

**Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board**  
**Held on Wednesday 9<sup>th</sup> June at 2.00 pm**  
**Virtual Meeting**

**Present:**

Cllr M Riddle     Chairman  
Cllr P Abraham  
Cllr B Behan  
Mrs F Collins  
Mr J Cornock  
Mr R Godwin  
Mr P Goodey  
Cllr R Griffin  
Miss R Hewlett  
Cllr P Howells  
Mr R Hyslop

Mr J Hore  
Mr J Jones  
Mr G R Littleton  
Mr J Nichols  
Mr I Ractliffe  
Mr G Simms  
Ald M Sykes  
Mr P Toleman  
Ald C Williams  
Mr K Withers

**Staff:**

Kieran Warren	Principal Officer /Minutes	PO
Martin Dear	Accounts Officer	AO
James Thomas	Civil Engineer	CE

<b>3226</b>	<b>Apologies</b> Apologies were received from Mr M Barnes, Mr T Cullimore, Mr R Thatcher and Cllr M Williams	
<b>3227</b>	<b>Chairman's Announcements</b> <u>Project Steering Group</u> The Chairman thanked Rose Hewlett for her valuable contribution to the work of the above Group. He explained that Miss Hewlett was standing down from the Group owing to other pressing commitments; the Principal Officer had agreed to take her place. <u>Councillor Philip Burford</u> Members were advised that Cllr Burford had not sought re-election to the Board at a recent meeting of the Forest of Dean District Council. The Chairman expressed his thanks to Cllr Burford for his work on the Board over the past seven years. <u>Visit to Maisemore and Ashleworth</u> The Chairman reported upon his recent visit to the above area to meet local farmers and landowners, when they indicated their satisfaction with the work of the Board in these locations. He added that he planned to visit Ledbury in the near future and invited all Members to let him know if they felt that a visit to the area they represented might be useful.	
<b>3228</b>	<b>Declaration of Members Interest</b> None were declared	
<b>3229</b>	<b>Replacement of Cllr P Burford</b> Further to the Chairman's announcement, the PO reported that Forest of Dean DC had advised him that a replacement representative would be selected at their July meeting.	
<b>3230</b>	<b>Minutes of Previous Meeting</b> Referring to Minute 3207, Mr Simms assured Members that the report of the Performance Management Working Group would be submitted to the next meeting of the Board in September. Referring to Minute 3210, Ald Williams commented on the need to review the Board's staffing structure once its overall strategy, particularly in respect of the Capital Programme, had been agreed.	

	<p>Referring to Minute 3211 and Appendix B, Miss Hewlett pointed out that Standing Orders 33 and 34 that the references to “before 7 May 2021” should read “<u>after</u> 7 May 2021”. She also pointed out that the commencement date for the Nilefern insurance policy should be amended to read “9 April <u>2021</u>”.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>Subject to the amendments identified above, the Minutes of the meeting held on 28 April 2021 be approved as a correct record.</b></li> </ul>	
3231	<p><b>Committee Updates</b></p> <p><b><u>Staff &amp; Pensions Committee – 5 May 2021</u></b> Mrs Collins summarised the discussions that had taken place on homeworking, staff appraisals, a recent procurement training event and Member/staff interaction. She made particular reference to the Committee’s discussions around the annual pay negotiation process. Generally, Members found these arrangements to be unsatisfactory but nonetheless felt that the alternative courses of action were also problematic. Mrs Collins assured Members that the Committee would keep a watching brief on this area of activity.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>(1) the Minutes of the Staff &amp; Pensions Committee meeting held on 5 May 2021 be noted; and</b></li> <li>• <b>(2) the recommendation to implement a staff appraisal system with effect from September 2021 be approved.</b></li> </ul> <p><b><u>Finance &amp; General Purposes Committee – 19 May 2021</u></b> Ald Williams referred to the impacts of both the Board’s investment policy and its pension liability on the current budget, and particularly on the implementation of the Capital Programme. He stated that the minutes and associated appendices were primarily for noting.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>the Minutes of the Finance &amp; General Purposes Committee meeting held on 19 May 2021 be noted;</b></li> <li>• <b>The Treasury Management Policy be approved;</b></li> <li>• <b>The Capital Financing and Reserves Policy be approved;</b></li> <li>• <b>The Capital Programme to 2029 be noted;</b></li> <li>• <b>The Management Accounts 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 be approved; and</b></li> <li>• <b>The Insurance Policies for 2021/22 be approved and signed by the Chair.</b></li> </ul>	<p><b><u>Action20210609 FB1</u></b> To be signed by the Chair</p>
3232	<p><b>Annual Governance and Accountability Return 2020/2021 (AGAR)</b> The AO explained that the AGAR is a statutory return based on the Management Accounts 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021. The Finance and General Purposes Committee received a report at their last meeting which showed the reconciliation between the Management Accounts and the AGAR. There are two elements to the AGAR that the Board must agree prior to submission. The first is the Annual Governance Statement and the second is the Accounts Statement.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Annual Governance and Accountability Return be noted as per Appendix A.</b></li> </ul>	

3233	<p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>The Annual Governance Statement 2020/21 be approved and signed by the Chair and PO as per Appendix A page 4.</b></li> </ul>	<p><b>Action20210609 FB2</b> To be signed by the Chair and PO</p>
3234	<p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>The Annual Accounting Statement for 2020/21 be approved and signed by the Chair as per Appendix A page 5.</b></li> </ul>	<p><b>Action20210609 FB3</b> To be signed by the Chair</p>
3235	<p><b>Project Steering Group</b></p> <p>Mr Simms echoed the Chairman's tribute to Rose Hewlett for her valuable work with the Group. He then went on to update Members on the works underway at the Elmore Back pumping station. The meeting heard that more pumps had been deployed to handle excess water during a recent period of heavy rainfall and that the LDE was assessing the impact of a change in personnel by the contractor Aqua Management. The Group had identified the need for better use of the Board's SAGE financial system and were considering the options of how best to achieve this. The production of specifications setting out the work undertaken for the Board by both Water Environment and Motion Consultants continued with a view to market-testing these contracts, using advice provided by Bristol City Council's procurement team. Board staff were had been supported by a recent procurement training session and planned training on PRINCE (a project management application) together with staff appraisals would assist the process of staff development.</p> <p>In respect of the remaining four pumping stations, the Group intended to involve local Members in these schemes at an early stage. Mr Simms stated that strategic decisions on the timing and funding of these works – i.e. whether or not to let one main contract for all four stations funding via the Public Works Loans Board - must be taken in the near future so that the PSG could continue its forward planning and to this end he undertook to bring a further report containing the Group's recommendations to the next Board meeting.</p> <p>Mr Hyslop asked whether the Board were likely to lodge a claim for compensation against Aqua Management. Mr Simms advised him that there was no plan to do so at present, although a penalty clause within the contract might be triggered at a later stage. Mr Cornock queried the continued use of Motion Consultants; Mr Simms confirmed their involvement in a range of schemes but assured the Member that the Group intended to market test this work as soon as a specification and tender documentation had been prepared. The Chairman, Mr Littleton and Cllr Jones all indicated their 'in principle' support for tackling the remaining stations in one go, Cllr Jones observing that the cheapest way of borrowing was to use the PWLB. The AO pointed out that if the Board were to take a 25-year loan today, then it could expect to repay with interest fixed at a rate of 2.1% for the whole term of the loan. Mr Hyslop commented that another option was to return one or possibly two of the stations to gravity systems, which the Chairman acknowledged was an approach that deserved further consideration. Asked for his view on funding options, Ald Williams stated that finance follows strategy, and that financing the proposed works must wait upon a decision about how the stations would be treated. He added that the Board's possible future relationship with Bristol City Council may cause him, and other BCC representatives, a conflict of interest. The Chairman thanked Mr Simms for his report.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>The report be noted.</b></li> </ul>	
3236	<p><b>Review of Board Structure and Operation</b></p> <p>The Chairman submitted his proposal to undertake a root and branch review of the Board's structure and organisation. He pointed out that organisational and financial issues must be addressed if the Board was to be seen as fit for purpose in its management of substantial</p>	

	<p>maintenance and capital programmes. Members noted that the review would encompass meetings administration, the role of the Chairman, Vice-Chairman and Committee Chairs, Terms of Reference, Delegation to Officers, Standing Orders and Financial Regulations. How the Board might be restructured would not be finally determined until the Board had decided the future programme for the four remaining pumping stations.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The commencement of a review be approved along the lines indicated and the proposed Working Group comprising the Chairman, Vice-Chairman, the Committee Chairs, two further Members and the PO be requested to report back in due course.</b></li> </ul>	
<b>3237</b>	<p><b>Election – Approval of Electoral Register</b> The PO asked the meeting to approve the Electoral Register for the Board's area, in accordance with the Land Drainage (Election of Drainage Boards) Regulations 1938 as amended. At the Chairman's request, he undertook to supply a copy of the Election Timetable for 2021 to all Members.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Election Register for 2021 be approved.</b></li> </ul>	
<b>3238</b>	<p><b>Land Drainage Engineer's Report</b> In the absence of the LDE, the CE offered to deal with any questions arising from the former officer's report, which addressed dredging issues and vegetation clearance in various locations together with the purchase and disposal of machinery in line with the replacement programme for 2021/22. Members raised no queries.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted.</b></li> </ul>	
<b>3239</b>	<p><b>Civil Engineer's Report</b> The CE reported upon current developments in the Avonmouth and Severnside Enterprise Area.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted.</b></li> </ul>	
<b>3240</b>	<p><b>Date of next meeting</b> Members noted that the next Board meeting was scheduled for 22 September 2021.</p>	
	The meeting closed at 4.00pm. .	

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) **equals the balance brought forward** in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Annual Internal Audit Report 2020/21

## Lower Severn (2005) Internal Drainage Board

www.lowersevernidb.org.uk/

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this 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 authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this 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 bank account reconciliations were properly carried out during the year.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. <b>(For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

06/01/2021

Name of person who carried out the internal audit

Bishop Fleming LLP

Signature of person who carried out the internal audit

Bishop Fleming LLP

Date

15/04/2021

\*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, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### Lower Severn (2005) Internal Drainage Board

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER FULL NAME OF AUTHORITY AND WEBSITE/WEBPAGE ADDRESS

www.lowersevernidb.org.uk/



## Section 2 – Accounting Statements 2020/21 for

## Lower Severn (2005) Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,373,665	1,246,706	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	1,375,746	1,421,469	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	242,381	256,203	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	710,875 <i>RESTATE</i>	729,889	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,034,211 <i>RESTATE</i>	1,143,192	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,246,706	1,051,297	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	1,236,243	993,919	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	1,434,420	1,493,541	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

07/05/2021

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

Lower Severn (2005) Internal Drainage Board

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other 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 draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY