their Drainage Rates for 2013/14, as compared to 62 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2012/13	2013/14
Arrears b/fwd	2,583.95	3,314.12
Drainage Rates for the year	72,607.53	72,607.50
Special Levies for the year	280,943.79	281,016.96
New Assessments	9.52	0.50
Value Increases (Decreases)	-9.52	-0.50
Payments Received	-352,768.16	-351,560.28
Returned/(Represented) amounts	0.00	54.22
Paid Refunds	0.00	0.00
Irrecoverables and write offs	-53.10	-227.37
Summons collection costs	0.11	1,050.00
Arrears c/fwd	3,314.12	6,255.15

16 Prepayments represent the amount that has been paid to the WMA in advance, which will be used by the WMA to pay the Board's share of consortium expenditure during the next reporting period.

17 Grants Unapplied are those grants that we have received in advance of doing work on the following schemes:

	2012/13	2013/14
Giant Hogweed Project	4,393.61	4,109.15
River Wensum Restoration Project	14,614.41	6,233.41
River Wensum Restoration PAR Preparation	0.00	315.00
River Nar Restoration Scheme	-3,047.21	0.00
River Nar Litcham to Lexham Hall Lakes	7,768.64	797.46
River Nar East Lexham Lakes Bypass	0.00	5,682.43
River Nar Restoration Scheme 4 Year	0.00	110,336.78
	<b>23,729.45</b>	<b>127,474.23</b>

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

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

19 The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy for 2013/14, as approved by the Board on 24 January 2013. This policy is available for viewing on the Board's website.

20 The purpose of the Development Reserve is to reduce the impact on drainage rates from development that takes place in the

**From:** 01 April 2013  
**To:** 31 March 2014

**Period To:** 12  
**Year Ended:** 31 March 2014

Note	Notes to the Accounts
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	area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to fund in part improvement works that are necessary because of development.
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21	The purpose of this Reserve is to reduce the impact on drainage rates as and when equipment is bought and sold, in accordance with the mobile plant renewals programme. Depreciation is its primary source of income, which largely comes from drainage rates/special levies in the form of plant charges included within the maintenance budget, together with any profits on disposal. Changes in hourly charge out rates are determined by the Operations Manager and the Chief Executive. Expenditure is determined by the Board, following recommendations made by the Chief Executive and Operations Manager.
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22	This Revaluation Reserve has arisen from the revaluation of the Board's share of Kettlewell House on 31 March 2009 (approx. 10%).
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**Recommended Actions:**

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

P J CAMAMILE  
CHIEF EXECUTIVE

M FUTTER  
FINANCE OFFICER

From: 01 April 2013  
 To: 31 March 2014

Period To: 12  
 Year Ended: 31 March 2014

Our ID	Capital Scheme	EA Ref.	GiA Level %	Actual 2008/09 £	Actual 2009/10 £	Actual 2010/11 £	Actual 2011/12 £	Actual 2012/13 £	Actual 2013/14 £	Annual Estimate 2013/14 £	Variance (2013/14) £	Cumulative Gross Cost C/Fwd £	Approved Cost £	Variance (adverse)/favourable £	Grant Receivable £	Grant Requested £	Grant Due/ (Unapplied) £	Grant Applied £
<b>Grant Aided Works:</b>																		
SCH02	River Wensum WLMP	IDB0079	100%	19,208.00	18,278.20	11,280.80	1983.50	-5,364.91	1,381.00	150,000	148,619.00	46,766.59	60,000	13,233.41	46,766.59	53,000.00	-6,233.41	1,381.00
SCH03	Giant Hogweed NNI Irradication Scheme	NCC	100%	0.00	480.00	865.93	198.00	62.46	284.46	0	-284.46	1,890.85	6,000	4,109.15	1,890.85	6,000.00	-4,109.15	284.46
	Hydrological Modelling of Critical Catchments		45%	0.00	0.00	0.00	0.00	0.00	0.00	50,000	50,000.00	0.00	0	0.00	0.00	0.00	0.00	0.00
	Strategic Review of Catchments		45%	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
SCH04	River Nar Restoration Scheme	IDB0156	100%	0.00	29,268.06	72,957.40	3,572.00	2,249.75	0.00	0	0.00	108,047.21	153,484	45,436.79	108,047.21	108,047.21	0.00	0.00
SCH07	River Nar Litcham to Lexham Hall Lakes	IDB0228	100%	0.00	0.00	0.00	5,364.91	36,127.79	20,897.19	0	-20,897.19	62,389.89	68,464	6,074.11	62,389.89	48,463.88	13,128.55	20,897.19
	Catchment Officer Employment Costs	IDB0261	100%	0.00	0.00	0.00	0.00	40,000.00	0.00	0	0.00	40,000.00	40,000	0.00	40,000.00	40,000.00	0.00	0.00
SCH08	River Wensum Restoration PAR Preparation		100%	0.00	0.00	0.00	0.00	0.00	6,685.00	0	-6,685.00	6,685.00	10,000	3,315.00	6,685.00	7,000.00	-315.00	6,685.00
SCH11	River Nar East Lexham Lakes Bypass	IDB0266	100%	0.00	0.00	0.00	0.00	0.00	44,317.57	0	-44,317.57	44,317.57	50,000	5,682.43	44,317.57	50,000.00	-5,682.43	44,317.57
SCH13	River Nar Restoration Scheme 4 Year	IDB0266	100%	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	584,200	584,200.00	0.00	124,262.79	-124,262.79	0.00
				<b>19,208.00</b>	<b>48,026.26</b>	<b>85,104.13</b>	<b>11,118.41</b>	<b>73,075.09</b>	<b>73,565.22</b>	<b>200,000</b>	<b>126,434.78</b>	<b>265,779.54</b>	<b>972,148</b>	<b>662,050.89</b>	<b>310,097.11</b>	<b>436,773.88</b>	<b>-127,474.23</b>	<b>73,565.22</b>
<b>Non-Grant Aided Works:</b>																		
SCH05	Walcis Farm Culvert	N/A	0%	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
SCH06	Wensum Lodge	N/A	0%	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Totals</b>				<b>£19,208.00</b>	<b>£48,026.26</b>	<b>£85,104.13</b>	<b>£11,118.41</b>	<b>£73,075.09</b>	<b>£73,565.22</b>	<b>£200,000</b>	<b>£126,434.78</b>	<b>£265,779.54</b>	<b>£972,148</b>	<b>£662,050.89</b>	<b>£310,097.11</b>	<b>£436,773.88</b>	<b>-£127,474.23</b>	<b>£73,565.22</b>

Approved cost of £20k has been moved from SCH13 to SCH07 with the approval of Giles Bloomfield by telephone on 8 May 2014.

A W GOODWIN  
 DISTRICT ENGINEER



**From:** 01 April 2013  
**To:** 31 March 2014

**Period To:** 12  
**Year Ended:** 31 March 2014

Our ID	Maintenance Works	Length Metres	Actual 2012/13	Actual 2013/14	Annual Estimate	Variance
<b>Smallburgh Sub Catchment</b>						
CMT013G	North Walsham & Dilham Canal Catchment	16,700	5,933.71	12,844.49	9,000	-3,844.49
CMT014G	Hundred Stream Catchment	7,910	0.00	9,233.13	8,400	-833.13
<b>Middle Bure Sub Catchment</b>						
CMT026G	Hoveton Catchment	7,628	0.00	0.00	7,300	7,300.00
<b>North Norfolk Rivers Sub Catchment</b>						
CMT042G	Holme Catchment	2,366	4,617.00	0.00	0	0.00
CMT043G	Burn Catchment (Burnham Norton)	1,340	0.00	8,491.75	6,000	-2,491.75
CMT044G	Stiffkey Catchment	3,413	3,111.25	0.00	0	0.00
<b>Upper Yare and Tas Sub Catchment</b>						
CMT061G	Fornsett to Tasburgh					
061G0301	3 Tharston Drain	9,872	0.00	0.00	0	0.00
061G0302	3a Fundenhall Drain	3,130	0.00	0.00	0	0.00
061G0303	3b Peck Drain	2,279	0.00	117.94	0	-117.94
061G0304	3c Wacton Drain	1,505	0.00	0.00	0	0.00
061G0305	3d Sandpit Drain	1,437	66.00	0.00	0	0.00
CMT062G	Flordan to Caistor St Edmunds Catchment	6,179	135.00	330.57	0	0.00
CMT063G	Trowse Catchment	736	683.15	0.00	5,250	5,250.00
CMT064G	Keswick Catchment	5,552	0.00	2,088.00	4,250	2,162.00
CMT065G	Greath Melton to Colney Catchment	1,156	0.00	0.00	2,200	2,200.00
CMT066G	Barnham Broom Catchment	681	814.50	0.00	0	0.00
CMT067G	Thuxton Catchment	2,797	3,316.12	0.00	0	0.00
CMT068G	Deopham to Wrampingham	6,344	82.50	0.00	6,500	6,500.00
CMT069G	Wymondham Catchment	3,277	1,899.00	1,192.00	4,300	3,108.00
CMT070G	Dyke Beck Catchment	1,586	6,473.20	0.00	0	0.00
<b>Upper Bure Sub Catchment</b>						
CMT071G	Thurning Catchment	10,831	2,061.00	2,661.00	4,344	1,683.00
CMT072G	Corpustry/Cropton Hall Catchment	2,439	2,718.00	2,660.26	2,400	-260.26
CMT073G	Mannington Hall Catchment	1,418	2,145.00	1,502.63	3,577	2,074.37
CMT074G	Itteringham					
074G3401	Itteringham Marsh - 34 Itteringham Marsh u/s Bure	535	780.00	903.50	500	-403.50
074G3501	Itteringham Marsh - 35 Itteringham to Oulton	1,061	0.00	0.00	0	0.00
CMT075G	Blickling-Itteringham Catchment	712	940.50	0.00	2,700	2,700.00
CMT076G	Aldborough and Scarrow Beck	22,413	13,851.00	12,103.78	24,216	12,112.22
CMT077G	Blickling Catchment	3,480	520.50	4,417.70	2,672	-1,745.70
CMT078G	Aylsham Catchment No.1	912	1,804.50	929.63	2,200	1,270.37
CMT079G	Aylsham North Catchment No.2	1,187	0.00	0.00	2,000	2,000.00
CMT080G	Burgh-Next-Aylsham Catchment	2,978	5,122.50	1,455.85	7,150	5,694.15
CMT081G	Marsham-Brampton Catchment	17,230	17,115.00	23,355.66	7,200	-16,155.66
CMT082G	Buxton - Hevingham Catchment	11,788	12,962.25	8,643.52	7,777	-866.52
CMT083G	Kings Beck Catchment	37,254	30,215.02	61,825.62	27,100	-34,725.62
CMT084G	Horstead - Hautbois Catchment	2,126	2,211.00	13,090.67	1,000	-12,090.67
CMT085G	Horstead Catchment	4,694	6,311.25	3,946.51	3,750	-196.51
CMT086G	Itteringham Marsh Catchment	1,134	504.00	4,237.63	300	-3,937.63
<b>Wensum Sub Catchment</b>						
CMT087G	Tatterset A Catchment	922	0.00	0.00	0	0.00
CMT088G	Tatterset B Catchment	2,533	2,411.10	0.00	0	0.00
CMT089G	Tatterford - Raynham Catchment	8,471	1,502.20	816.50	0	-816.50
CMT090G	Dunton Patch Catchment	3,073	3,205.50	0.00	0	0.00
CMT091G	Dunton Patch - Nights Common Catchment	3,276	7,594.70	0.00	6,382	6,382.00
CMT092G	Sculthorpe Catchment	4,068	8,191.97	5,709.76	3,253	-2,456.76
CMT093G	Gt Ryburgh Catchment	5,121	6,105.90	1,130.00	1,689	559.00

**From:** 01 April 2013  
**To:** 31 March 2014

**Period To:** 12  
**Year Ended:** 31 March 2014

Our ID	Maintenance Works	Length Metres	Actual 2012/13	Actual 2013/14	Annual Estimate	Variance
CMT094G	Gt Ryburgh Langor Catchment	808	181.10	0.00	1,554	1,554.00
CMT095G	Gt Ryburgh Stibbard Catchment	11,059	4,302.25	3,589.82	0	-3,589.82
CMT096G	Gt Ryburgh B Catchment	1,103	2,412.50	4,263.75	1,704	-2,559.75
CMT097G	Guist Catchment	2,520	0.00	0.00	0	0.00
CMT098G	Foulsham Catchment	18,897	1,468.00	1,602.13	0	-1,602.13
CMT099G	Elmham A Catchment	6,710	0.00	221.50	171	-50.50
CMT100G	Elmham B Catchment	1,933	0.00	0.00	0	0.00
CMT101G	Beetley Catchment	12,094	0.00	0.00	0	0.00
CMT102G	Gressenhall A Catchment	1,302	0.00	0.00	0	0.00
CMT103G	Gressenhall B Catchment	2,604	0.00	83.25	0	-83.25
CMT104G	Dereham Stream Catchment	3,031	5,833.09	3,046.26	3,200	153.74
CMT105G	Billingford Catchment	6,493	6,463.00	2,183.13	6,750	4,566.87
CMT106G	Bylaugh Meadows Catchment	7,162	14,861.00	0.00	14,580	14,580.00
CMT107G	Swanton Morley Catchment	6,304	5,033.70	2,367.56	5,130	2,762.44
CMT108G	Easthaugh Catchment	3,099	0.00	0.00	0	0.00
CMT109G	Lenwade Catchment	3,111	4,290.00	0.00	0	0.00
CMT110G	Reepham - Booton Catchment	23,821	2,179.50	13,492.85	7,940	-5,552.85
CMT111G	Swannington Catchment	16,458	0.00	0.00	7,940	7,940.00
CMT112G	Ringland - Morton Hall Catchment	4,249	13,055.10	2,245.35	9,974	7,728.65
CMT113G	Taverham Hall Catchment	4,903	99.00	0.00	0	0.00
CMT114G	Drayton Low Road Catchment	2,930	10,347.75	454.06	6,580	6,125.94
CMT115G	Costessey Mill Catchment	1,766	0.00	180.38	0	-180.38
CMT116G	Hellesdon Low Road A Catchment	3,477	0.00	0.00	4,812	4,812.00
CMT117G	Honningham - Berry Hall Catchment	1,304	3,754.00	804.00	0	-804.00
CMT119G	Hellesdon Low Road B Catchment	1,156	0.00	218.25	0	-218.25
<b>Upper Nar Sub Catchments</b>						
CMT120G	Upper Nar River Catchment	34,136	1,938.85	8,698.38	2,955	-5,743.38
<b>Direct Works</b>		<b>417,974</b>	<b>231,623.16</b>	<b>227,138.77</b>	<b>236,700</b>	<b>9,561.23</b>
<b>Depot at Colkirk</b>			<b>3,067.65</b>	<b>3,278.78</b>	<b>3,850</b>	<b>571.22</b>
<b>Technical Support Costs</b>			<b>39,442.00</b>	<b>48,324.00</b>	<b>35,445</b>	<b>-12,879.00</b>
<b>Biodiversity Action Plan Costs</b>			<b>4,167.00</b>	<b>4,167.00</b>	<b>4,167</b>	<b>0.00</b>
<b>Contingency</b>			<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Maintenance Works</b>			<b>£278,299.81</b>	<b>£282,908.55</b>	<b>£280,162</b>	<b>-£2,746.55</b>

A FOWLE  
OPERATIONS MANAGER

From: 01 April 2013  
To: 31 March 2014

Period To: 12  
Year Ended: 31 March 2014

Plant ID	Plant Item	Productive Units	Charge Out Unit	£ Per Unit	Notional Income	Third Party R & M	Inhouse R & M	Fuels	RFL, Int & Insurance	Depreciation	Total Expenditure	Over/(Under) Recovery
M05	Herder Mowing Bucket	308.50	Hours	3.00	<b>925.50</b>	627.77	0.00	0.00	0.00	0.00	<b>627.77</b>	<b>297.73</b>
M06	Fuel Bowser	105.00	Hours	2.50	<b>262.50</b>	1,571.84	0.00	0.00	32.86	0.00	<b>1,604.70</b>	<b>-1,342.20</b>
M09	Bomford Flail	159.50	Hours	3.60	<b>574.20</b>	0.00	0.00	0.00	31.80	0.00	<b>31.80</b>	<b>542.40</b>
M10	Herder Mowing Bucket	410.25	Hours	3.00	<b>1,230.75</b>	627.77	0.00	0.00	0.00	780.60	<b>1,408.37</b>	<b>-177.62</b>
M17	Ifor Williams Trailer	71.00	Hours	2.50	<b>177.50</b>	155.00	0.00	0.00	0.00	0.00	<b>155.00</b>	<b>22.50</b>
M19	Doosan DX80R Excavator	1,050.00	Hours	10.00	<b>10,500.00</b>	754.29	0.00	2,632.61	333.90	7,969.44	<b>11,690.24</b>	<b>-1,190.24</b>
M21	Bomford Protrim Flail	71.50	Hours	2.50	<b>178.75</b>	354.76	0.00	0.00	0.00	1,099.92	<b>1,454.68</b>	<b>-1,275.93</b>
M22	Herder Mowing Bucket	0.00	Hours	3.00	<b>0.00</b>	0.00	0.00	0.00	0.00	25.00	<b>25.00</b>	<b>-25.00</b>
<b>Mobile Plant Operations Account (this year)</b>		<b>983</b>			<b>£13,849.20</b>	£4,091.43	£0.00	£2,632.61	£398.56	£9,874.96	<b>£16,997.56</b>	<b>-£3,148.36</b>
<b>Mobile Plant Operations Account (last year)</b>		<b>1,209</b>			<b>£20,469.90</b>	£6,308.40	£0.00	£6,486.15	£385.47	£9,849.96	<b>£23,029.98</b>	<b>-£2,560.08</b>

A FOWLE  
OPERATIONS MANAGER

From: 01 April 2013  
To: 31 March 2014

Period To: 12  
Year Ended: 31 March 2014

ID	Labour Operations Account	Actual 2012/13	Actual 2013/14	Annual Estimate	Variance	%
<b>Work Done:</b>						
7000	Labour Income	125,520.65	125,961.09	110,749.00	15,212.09	14%
<b>Direct Costs:</b>						
7010	Basic Pay	28,444.38	31,247.32	32,615.84	1,368.52	4%
7020	Overtime	2,895.24	3,576.32	3,321.20	-255.12	-8%
7030	Bonus	1,511.54	1,694.22	1,730.52	36.30	2%
7040	Service Bonus	2,209.32	2,303.56	2,281.00	-22.56	-1%
7050	Attendance Pay	105.75	249.20	427.00	177.80	42%
7060	Proficiency Certificates	600.00	600.00	600.00	0.00	0%
7080	Call out/expenses	915.18	1,251.34	1,000.00	-251.34	-25%
7100	Travelling	4,043.70	7,041.60	4,500.00	-2,541.60	-56%
7110	Holiday Pay	4,654.48	5,128.67	4,800.00	-328.67	-7%
7120	Sick Pay	1,365.79	499.02	0.00	-499.02	0%
		<b>46,745.38</b>	<b>53,591.25</b>	<b>51,275.56</b>	<b>-2,315.69</b>	<b>-5%</b>
<b>Variable Overheads:</b>						
7070	Telephones	192.16	353.70	720.00	366.30	51%
7130	Employers N.I.	3,728.04	3,637.60	3,765.00	127.40	3%
7140	Employers Pension	3,584.38	4,185.63	10,018.00	5,832.37	58%
7150	Life Assurance	0.00	96.00	0.00	-96.00	0%
		<b>7,504.58</b>	<b>8,272.93</b>	<b>14,503.00</b>	<b>6,230.07</b>	<b>43%</b>
<b>Fixed Overheads:</b>						
7160	Operations Manager	40,873.08	41,612.60	32,349.00	-9,263.60	-29%
7175	Operations Manager - Vehicle AK61 VMU	12,148.39	14,201.95	10,000.00	-4,201.95	-42%
7240	Training Course Fees	405.00	293.00	600.00	307.00	51%
7250	Protective Clothing/Health and Safety	932.57	1,033.27	1,000.00	-33.27	-3%
7260	Small Tools/Light Plant	1,334.04	1,298.44	1,500.00	201.56	13%
		<b>55,693.08</b>	<b>58,439.26</b>	<b>45,449.00</b>	<b>-12,990.26</b>	<b>-29%</b>
<b>Net Operating Surplus/(Deficit)</b>		<b>£15,577.61</b>	<b>£5,657.65</b>	<b>-£478.56</b>	<b>£6,136.21</b>	<b>23%</b>
<b>Productive Hours:</b>						
L01	G Boyce	1,833.00	1,943.00	1,892.00	51.00	3%
L02	A Halls	1,519.75	1,549.50	1,606.00	-56.50	-4%
L03	A Fowle	503.50	954.75	700.00	254.75	36%
		<b>3,856.25</b>	<b>4,447.25</b>	<b>4,198.00</b>	<b>249.25</b>	<b>6%</b>
<b>Cost/Hour:</b>						
	Direct Cost	12.12	12.05	12.21	0.16	1%
	Variable Overhead	1.95	1.86	3.45	1.59	46%
	Fixed Overhead	14.44	13.14	10.83	-2.31	-21%
		<b>£28.51</b>	<b>£27.05</b>	<b>£26.49</b>	<b>-£0.56</b>	<b>-2%</b>
<b>Holidays Taken:</b>						
NR0001	G Boyce	29	29	29	0	0%
NR0002	A Fowle	28	32	32	0	0%
NR0003	A Halls	29	29	29	0	0%
		<b>86</b>	<b>90</b>	<b>90</b>	<b>0</b>	<b>0%</b>

**Sickdays Taken:**





# Norfolk Rivers

Drainage Board

From: 01 April 2013  
To: 31 March 2014

Period To: 12  
Year Ended: 31 March 2014

ID	Labour Operations Account	Actual 2012/13	Actual 2013/14	Annual Estimate	Variance	%
NR0001	G Boyce	9	2	10	8	80%
NR0002	A Fowle	0	0	10	10	100%
NR0003	A Halls	10	4	10	6	60%
		<b>19</b>	<b>6</b>	<b>30</b>	<b>24</b>	<b>80%</b>

A FOWLE  
OPERATIONS MANAGER

From: 01 April 2013  
To: 31 March 2014

Period To: 12  
Year Ended: 31 March 2014

Asset ID	Asset/Asset Type	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
M04	Hydraulic Secateurs	22/05/1995	10	3,350.00	0.00	0.00	3,350.00	3,350.00	0.00	0.00	3,350.00	0.00	0.00
M05	Herder Mowing Bucket	01/04/2001	5	1,300.00	0.00	0.00	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00	0.00
M06	Fuel Bowser	01/04/2001	5	2,869.62	0.00	0.00	2,869.62	2,869.62	0.00	0.00	2,869.62	0.00	0.00
M09	Bomford Flail	01/04/2002	5	4,050.00	0.00	0.00	4,050.00	4,050.00	0.00	0.00	4,050.00	0.00	0.00
M10	Herder Mowing Bucket	21/10/2011	5	3,903.00	0.00	0.00	3,903.00	1,105.85	780.60	0.00	1,886.45	0.00	2,016.55
M17	Ifor Williams Trailer	01/04/2009	3	2,929.00	0.00	0.00	2,929.00	2,929.00	0.00	0.00	2,929.00	0.00	0.00
M19	Doosan DX80R Excavator	21/10/2011	5	39,847.00	0.00	0.00	39,847.00	12,019.21	7,969.44	0.00	19,988.65	0.00	19,858.35
M20	Ford Ranger AK61 VMU	22/12/2011	3	17,047.00	0.00	0.00	17,047.00	7,677.42	5,681.76	0.00	13,359.18	0.00	3,687.82
M21	Bomford Protrim Flail	26/01/2012	3	3,300.00	0.00	0.00	3,300.00	1,374.90	1,099.92	0.00	2,474.82	0.00	825.18
M22	Herder Mowing Bucket	31/03/2014	5	0.00	1,500.00	0.00	1,500.00	0.00	25.00	0.00	25.00	0.00	1,475.00
<b>Fixed Assets: Plant and Equipment</b>				<b>78,595.62</b>	<b>1,500.00</b>	<b>0.00</b>	<b>80,095.62</b>	<b>36,676.00</b>	<b>15,556.72</b>	<b>0.00</b>	<b>52,232.72</b>	<b>0.00</b>	<b>27,862.90</b>
B01	Kettlewell House: NK391156 (10%)	25/08/2009	20	49,950.00	0.00	0.00	49,950.00	4,995.00	999.00	0.00	5,994.00	0.00	43,956.00
<b>Fixed Assets: Land and Buildings</b>				<b>49,950.00</b>	<b>0.00</b>	<b>0.00</b>	<b>49,950.00</b>	<b>4,995.00</b>	<b>999.00</b>	<b>0.00</b>	<b>5,994.00</b>	<b>0.00</b>	<b>43,956.00</b>
<b>Fixed Assets</b>				<b>£128,545.62</b>	<b>£1,500.00</b>	<b>£0.00</b>	<b>£130,045.62</b>	<b>£41,671.00</b>	<b>£16,555.72</b>	<b>£0.00</b>	<b>£58,226.72</b>	<b>£0.00</b>	<b>£71,818.90</b>

P J CAMAMILE  
CHIEF EXECUTIVE



# Annual Report for the year ended

## 31 March 2014

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

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

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

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

Please round all cash figures down to nearest whole £.

**NORFOLK RIVERS** ENTER INTERNAL DRAINAGE BOARD NAME HERE

Internal Drainage Board

## Section A – Financial information

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

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

Special levies information for financial year 2014-15 (forecast)	
Name of local authority	2014-15 forecast £
1. BRECKLAND DISTRICT COUNCIL	45668
2. BROADLAND DISTRICT COUNCIL	68193
3. KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL	17345
4. NORTH NORFOLK DISTRICT COUNCIL	91001
5. NORWICH CITY COUNCIL	5092
6. SOUTH NORFOLK DISTRICT COUNCIL	57924
7.	
8.	
<b>Total</b>	<b>285223</b>

## Section A – Financial information (continued)

### Income and Expenditure Account for the year ending 31 March 2014

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

	Notes	Year ending 31 March 2014 £
<b>INCOME</b>		
Drainage Rates		X 72608
Special Levies		X 281017
Contributions from the Environment Agency		X 105741
Contributions applied from developers/other beneficiaries		X 0
Government Grants		X 73565
Rechargeable Works		X 116362
Interest and Investment Income		X 2374
Rents and Acknowledgements		X 0
Other Income	1	X 3459
<b>Total income</b>		<b>X 655126</b>
<b>EXPENDITURE</b>		
New Works and Improvement Works	2	Y 0
Contributions to the Environment Agency	3	Y 57462
Drains Maintenance	4	Y 278742
Pumping Stations, Sluices and Water level control structures	5	Y 0
Administration	6	Y 94136
Rechargeable Works	7	Y 110861
Finance Charges	8	Y 0
SSSIs	9	Y 73281
IDB Biodiversity Action Plan actions or other biodiversity activities	10	Y 4451
Other Expenditure	11	Y 0
<b>Total expenditure</b>		<b>Y 618933</b>
<b>EXCEPTIONAL ITEMS</b>		
Profits/(losses) arising from the disposal of fixed assets		Z 0
<b>Net Operating Surplus/(Deficit) for the year</b>		<b>X-Y+Z 36193</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 – Defra high level target and IDB Review Reporting

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

### HLT 1 – Policy Delivery Statement

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

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

provided to Defra, EA and CLG? .....Yes ☒ No ☐

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

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

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

### HLT 3 – Biodiversity

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

### Asset Management (IDB Review Strand A3)

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

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

D	GIS
	Microsoft Excel
	Microsoft Access Database

Has your Board continued to undertake visual inspections and update

asset databases on an annual basis? .....Yes ☒ No ☐

## Guidance and Best Practice (IDB Review Section B)

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

31

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

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

Considered: .....Yes ☒ No ☐

Implemented: .....Yes ☒ No ☐

Please detail:

VARIOUS PRESENTATIONS

## Immediate Action (IDB Review Section C)

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

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

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

Has your Board adopted the following governance documents?

Standing Orders ..... Yes ☒ No ☐

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

Byelaws .....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 ☐

## Section C – Declaration

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**NORFOLK RIVERS** ENTER INTERNAL DRAINAGE BOARD NAME HERE

Internal Drainage Board

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

Signature

*P. Camamile*

Date

28/08/2014

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 2014

NAME	MEETINGS	ATTENDED	ATTENDANCE %	CONTACT DETAILS
<b>ELECTED MEMBERS</b>				
Birkbeck H C	4	4	100	henry@westacre-estate.co.uk
Borthwick A J	4	3	75	alister@deepdalefarm.co.uk
Bracey J	4	2	50	j.bracey@holkham.co.uk
Carrick J F **	4	3	75	john@castlefarm-swanton.co.uk
Cator H G	4	2	50	hcator@catorandco.com
Foster N W D	4	3	75	neilfoster@lexhamestate.co.uk
Hannah B J	4	2	50	bjhannah@tiscali.co.uk
Labouchere J P	4	4	100	john@labouchere.co.uk
Little M R	4	3	75	mlittle@savills.com
Mutimer G T	4	3	75	mutimer@mutimer.fsnet.co.uk
Oldfield J F	4	4	100	f-oldfield2@sky.com
Papworth P D *	4	4	100	david@tuttingtonhall.co.uk
Sayer M J	4	3	75	msayer@sparhamhouse.co.uk
Shaw S	4	3	75	simonshaw@scottowfarms.co.uk
Wilbourn R	4	4	100	rw.fhms@btinternet.com
<b>APPOINTED MEMBERS</b>				
<b>Breckland DC</b>				
Bambridge S G	4	3	75	gordon.bambridge@breckland.gov.uk
Borrett W P	4	2	50	bill.borrett@breckland.gov.uk
Kiddle-Morris M	4	2	50	mark.kiddle-morris@breckland.gov.uk
<b>Broadland DC</b>				
Bannock C H (Mrs)	4	4	100	cldr.claudette.bannock@broadland.gov.uk
Findlay A P	4	3	75	cldr.paul.findlay@broadland.gov.uk
Nash R R	4	3	75	cldr.roger.nash@broadland.gov.uk
Rix B H (Mrs)	4	4	100	cldr.barbara.rix@broadland.gov.uk
<b>KL&amp;WNBC</b>				
Watson E (Mrs)	4	4	100	cldr.elizabeth.watson@west-norfolk.gov.uk
<b>North Norfolk DC</b>				
Green A R (Mrs)	4	3	75	ann.green@north-norfolk.gov.uk
Palmer B (Miss)	4	1	25	becky.palmer@north-norfolk.gov.uk



# Norfolk Rivers

## Drainage Board

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

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NAME	MEETINGS	ATTENDED	ATTENDANCE %	CONTACT DETAILS
Perry-Warnes J H	4	2	50	perwar33@gmail.com
Shepherd R	4	3	75	richard.shepherd@north-norfolk.gov.uk
Wyatt J A	4	3	75	john.wyatt@north-norfolk.gov.uk
<b>South Norfolk DC</b>				
Gould C	4	3	75	cgould@s-norfolk.gov.uk
Legg N	4	3	75	nlegg@s-norfolk.gov.uk
Lewis T	4	3	75	tlewis@s-norfolk.gov.uk

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\* Chairman

\*\* Vice-Chairman

Average attendance: = 75%



### Gifts and Hospitality Register for 2013/14

[illegible]

From: 01 April 2013  
To: 31 March 2014

Period To: 12  
Year Ended: 31 March 2014

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2014		ACTUAL 2012/13 £	ACTUAL 2013/14 £
1	<b>Balances brought forward</b>		
	General Reserve	172,969	261,743
	Development Reserve	177,792	177,792
	Plant Reserve	65,000	65,000
	Revaluation Reserve	49,950	49,950
	Pension Reserve	-62,000	-76,000
	<b>As per Statement of Accounts</b>	<b>403,711</b>	<b>478,485</b>
	<b>(-) Fixed Assets and Long Term Liabilities</b>		
	Long Term Liabilities	0	0
	Pension Liability	-62,000	-76,000
	Net Book Value of Tangible Fixed Assets	103,568	86,875
		<b>41,568</b>	<b>10,875</b>
	<b>(=) Adjusted Balances brought forward (Net Current Assets)</b>	<b>362,143</b>	<b>467,610</b>
2	<b>(+) Rates and Special Levies</b>		
	Drainage Rates	72,608	72,608
	Special Levies issued by the Board	280,944	281,017
	<b>As per Statement of Accounts</b>	<b>353,552</b>	<b>353,625</b>
3	<b>(+) All Other Income</b>		
	Grants Applied	73,075	73,565
	Highland Water Contributions	116,349	105,741
	Income from Rechargeable Works	32,549	116,363
	Investment Interest	2,614	2,374
	Net Surplus on Operating Accounts	13,017	2,509
	Other Income	10,535	950
	Profit/(Loss) on disposal of Fixed Assets	11,500	0
	<b>As per Statement of Accounts</b>	<b>259,639</b>	<b>301,502</b>
	<b>(+) Additional Income from Sale of Fixed Assets</b>		
	Capital Cost of disposals	22,500	0
	Accumulated depreciation written out	-22,500	0
		<b>0</b>	<b>0</b>
	<b>(=) Adjusted Other Income</b>	<b>259,639</b>	<b>301,502</b>
4	<b>(-) Watercourses and Pumping Stations</b>		
	Capital Works	73,075	73,565
	Maintenance Works	278,300	282,909
	<b>As per Statement of Accounts</b>	<b>351,375</b>	<b>356,474</b>
	<b>(-) Depreciation charged to Maintenance Works</b>		
	Plant and Equipment	15,694	15,557
	Buildings	0	0
		<b>15,694</b>	<b>15,557</b>
	<b>(=) Adjusted Watercourses and Pumping Stations</b>	<b>335,681</b>	<b>340,917</b>
5	<b>(-) Loan Interest/Capital Repayments</b>		
	Loan Interest	0	0
	Capital Repayments	0	0

From: 01 April 2013  
To: 31 March 2014

Period To: 12  
Year Ended: 31 March 2014

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2014		ACTUAL 2012/13 £	ACTUAL 2013/14 £
	<b>As per Statement of Accounts</b>	<b>0</b>	<b>0</b>
<b>6</b>	<b>(-) All Other Expenditure</b>		
	Environment Agency Precept	56,045	57,462
	Administration Charges	99,426	94,137
	Cost of Rechargeable Works	17,571	110,861
	Net Deficit on Operating Accounts	0	0
	Pension Interest Cost/(Expected Return on Assets)	3,000	0
	<b>As per Statement of Accounts</b>	<b>176,042</b>	<b>262,460</b>
	<b>(-) All Other Expenditure (Non Cash)</b>		
	Depreciation on Kettlewell House (ncluding in admin. Exp.)	999	999
	Pension Interest Cost/(Expected Return on Assets)	3,000	0
		<b>3,999</b>	<b>999</b>
	<b>(+) Capitalised Additions</b>		
	Land and Buildings	0	0
	Plant and Equipment	0	1,500
		<b>0</b>	<b>1,500</b>
	<b>(=) Adjusted Other Expenditure</b>	<b>172,043</b>	<b>262,961</b>
<b>7</b>	<b>(=) Balances carried forward</b>		
	General Reserve	261,743	297,936
	Development Reserve	177,792	177,792
	Plant Reserve	65,000	65,000
	Revaluation Reserve	49,950	49,950
	Pension Reserve	-76,000	-76,000
	<b>As per Statement of Accounts</b>	<b>478,485</b>	<b>514,678</b>
	<b>(-) Fixed Assets and Long Term Liabilities</b>		
	Long Term Borrowing	0	0
	Pension Liability	-76,000	-76,000
	Net Book Value of Tangible Fixed Assets	86,875	71,819
		<b>10,875</b>	<b>-4,181</b>
	<b>(=) Adjusted Balances carried forward (Net Current Assets)</b>	<b>467,610</b>	<b>518,859</b>
<b>8</b>	<b>Total Cash and Short Term Investments</b>		
	Cash at Bank and in Hand	50,541	57,793
	Short Term Investments	400,000	600,000
	<b>As per Statement of Accounts</b>	<b>450,541</b>	<b>657,793</b>
<b>9</b>	<b>Total Fixed Assets and Long Term Assets</b>		
	Land and Buildings (Capital Cost C/Fwd)	44,955	49,950
	Plant and Equipment (Capital Cost C/Fwd)	41,920	80,096
	Pumping Stations (Capital Cost C/Fwd)	0	0
	<b>As per Statement of Accounts</b>	<b>86,875</b>	<b>130,046</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 2013  
To: 31 March 2014

Period To: 12  
Year Ended: 31 March 2014

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2014	ACTUAL 2012/13 £	ACTUAL 2013/14 £
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7, 8	RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2012/13 £	ACTUAL 2013/14 £
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<b>7</b>	<b>Balances carried forward (adjusted)</b>	<b>467,610</b>	<b>518,859</b>
	<b>(-) Deduct: Debtors and Prepayments</b>		
	Debtors Control Account	53,800	1,460
	Special Levies Due	0	0
	Ratepayers Due	3,314	6,255
	Prepayments	0	565
	Prepayments WMA	19,398	22,082
	Vat Due from HMRC	5,296	10,454
	Grants Due	0	0
		<b>81,808</b>	<b>40,816</b>
	<b>(+) Add: Creditors and Payments Received in Advance (&lt;= 1 Year)</b>		
	Creditors Control Account	41,009	47,184
	Grants Unapplied	23,730	127,474
	Accruals	0	0
	Special Levies for 2014/15 paid in advance	0	5,092
	Finance Leases	0	0
		<b>64,739</b>	<b>179,750</b>
	<b>(=) Box 8</b>	<b>450,541</b>	<b>657,793</b>
<b>8</b>	<b>(=) Total Cash and Short Term Investments</b>		
	Cash at Bank and in Hand	50,541	57,793
	Short Term Investments	400,000	600,000
		<b>450,541</b>	<b>657,793</b>

P J CAMAMILE  
CHIEF EXECUTIVE

22 MAY 2014

# Internal Drainage Boards in England

## Annual return for the financial year ended 31 March 2014

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

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

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

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

### Completing your annual return

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

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

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

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

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

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

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



## Section 1 – Accounting statements 2013/14 for

Enter name of  
reporting body here:

NORFOLK RIVERS

Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	362143	467610	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Rates and special levies	353552	353625	Total amount of direct rates on landowners and special levies on local authorities received or receivable in the year.
3 (+) All other income	259639	301502	Total income or receipts as recorded in the cashbook less the rates and special levies (line 2). Include all grants and contributions from EA here.
4 (-) Watercourses and pumping stations	335681	340917	Total expenditure or payments including capital spending and employment costs on construction and maintenance of watercourses and pumping stations.
5 (-) Loan interest/ capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Board's borrowings (if any).
6 (-) All other payments	172043	262961	Total payments or expenditure as recorded in the cashbook less watercourses and pumping stations (line 4) and loan interest/ capital repayments (line 5). Include all contributions to EA here.
7 (=) Balances carried forward	467610	518859	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	450541	657793	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	86875	130046	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the Board as at 31 March.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

Signed by Responsible Financial Officer:

P. Canamile

Date

22/05/2014

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

22/05/2014

and recorded as Board minute reference:

33/14/01

Signed by Chair of meeting approving these accounting statements:

M. R. R. R.

Date

22.5.2014



## Section 2 – Annual governance statement 2013/14

We acknowledge as the members of: NORFOLK RIVERS Internal Drainage Board our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the board:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the board to conduct its business or on its finances.	✓		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 has given all persons interested the opportunity to inspect and ask questions about the board's accounts.
5 We carried out an assessment of the risks facing the board and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the board's accounting records and control systems.	✓		arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether internal controls meet the needs of the board.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the board and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

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

33/14/02

dated 22/05/2014

Signed by:

Chair



dated 22.5.2014.

Signed by:

Clerk



dated 22/05/2014

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

## Section 3 – External auditor certificate and opinion 2013/14

### Certificate

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

NORFOLK RIVERS

Internal Drainage Board

### Respective responsibilities of the board and the auditor

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

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

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

### External auditor report

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature Mazars LLP

External auditor name Mazars LLP, Poole, BH17 0NF Date 22 AUGUST 2014

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



## Section 4 – Annual internal audit report 2013/14 to

Enter name of reporting  
body here:

NORFOLK RIVERS

Internal Drainage Board

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

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

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

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

See attached Internal Audit Report 2013/14

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

Signature of person who carried out the internal audit: K.Littlewood.

Date: 25/04/2014

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

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

## Guidance notes on completing the 2013/14 annual return

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

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

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





**Water Management Alliance**  
**INTERNAL AUDIT REPORT**  
**2013/14**

**April 2014**

Contents:

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

## 1. Executive Summary

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

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

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

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

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

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

## 2. Overall Conclusion

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

The overall level of assurance attributed to the system is:

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

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

### **3. Acknowledgements**

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

Phil Camamile, Chief Executive Officer

Mary Creasy, Personal Assistant (CEO)

Michelle Futter, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

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

W.P. Ref. Follow-up

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



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



## **WATER MANAGEMENT ALLIANCE**

### **INTERNAL AUDIT TERMS OF REFERENCE 2013-14**

## **1. INTRODUCTION**

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

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

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

Public Sector Internal Audit Standards, April 2013

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

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

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

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

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

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

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

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

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

D. Budgetary Controls

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

E. Income Controls

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

F. Petty Cash Procedures

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

G. Payroll Controls

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

H. Asset Management

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

I. Bank Reconciliation

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

J. Year-end Procedures

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

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

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

## 3. TASKS

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3.1.1 The project tasks are to:

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

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

#### 4. WORK PLAN

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- 4.1 The audit will be undertaken by:  
Mrs Kate Littlewood, CMIIA  
Audit Manager, Borough Council of King's Lynn and West Norfolk.
- 4.2 The audit has been allocated 5 days, which will be utilised as follows:

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

#### 5.0 AGREEMENT

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