

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP Meeting

Wednesday 16th December 2020

Virtual Meeting
2pm

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 5th February 2020 Minute No. 3002

Matters for determination by the Committee.

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.
10. To agree and monitor Capital Programme spending and report to the Board.

Matters for recommendation by the Committee to the Board

11. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
12. To review the Annual Business Plan.
13. To review the Medium Term Financial Plan.
14. To monitor the Board's Treasury Management policies and practices.
15. To keep under review the Board's insurance policies.
16. To liaise with the Smaller Authorities Audit Appointments Ltd or any successor or equivalent, regarding the appointment of the External Auditor.
17. To consider any letter or report issued by the External Auditor.

18. To ensure the effective monitoring and review of policies and strategies.
19. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
20. To identify any Member training needs in various aspects of the Boards responsibilities.

**Minutes of the Finance & General Purposes Committee of the
Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 9th July 2020 at 10.00am
Zoom Virtual Meeting**

Present:

Ald C Williams

Chairman (from
item 3094)

Mr G Simms (Chairman for Items 3089 to
3093)

Cllr K Burchell deputising for Cllr M Riddle
Ald M Sykes

Mr M Barnes

Mr J Cornock

Mr G Littleton

Martin Dear

Kieran Warren

James Thomas

Louise Reading

Accounts Officer

Principal Officer

Civil Engineer

Minutes

AO

PO

CE

****Please refer to your meeting papers as dated above for the documents referred to in these minutes****

3089	Apologies: Apologies were received from Cllr R Griffin, Mr J Hore and Cllr M Riddle.	
3090	Chairman's Announcements There were no Chairman's announcements.	
3091	Declarations of Interest There were no declarations of interest.	
3092	Minutes of the Previous Meeting It was resolved that: <ul style="list-style-type: none"> The minutes of the Finance & General Purposes Committee Meeting held on 1st July 2020 be approved as a correct record. 	
3093	Actions from the previous minutes. Actions 1, 2, 3 & 4 are complete. Action 5 is being actioned by the PO.	
3094	Treasury Sub Committee Minutes The minutes from the Treasury Sub Committee on 26 th August 2020 were noted. The Chairman confirmed that the AO had instructed Smith and Williamson in respect of the investments. The Chairman asked Members to consider the Capital and Financing Policy up to the final paragraph - Level of Reserves. Members were happy with the wording of this Policy. The Chairman explained to Members that ADA recommended IDB's held an unallocated reserve balance of 100% of their expenditure. This could have a huge impact on the rate and levy set by the Board. Because of this at the Treasury Sub Committee meeting Cllr Riddle suggested that this be reviewed at the Governance and	

	<p>Probity Committee Meeting, prior to being discussed at this meeting.</p> <p>The comments and recommendations of the Governance and Probity Committee have been circulated to Members of this Committee. The recommendations were that the PO contact ADA for clarification as to why the level was set at 100% and that in the meantime the Board maintain its existing policy of holding a 30% level of reserves.</p> <p>In response to Mr Simms question the Chairman confirmed that it was not a statutory requirement to follow ADA's guidance.</p> <p>Members agreed that the Level of Reserves Paragraph should not be changed from the current policy.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The minutes of the Treasury Sub Committee on 26th August 2020 be noted as per Appendix A. • The Capital Financing and Reserve Policy be amended as agreed above; • The Capital Financing and Reserve Policy be submitted to the Board for approval as per Appendix B. 	<p><u>Action20200902 F&GP1</u> For noting by the Board</p> <p><u>Action20200902 F&GP2</u> For Board Approval</p>
3095	<p>Capital Programme</p> <p>Mr Barnes, Chairman of the Engineering Committee, advised that the Capital Programme had encountered estimated additional expenditure of around £80,000. This included some desirable works in addition to the mandatory works.</p> <p>However, once the tenders were received and considered the Engineering Committee would finalise what additional works could be included within budget constraints. The was echoed by the PO.</p> <p>Mr Simms raised concerns that any additional works included should be selected in order of priority and provide financial payback.</p> <p>Mr Barnes agreed and advised that only when the Engineering Committee received tenders will they be in a position to finalise the figures.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Engineering Committee continue to liaise with the Finance and General Purposes Committee in relation to pump replacement expenditure. 	
3096	<p>Risk Register</p> <p>The PO informed Members that the AO had co-ordinated the changes to the risk register including new risks that the Covid-19 pandemic had highlighted.</p> <p>In response to Mr Simms question, the AO advised Members that while there had been narrative changes to the risk register there had been no changes to the level of risk.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Risk Register is approved and submitted to the Board for noting as per Appendix C 	<p><u>Action20200902 F&GP3</u> For noting by the Board</p>

	<ul style="list-style-type: none"> • The payments made between 1st May 2020 and 31st July 2020 and transfers made between accounts, as per Appendix E be noted. 	
3100	<p>Any Other Business</p> <p>Mr Simms asked the PO when meetings in person were likely to commence. The PO advised that, in light of recent government Covid-19 updates regarding numbers of people meeting, he would confirm the situation with the venue. It was hoped that as work-related activities appeared to be an exemption to the new ruling blended meetings could be arranged. This would enable meetings in person with virtual links to individuals who didn't wish to attend the venue.</p> <p>The CE advised that equipment to provide the virtual elements of the blended meeting had been purchased.</p> <p>Cllr Burchell suggested that it was possible the advice could change very quickly and it would be good to have something in place for every eventuality at short notice.</p>	
3101	<p>Date of Next meeting</p> <p>Members noted that the next F&GP meeting would be held on 9th December 2020.</p>	
	Meeting closed at 11.00am	

MEETING: Finance & General Purposes Committee

MEETING DATE: 16.12.2020

REF: KW/A2/2020

REPORT BY: Principal Officer

RENEWAL OF IT SERVICES CONTRACT

Introduction

At the meeting held on 23 January 2019, Members determined as follows:

IT Review

The PO reported he had received from Company A quotes for a two- and three-year option, each with savings on the original one-year tender. Members were satisfied with this outcome.

It was resolved that:

- **The three-year fixed price deal from Company A be accepted.**

[Minute 2811 refers.]

Proposal

The Board's three-year contract – won by open tender - with our preferred supplier, Orchard Computers Ltd (OCL) in Yate, expires in April next year and I have asked for a proposal [costs, cover, exclusions if any] for a new three-year deal and what savings that might include compared with a one-year or two-year contract.

I await their response and will report further at the meeting. Cost differences between the present and any future contract will not be directly comparable because OCL now support more hardware and software systems than when the contract started, particularly since the onset of Covid in March this year.

We are satisfied with the services OCL have provided to date; the Committee can of course opt for a re-tendering exercise if Members feel that that is necessary/appropriate.

Recommendation:

None.

Kieran Warren

Principal Officer

MEETING: Finance & General Purposes Committee

MEETING DATE: 09.12.2020

REF: KW/F2.2/2020

REPORT BY: Principal Officer

INTERNAL AUDIT SERVICES

Introduction

In September 2017 the F & GP Cttee considered the principle of whether or not to specify what areas of the Board's work should be examined by Internal Audit. The Minute reads:

Internal Audit

The PO reported that responses had been received from two firms of accountants to carry out the internal audit for the year 2017/18. He suggested, in the interest of objectivity, the Committee consider asking the appointed auditor to select areas of work to review, rather than the inspection being steered by the Committee. The Committee were concerned that two site visits would not give the Board enough reassurance, in light of the significant change from full audit to a limited assurance audit.

Resolved that:

- **Bishop Fleming be appointed to carry out the 2017/18 internal audit. To comprise of four site visits for a fee of £2,500.**
- **The appointed auditor to select the areas to be reviewed.**

[Minute 2538 refers.]

Proposal

The Chairman proposes that the auditors be given specific directions for the next audit exercise, which will take place in January 2021. He states:

Recognising that the Board is now embarking upon, perhaps, the largest capital expenditure programme in its history, I would have thought that it would be apposite if we asked them to look at tendering, the subsequent awarding of contracts and procurement generally. If this has not recently been undertaken perhaps you would be so kind as to liaise with the internal auditors with regard to the subject to ascertain if it would be possible to incorporate such a review into their current programme of work.

The subject would also be of great interest to the Governance and Probity Committee

Recommendation:

None.

Kieran Warren

Principal Officer

RESERVES POLICY

INTRODUCTION

At its meeting on 3 April 2019, this Committee considered the robustness of the Board's Reserves Policy. The Minute states:

Level of Reserves

In accordance with minute 2827 the Committee discussed the level of reserves. The PO pointed out that Drainage Boards used different measures and that there is no definitive percentage level used. The reserves need to be available in the event of unforeseen circumstances.

It was resolved that

- *The regulation remains unchanged and reviewed next year once the Capital Programme was up and running.*

[Minute 2854 refers.]

Subsequently, on 26 August 2020, the Treasury Sub-Committee asked this Committee to re-examine the issue of reserves and the Board's position was re-examined on 2 September this year and Members' views were recorded as follows:

3080 Other Urgent items the Chairman Decides is Urgent – Review of Reserves

At the request of the Treasury Sub Committee Meeting on 26th August 2020, the PO advised Members that the Board ought to review its unallocated reserves policy. [Minute 3065 of the Sub-Committee meeting refers.] Members heard that advice from ADA's Good Governance Guide indicated that IDBs should hold 100% expenditure in their unallocated reserves. The Board's current policy is to hold 'approximately 30%'. If the Board were to fall in line with this guidance this would equate to a 7p rise in rates. Cllr Riddle pointed out that IDBs vary greatly with-it history, operations and reserves. He added that his understanding was that reserves were designed to provide sufficient funds to wind up the Board's operations if it were to be abolished.

Members felt that it seemed unreasonable to have this level of reserves in the bank and that Auditors would question such practice. The consensus was that the Board's current policy had served the Board well on the past and continued to do so. Following his discussions with the AO, the PO felt that 50% represented a more reasonable level. Members supported a proposal to ask ADA to supply the rationale for issuing this guidance.

It was resolved that:

- ***The PO be requested to contact ADA to seek a detailed explanation for suggesting a level of reserves set at 100%; and***
- ***In the meantime the Board maintain its existing policy of holding a 30% level of reserves.***

THE PRESENT ARRANGEMENTS

LSIDB Financial Regulations, reviewed, revised and approved in February this year, state

- Uncommitted provisions in the revenue budget shall not be carried forward to a subsequent year. However, a general provision including a contingency should be maintained which is equivalent to approximately 30% of the Board's annual expenditure. **[Regulation 4.5]**
- Reserves will be maintained at an adequate level to support the ongoing operations of the Board. Each reserve will be reviewed, on an annual basis by the Treasury Sub Committee prior to review by the Board. Reserves will be held jointly in general cash and investment accounts of the Board. **[Regulation 19.3]**

ADVICE FROM OTHER SOURCES

Joint Panel on Accountability and Governance

The Joint Panel on Accountability and Governance (JPAG) has produced a Practitioners' Guide to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return. The Guide is recognised by relevant government departments as the authoritative source for smaller authorities in England on proper practices for accounting and governance and in preparing an annual return.

1.13 Reserves — The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves.

5.32. General Reserve — The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent General Reserve. In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.

5.168. As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.

ADA

IDBs certainly vary quite a bit both in terms of size (geographically and financially), function (pumped/gravity catchments etc), and delivery (directly employed workforce v contractors). The Guide is very much written to find a balance throughout those different types of IDB and specifies a norm. Certainly for smaller IDBs I believe the 100% figure (less grants received) is relevant, equally a higher figure may be more prudent with a predominantly directly employed workforce. I think your move towards 50% sounds prudent given the circumstances, but it might be worth sounding out other boards for views before fixing on a final % in the longer term.

Final point, I think it is clearly understood, but obviously any balances being held as savings towards future capital expenditure, equipment purchase etc clearly sit outside of this. Also there is consideration of savings to take account of weather events. Clearly IDBs work within an area of work which has significant climate risks and as such retaining such reserves are also a key aspect. [IAN MOODIE]

Following on from Ian's reply to you, we did see some pressure on IDB funds last winter when several were strained by the considerable extra costs of pumping/dealing with floods and they had to dig very deep into reserves. There were concerns about the solvency of one but happily problems were avoided thanks to them having those reserves.

The answer for your board will probably come from your business risk plan and your contingency allowance to deal with those risks if they materialise. As Ian says, the bigger Boards may have a bit more room for manoeuvre than smaller ones. Really important too that you have agreements in place with the EA (PSCA) about how you engage and assist during flood events and get remunerated for that.

On a more extreme scale, and if a local emergency is declared, you may also be able to recover money through the LLFA if the Bellwin Scheme threshold is passed. There is a grey area where IDBs can fall between the gaps if Bellwin is not mobilised and ADA is discussing this with Defra at the moment. [INNES THOMSON]

OTHER IDBs

The purpose of holding a general reserve is primarily to ensure the Board has sufficient funds, in a year where they would have no income, to dissolve the Board and pay off final liabilities e.g. redundancy etc.

My Board sets a General Reserve level of 20% which equates to £500K, but we do have other designated reserves that would also be utilised should the Board wind up.

I think the GGG is too prescriptive and as long as your Board understand why they hold reserves and that they are adequate for that purpose, a minute covering this should suffice for you and the internal auditor

[Peter Bateson, Witham Fourth IDB]

The General Reserve is held to ensure the Board has sufficient funds in times where expenditure may exceed income. Last year would be a very good example of this where many Boards had the need to dip into reserves to cover excessive pumping costs and overtime.

The level of this reserve would vary between Boards based on the level of risk they could be exposed to.

[Karen Daft, Welland & Deeping IDB]

QUESTIONS FOR MEMBERS TO CONSIDER

1. Whilst the Board is engaged in the financially significant exercise of renewing all of its pumping stations, then its annual expenditure is high. Once this programme has been completed, we can expect to see expenditure levels drop considerably. Is it not more reasonable to set a new reserves level once the Board has reached this point?
2. One of the reasons for maintaining a General Reserve is so that the Board can meet unforeseen expenditure – eg if there were to be a fire at the offices or to replace stolen plant and equipment. Many of these types of event are covered by the contracts of insurance which the Board has in place.
3. The 30% reserves level used by the Board for many years has worked well; neither internal nor external auditors have seen fit to raise this issue as a cause for concern.
4. The Board's auditors may take a dim view of the authority if we were deemed to be collecting revenue merely to hold it in our accounts with no specific purpose.
5. If the Board were to raise its reserves level from 30% to 100% in one step, then this would mean a 7p increase in the Drainage Rate for the coming year. Furthermore, that increase would not include any other increase required to support the organisation's capital or revenue expenditure.
6. A large increase in the Drainage Rate could well be seen as insensitive at a time when some of our ratepayers may be struggling financially as a result of the pandemic.

7. It is possible that a significant increase in the Drainage Rate, however fully explained, would meet some resistance from both ratepayers and the eight charging authorities upon which we impose a levy.

CONCLUSION

The level of reserves presently maintained by the Board is commensurate with that of other Boards. It is difficult to justify an increase from 30% to 100%. Members could consider an incremental approach whereby an increase from 30% to say 40% or 50% was introduced over a number of years but I am not satisfied that such action is either necessary or justified.

Recommendation:

That the Board re-affirms its Reserves Policy as set out in the current Financial Regulations.

Kieran Warren, Principal Officer

Martin Dear, Accounts Officer

November 2020

EXTERNAL AUDIT REPORT
For the year ending 31 March 2020

Introduction

The External Auditors have now published their report and certificate for 2019/20.

The report and certificate is included within the Annual Governance and Accountability Return (AGAR) 2019/20, which is attached to this report.

It is the opinion of the Auditors that Sections 1 and 2 of the AGAR have been completed in accordance with proper practices and that no other matters have come to their attention.

The AGAR has been published on the Board's website together with a Notice of conclusion of audit.

Recommendations

That the external auditors report and certificate for 2019/20 be noted.

Martin Dear

Accounts Officer

Annual Governance and Accountability Return 2019/20 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 2019/20

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** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to 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 **before 1 July 2020**.
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 2020**. 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 2020
 - 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 2019/20

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 a publicly accessible website:

Before 1 July 2020 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 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 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 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. 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 if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- 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 email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2020**.

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 the dates set for the period for the exercise of public rights , 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 31 March 2020 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? NB: 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 or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Lower Severn (2005) Internal Drainage Board

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

19/02/2020

DD/MM/YY

DD/MM/YY

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

22/05/2020

*If the response is 'no' you must include a note to 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 2019/20

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 2020, 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
			✓

*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:

20/07/2020

and recorded as minute reference:

3045

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

Chairman

U. R. L. L. L.

Clerk

K. Warren

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.lowersevernidb.org.uk/

Section 2 – Accounting Statements 2019/20 for

Lower Severn (2005) Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,083,985	1,373,665	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	1,295,461	1,375,746	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	312,067	242,381	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	711,467	731,323	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	606,381	1,013,763	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,373,665	1,246,706	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	1,353,536	1,236,243	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,192,402	1,434,420	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 2020 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

M. Deas REQUIRED

Date

19/06/2020

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

22/07/2020

as recorded in minute reference:

MINUTE REFERENCE 3046

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

Ch. R. F. de la

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Lower Severn (2005) Internal Drainage Board – DB0131**

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None.

3 External auditor certificate 2019/20

We 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 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

24/09/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

REF: MD

REPORT BY: Accounts Officer

PRECEPT AND FOREIGN WATER CONTRIBUTION

Introduction

A letter, which is attached, has been issued by the Environment Agency in connection with the proposed 2% increase to precept and foreign water contributions for the forthcoming financial year 2021/22.

This is in line with the 2% annual increase that was agreed in principle by all IDBs in the English Severn and Wye catchment at the start of Defra's 6-year investment programme for flood and coastal risk management, which ran from 2015/21.

The letter provides details of the amount of Precept and Foreign Water Contribution from 2015/16 to 2021/22.

This increase has been assumed in the draft budget for 2021/22 and the Medium Term Financial Plan assumes a 2% increase per annum.

Actions

The Environment Agency is asking for a response to this letter to confirm that the proposed 2% increase to precept and foreign water contributions for 2021/22 are acceptable.

Recommendations

- That the letter from the Environment Agency be noted.
- The Accounts Officer to respond to this letter stating that the proposed 2% increase to precept and foreign water contributions for 2021/22 are acceptable.

Martin Dear

Accounts Officer

Cllr M Riddle
Lower Severn Internal Drainage Board
Waterside Buildings
Oldbury Naite
Thornbury
South Glos.
BS35 1RF

Our ref: LSIDB/DLE

Date: 3 November 2020

Dear Cllr Riddle

Increase in Precept and Foreign Water Contribution

As you will be aware, the Internal Drainage Board Marches Branch Liaison Meeting is due to be held on 24 November 2020.

As in previous years, one of the meeting agenda items is to agree the annual increase in precept and foreign water contributions. In line with the approach taken in previous years, it is proposed that a 2% increase is again applied.

The upcoming meeting provides an opportunity to either reconfirm the agreement, or raise an exception, by voting on the matter. If the Lower Severn Internal Drainage Board are likely to vote to agree to the proposed 2% increase, I would ask that you please reply to confirm this in advance of the vote. If, however, you would like to discuss the matter in advance of the meeting, then I would ask that you contact me as soon as possible.

The outcome of the vote will be notified to the Severn and Wye Regional Flood and Coastal Committee in time for formal approval at their meeting, which is scheduled for 14 December 2020.

The table below sets out how the precept and foreign water contribution has changed for the Lower Severn Internal Drainage Board since 2015.

Year	Precept, £	Foreign Water Contribution, £	Net Precept / FWC, £
2015	193,651	151,495	42,156
2016	197,603	154,587	43,016
2017	201,556	157,687	43,869
2018	205,587	160,841	44,746
2019	209,699	164,058	45,641
2020	213,893	167,339	46,554
2021	218,171*	170,685*	47,485

* subject to agreement

You will note, this year, that proposed changes result in a net increase in cost to the Board of £931. I trust that this gives you sufficient information with which to confirm that changes for 2021 are acceptable on the Board's behalf, and would ask that you respond to this letter in good time before the meeting on 24 November, if possible.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Edwards', with a long horizontal flourish extending to the left.

David Edwards
Partnerships and Strategic Overview Team Leader
West Midlands (Covering Shropshire Herefordshire Worcestershire and Gloucestershire)

Environment Agency, West Midlands area, Hafren House, Welshpool Road, Shelton,
Shrewsbury, Shropshire, SY3 8BB
Phone: 07341 868 350
E-mail: dave.edwards@environment-agency.gov.uk
www.gov.uk/environment-agency

REF: MD

REPORT BY: Accounts Officer

ACCOUNTS OFFICER REPORTS

Introduction

The supporting information for items listed below are included in this section of the papers.

1. Management Accounts - 1 April 2020 to 30th September 2020.

The management accounts to 30th September 2019 shows a projected surplus of £19,114. This is against a budgeted surplus of £9,022. A positive variance of £10,092. The supporting notes explains the reasons for the variance.

2. Forecast results for the year ended 31st March 2021.

The outturn forecast shows a predicted surplus of £16,427. This is against a budgeted surplus of £10,917. A positive variance of £5,510. The supporting notes explains the reasons for the variance.

3. Draft Budget for 2021/22

The draft budget shows a deficit of £44,121. The draft budget assumes that the rate and levy is increased from 9.3p to 9.8p. The supporting notes explains the proposed increases/decreases in income and expenditure from the previous year.

4. Capital Expenditure for 2020/21 and 2021/22

The supporting papers include the proposed Capital Expenditure for 2021/22 and the actual Capital Expenditure in 2020/21 to 30th September 2020.

5. Apportionment between Charging Authorities

The annual values have been calculated as at 31 October 2020. This apportions the Special Levies between the Charging Authorities and the amount to be collected from the Agricultural Rate. A rate of 9.8p is illustrated.

6. Capital Programme to 2027/28

The Capital Programme shows expenditure of £4,559,808 during the period.

7. Medium Term Financial Plan 2021/26

The Medium Term Financial Plan 2021/26 shows the following:

- In 2021/22 a deficit of £44,000;
- In 2022/23 a deficit of £41,000;
- In 2023/24 a deficit of £63,000;
- In 2024/25 a deficit of £64,000
- In 2025/26 a deficit of £88,000.

The supporting notes explains the proposed/anticipated increases in income and expenditure for the next five years.

8. Cash Flow to April 2021

The projected cash flow to April 2020 shows a projected cash balance of £1,081,000 at the end of this year.

9. Cash Flow for 2021/22

The projected cash flow to April 2021 shows a projected cash balance of £653,000 at the end of the year.

10. Developers Funds as at 30th September 2020

The schedule of Developers Funds shows the estimated balances as at 31st March 2021 and 31st March 2022.

Actions

For the meeting of the F&GP Committee on 20 January 2021 the following will be updated:

- Management Accounts - 1 April 2020 to 30th November 2020;
- Forecast results for the year ended 31st March 2021;
- Draft Budget for 2021/22;
- Capital Expenditure for 2020/21 and 2021/22;
- Apportionment between Charging Authorities for 2021/22;
- Capital Programme to 2027/28;
- Medium Term Financial Plan 2021/26;
- Cash Flow to April 2021;
- Cash Flow for 2021/2022;
- Developers Funds as at 30th November 2020.

Recommendations

That the following reports be noted:

1. Management Accounts - 1 April 2020 to 30th September 2020;
2. Forecast results for the year ended 31st March 2021;
3. Draft Budget for 2021/22;
4. Capital Expenditure for 2020/21 and 2021/22;
5. Apportionment between Charging Authorities;
6. Capital Programme to 2027/28;
7. Medium Term Financial Plan 2021/26;
8. Cash Flow to April 2021;
9. Cash Flow for 2021/2022;
10. Developers Funds as at 30th September 2020.

Martin Dear

Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 30 SEPTEMBER 2020

	Note	£	30/09/20 £	30/09/19 £	Variance £	31/03/20 £	Variance £
FIXED ASSETS							
Fixed Assets	1	915,517	915,517	851,612	63,905	784,420	131,097
LONG TERM ASSETS							
Investments		788,468	788,468	631,446	157,022	668,038	120,430
CURRENT ASSETS							
Stock +WiP		52,939		53,412	-473	52,116	823
Trade debtors		0		1,948	-1,948	6,418	-6,418
Drainage rate debtors		698		268	430	295	403
Levy Debtors		0		0	0	0	0
VAT Claim		12,117		23,589	-11,472	8,322	3,795
Special Levies		0		0	0	0	0
Developers Funds Due		0		0	0	0	0
Prepayments		17,929		20,083	-2,154	33,535	-15,606
Cash at bank and in hand		582,101		358,122	223,979	127,931	454,170
Short term deposits		609,487		1,054,375	-444,888	1,108,312	-498,825
			1,275,271	1,511,797	-236,526	1,336,929	-61,658
CURRENT LIABILITIES							
Trade Creditors		-70,344		-123,241	52,897	-39,291	-31,053
Other Creditors		-35,010		-34,810	-200	-27,755	-7,255
Accrued expenses		-4,742		-3,297	-1,445	-23,177	18,435
Finance Leases due within one year		0		-508	508	0	0
Prepaid Rates	2	-58,687		-57,662	-1,025	0	-58,687
Prepaid Levies	2	-9,946		-9,626	-320	0	-9,946
Special Levies		0		0	0	0	0
Prepaid Developers Funds		-21,836		-21,218	-618	0	-21,836
			-200,565	-250,362	49,797	-90,223	-110,342
NET CURRENT ASSETS			1,074,706	1,261,435	-186,729	1,246,706	-172,000
TOTAL ASSETS LESS CURRENT LIABILITIES			2,778,691	2,744,493	34,198	2,699,164	79,527
LONG TERM LIABILITIES							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-951,000		-1,276,000	325,000	-951,000	0
			-951,000	-1,276,000	325,000	-951,000	0
NET ASSETS			1,827,691	1,468,493	359,198	1,748,164	79,527
FINANCED BY:							
CAPITAL ACCOUNT			666,569	666,569	0	666,569	0
ACCUMULATED FUND							
Balance brought forward		546,655		572,203	-25,548	572,203	-25,548
Surplus for the 6 months		131,614		111,693	19,921	258,026	-126,412
Transfer to Capital Expenditure Reserve		-112,500		-100,000	-12,500	-200,000	87,500
Additional Transfer to Capital Expenditure R		0		0	0	-200,000	200,000
Transfer from Capital Expenditure Reserve		0		0	0	116,426	-116,426
			565,769	583,896	-18,127	546,655	19,114
Developers Funds Reserve							
Investments at cost		650,000		500,000	150,000	650,000	0
Increase in value		138,468		131,446	7,022	18,038	120,430
Investments at current value		788,468		631,446	157,022	668,038	120,430
Cash at Bank		76,295		268,310	-192,015	119,925	-43,630
			864,763	899,756	-34,993	787,963	76,800
Capital Expenditure Reserve	3		537,007	449,689	87,318	553,394	-16,387
Pension reserve			-951,000	-1,276,000	325,000	-951,000	0
Revaluation Reserve			144,583	144,583	0	144,583	0
			1,827,691	1,468,493	359,198	1,748,164	79,527

Notes

- Fixed assets include purchases, sales and depreciation for 6 months to 30 September 2020.
 - In all these cases the balance sheet has been adjusted to reflect receipts
 - This Reserve is held as cash and increases by £18,750 each month.
- There is a corresponding monthly charge in the income and expenditure account.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

INCOME AND EXPENDITURE 6 MONTHS TO 30 SEPTEMBER 2020

YEAR TO DATE

Income	Note	Actual	Budget	Variance	30 September	Variance
		£	£	£	2019 £	£
Levies charged to Authorities	1	650,521	650,521	0	629,537	20,984
Agricultural Rates	1	60,213	60,213	0	58,336	1,877
Rechargeable works		2,331	800	1,531	642	1,689
Application fees		1,150	1,500	-350	1,000	150
Consultancy Fees Recharged		0	9,000	-9,000	9,174	-9,174
Surplus on sale of assets		15,537	13,692	1,845	9,489	6,048
Miscellaneous Income		0	0	0	279	-279
Foreign Water Grant		83,670	83,670	0	82,029	1,641
Developers Fund Contributions	1	21,836	21,836	0	21,218	618
Interest		1,140	3,000	-1,860	3,861	-2,721
Total		836,398	844,232	-7,834	815,565	20,833
Expenditure						
Payroll		364,041	365,588	1,547	355,686	-8,355
Office maintenance		8,670	11,425	2,755	8,218	-452
Maintenance	2	86,285	107,413	21,128	106,363	20,078
EA Levy		106,947	106,947	0	104,849	-2,098
Motor travel and subsistence		8,903	12,963	4,060	14,602	5,699
Communications		2,579	2,625	46	2,579	0
Administration		19,908	18,431	-1,477	19,002	-906
Engineering Consultancy fees	3	32,108	22,500	-9,608	31,770	-338
Legal and professional fees		2,615	1,500	-1,115	2,837	222
Audit and Accountancy fees		0	0	0	0	0
Depreciation		71,818	71,818	0	57,130	-14,688
Bank charges		910	1,500	590	836	-74
Total		704,784	722,710	17,926	703,872	-912
Surplus for 6 months		131,614	121,522	10,092	111,693	19,921
Transfer to Capital Expenditure Reserve		112,500	112,500	0	100,000	12,500
Net Surplus for 6 months		19,114	9,022	10,092	11,693	7,421

The results for 6 months show a surplus of £19,114 against a budget surplus of £9,022.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 6 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Maintenance costs analysis is as follows:

	Actual	Budget	Variance	Explanation for major variances
	£	£	£	
Plant Maintenance	36,041	45,600	9,559	
Maintenance Compensation	407	500	93	
Vehicle, Plant	33,570	45,375	11,805	
Workshop Fixtures & Fitting	5,750	5,300	-450	
Pump Station Electricity	5,842	7,038	1,196	
Health & Safety	4,675	3,600	-1,075	
	86,285	107,413	21,128	

3) Engineering Consultancy fees -

	Actual	Budget	Variance
	£	£	£
Non Rechargeable Fees	32,108	22,500	-9,608
Rechargeable Fees	0	0	0
	32,108	22,500	-9,608

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

FORECAST TO YEAR END

INCOME AND EXPENDITURE FORECAST TO YEAR END - 31 MARCH 2021

Income	Note	Projected Outturn £	Budget £	Variance £	31 March 2020 £	Variance £
Levies charged to Authoritie	1	1,301,042	1,301,042	0	1,259,073	41,969
Agricultural Rates	1	120,427	120,427	0	116,673	3,754
Rechargeable works		19,662	2,000	17,662	28,276	-8,614
Application fees		2,300	3,000	-700	1,700	600
Consultancy Fees Recharged		18,000	18,000	0	25,830	-7,830
Surplus on sale of assets		15,537	13,692	1,845	9,961	5,576
Miscellaneous Income		0	0	0	369	-369
Foreign Water Grant		167,339	167,339	0	164,058	3,281
Developers Fund Contributi	1	43,672	43,672	0	42,436	1,236
Interest		2,280	6,000	-3,720	6,341	-4,061
Total		1,690,259	1,675,172	15,087	1,654,717	35,542
Expenditure						
Payroll		738,603	731,174	-7,429	707,325	-31,278
Office maintenance	2	17,340	22,475	5,135	15,245	-2,095
Maintenance	3	175,000	203,500	28,500	193,059	18,059
EA Levy		213,893	213,893	0	209,698	-4,195
Motor travel and subsistenc	4	17,806	26,246	8,440	25,293	7,487
Communications		5,158	5,250	92	4,591	-567
Administration	5	40,983	37,083	-3,900	39,145	-1,838
Engineering Consultancy fe		79,216	45,000	-34,216	65,262	-13,954
Legal and professional fees	6	2,615	3,000	385	6,087	3,472
Audit and Accountancy fees		5,000	5,000	0	4,600	-400
Depreciation		151,398	143,634	-7,764	125,012	-26,386
Bank charges		1,820	3,000	1,180	1,374	-446
Total		1,448,832	1,439,255	-9,577	1,396,691	-52,141
Anticipated Surplus at year end		241,427	235,917	5,510	258,026	-16,599
Transfer to Capital Expenditure Reserv		225,000	225,000	0	200,000	25,000
Anticipated Net Surplus at year end		16,427	10,917	5,510	58,026	-41,599

The projected outturn show a surplus of £16,427 against a budget surplus of £10,917.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2020

Proposed Budget 2021/22

	Budget 2020/21 9.3p	Predicted Out turn 2020/21	Variance	Notes	Proposed Budget 2021/22 9.8p	Variance	Notes
column	£ 1	£ 2	£ 3(2-1)		£ 4	£ 5(4-2)	
Income							
Levies charged to authorities	1,301,042	1,301,042	0		1,370,991	69,949	5
Agricultural rate	120,427	120,427	0		126,902	6,475	5
Foreign Water Grant	167,339	167,339			170,686	3,347	10
Rechargeable works	2,000	19,662	17,662	1	17,000	-2,662	
Application fees & wayleaves	3,000	2,300	-700	1	3,000	700	
Plan checking fees	0	0	0		0	0	
Eng. Consultancy recharged	18,000	18,000	0	1	18,000	0	
Developers capital drawdown	21,836	21,836	0		22,491	655	6
Developers maintenance drawdown	21,836	21,836	0		22,491	655	6
Bank interest	6,000	2,280	-3,720	1	3,000	720	
Miscellaneous income	0	0	0		0	0	
Book profit (loss) on plant sales	13,692	15,537	1,845	2	6,161	-9,376	7
Total	1,675,172	1,690,259	15,087		1,760,722	70,463	
Expenditure							
Payroll	731,174	738,603	-7,429		755,215	-16,612	8
Office maintenance	20,975	17,340	3,635		20,975	-3,635	
Plant maintenance	203,500	175,000	28,500	3	175,000	0	9
EA Levy	213,893	213,893	0		218,171	-4,278	10
Motor, travel & subsistence	26,246	17,806	8,440		23,746	-5,940	
Communications	5,250	5,158	92		5,250	-92	
Administration	38,583	40,983	-2,400		39,979	1,004	
Eng. Consultancy general	45,000	64,216	-19,216		60,000	4,216	
Eng. Consultancy recharged	0	15,000	-15,000		15,000	0	
Legal & professional fees	3,000	2,615	385		3,000	-385	
Audit & accountancy fees	5,000	5,000	0		5,000	0	
Depreciation	143,634	151,398	-7,764	4	230,507	-79,109	11
Bank charges	3,000	1,820	1,180		3,000	-1,180	
Total	-1,439,255	-1,448,832	-9,577		-1,554,843	-106,011	
Transfer to Capital Expenditure Reserve	-225,000	-225,000	0		-250,000	-25,000	12
Surplus (deficit) to (from) Accumulated Reser	10,917	16,427	5,510		-44,121	-60,548	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Predicted out turn 2020/21

Notes

- 1 This reflects the activity in the year to 30 September 2020.
- 2 Net effect of the sale of the Energreen 1500.
- 3 Plant Maintenance is going to be underspent. This is predominately due to lockdown earlier in the year.
- 4 The Depreciation charge higher than expected.
This is due to the purchase of a compressor, conference equipment and the revision of timings for the pumps.

Proposed Budget 2021/22

Notes

The proposed budget indicates a deficit of £44,121 if the rate is increased to 9.8p.
An increase of 1p in the rate generates additional income of £152,000.

Each budget line has been reviewed in detail with particular emphasis on cost savings.

- 5 This figure indicates a levy increase to 9.8p. Agricultural rates based on 125 Annual Value and below are deemed uneconomic to collect. This is estimated to be £2,388 in 2021/22.
- 6 Developers drawdowns are based on a 3% increase each year.
- 7 This is the assumed profit on sale of the Class 697 and Hyundai Excavator
- 8 Payroll assumes an annual pay award of 2.5%.
- 9 Plant Maintenance has been decreased this reflects the anticipated reduction in repair costs due to having new equipment.
- 10 The EA levy and the Foreign Water Grant will increase by 2% per annum.
- 11 The Depreciation Charge increase is due to the purchase of a new machinery and the new pumps.
- 12 The transfer to the Capital Expenditure Reserve has been increased to £250,000.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 MARCH

	£	Actual 31/03/20 £	Estimated 31/03/21 £	Variance £	Estimated 31/03/22 £	Variance £
FIXED ASSETS						
Fixed Assets	784,420	784,420	843,319	-58,899	1,456,974	-672,554
LONG TERM ASSETS						
Investments	668,038	668,038	788,468	-120,430	788,468	-120,430
CURRENT ASSETS						
Stock +WiP	52,116		22,939	29,177	22,939	29,177
Trade debtors	6,418		0	6,418	0	6,418
Drainage rate debtors	295		0	295	0	295
VAT Claim	8,322		4,117	4,205	4,117	4,205
Prepayments	33,535		17,929	15,606	17,929	15,606
Cash at bank and in hand	127,931		471,000	-343,069	75,000	52,931
Short term deposits	1,108,312		610,000	498,312	560,000	548,312
		1,336,929	1,125,985	210,944	679,985	656,944
CURRENT LIABILITIES						
Trade Creditors	-39,291		-86,561	47,270	-86,736	47,445
Other Creditors	-27,755		-35,010	7,255	-35,010	7,255
Accrued expenses	-23,177		-19,742	-3,435	-19,742	-3,435
Finance Leases due within one year	0		0	0	0	0
Prepaid Rates	0		0	0	0	0
Prepaid Levies	0		0	0	0	0
		-90,223	-141,313	51,090	-141,488	51,265
NET CURRENT ASSETS		1,246,706	984,672	262,034	538,497	708,209
TOTAL ASSETS LESS CURRENT LIABILITIES		2,699,164	2,616,459	82,705	2,783,939	-84,775
LONG TERM LIABILITIES						
Pension scheme deficit	-951,000		-951,000	0	-951,000	0
		-951,000	-951,000	0	-951,000	0
NET ASSETS		1,748,164	1,665,459	82,705	1,832,939	-84,775
FINANCED BY:						
CAPITAL ACCOUNT		666,569	666,569	0	666,569	0
ACCUMULATED RESERVE						
Balance brought forward	572,203		546,655	25,548	563,082	9,121
Surplus for the 6 months	258,026		241,427	16,599	205,879	52,147
Transfer to Capital Expenditure Reserve	-200,000		-225,000	25,000	-250,000	50,000
Additional Transfer to Capital Exp. Res.	-200,000		0	-200,000	0	-200,000
Transfer from Capital Expenditure Reserve	116,426		0	116,426	550,000	-433,574
		546,655	563,082	-16,427	1,068,961	-522,306
Developers Fund Reserve						
Investments at cost	650,000		650,000	0	650,000	0
Increase in value	18,038		138,468	-120,430	138,468	-120,430
Investments at current value	668,038		788,468	-120,430	788,468	-120,430
Cash at Bank	119,925		76,295	43,630	31,313	88,612
		787,963	864,763	-76,800	819,781	-31,818
Revaluation Reserve		144,583	144,583	0	144,583	0
Capital Expenditure Reserve		553,394	377,462	175,932	84,045	469,349
Pension Reserve		-951,000	-951,000	0	-951,000	0
		1,748,164	1,665,459	82,705	1,832,939	-84,775

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2020

Capital Expenditure Budget 2021/22

	Budget Purchases cost	Purchase cost	Sales book value	Proceeds of sale	Book profit on sale (loss)
	£	£	£	£	£
Plant and Machinery					
Claas Mower	160,000				
Sale of Class 697 - OU07 JXX			641	10,000	9,359
New Holland Excavator	140,000				
Sale of Hyundai - WX12 CWL			6,473	10,000	3,527
Water Level Management Equipment	8,000				
(Approved by the Board 25/09/2019)					
	308,000	0	7,114	20,000	12,886
Motor Vehicles					
	0	0	0	0	0
Pumps					
Elmore Back - Nomenca Pumps - 2	250,000				
Disposal of Building at Elmore Back			5,187	0	-5,187
Lapperditch - eel pumps - 2	300,000				
Disposal of Elmore Back Axial Flow Gynnes Pumps-2			1,538	0	-1,538
	550,000	0	6,725	0	-6,725
Total fixed asset changes	858,000	0	13,839	20,000	6,161

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2020

Capital Expenditure Budget 2020/21

	Budget Purchases cost £	Purchase cost £	Sales book value £	Proceeds of sale £	Book profit on sale £
Plant and Machinery					
New Energreen SPV2 - WX20 FGM	210,000				
Sale of Energreen 1500 - AU11 HCH			9,463	25,000	15,537
Items not included in original budget					
Purchase of Airmate Pro-Tech Compressor		868			
	210,000	868	9,463	25,000	15,537
Office					
Items not included in original budget					
Conference Speaker, Webcam, Monitor, Dell Optiplex		1,510			
	0	1,510	0	0	0
Motor Vehicles					
	0	0	0	0	0
Pumps					
	0	0	0	0	0
Total fixed asset changes	210,000	2,378	9,463	25,000	15,537

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

APPORTIONMENT BETWEEN CHARGING AUTHORITIES

CHARGING AUTHORITIES LEVIES ANNUAL VALUES AS AT

31 October 2020

Charging Authorities	AV	Percentage	Proposed Levy 2021/22	Previous Levy 2020/21	Increase due to land transfers, rates to levies	Increase due to levy and rate rise of 0.5p	Total Increase	
			0.098	0.093				
			£	£	£	£	£	
Bristol City Council	7,589,404	49.65	743,762	705,814	0	37,948	37,948	
South Gloucestershire Council	3,410,262	22.31	334,206	317,154	0	17,051	17,052	
Stroud District Council	1,596,563	10.45	156,463	148,480	0	7,983	7,983	
Gloucester City Council	729,073	4.77	71,449	67,804	0	3,645	3,645	
Forest of Dean Council	450,501	2.95	44,149	41,897	0	2,252	2,252	
Herefordshire Council	123,087	0.81	12,063	11,447	0	615	616	
Tewkesbury Borough Council	73,933	0.48	7,245	6,876	0	370	369	
Malvern Hills District Council	16,880	0.11	1,654	1,570	0	84	84	
	13,989,703	91.53	1,370,991	1,301,042	0	69,948	69,948	0.00
Local Authorities	13,989,703	91.53	1,370,991	1,301,042	0	69,948	69,948	
Agricultural rates	1,294,920	8.47	126,902	120,427	0	6,475	6,475	
(per DRS)	15,284,623	100.00	1,497,893	1,421,469	0	76,423	76,424	0.00

The final percentages will be based on 31 December 2020 annual values

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Expenditure Forecast for the Capital Programme - 2020/21 to 2027/28

As at 30 September 2020

		Budget	Previous Years Expenditure	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total 2020/28	
		£	£	£	£	£	£	£	£	£	£	£	
Pump Stations													
	No. of Pumps												
Oldbury	3	867,358	18,466	6,218						535,205	307,469	848,892	
Marshfield	2	577,247	18,463	6,218		388,657	163,909					558,784	
Lapperditch	2	514,500	19,865	31,218	463,417							494,635	
Wicks Green	2	851,854	17,417	6,218				538,400	289,819			834,437	
Elmore Back	2	500,000	70,582	349,418	80,000							429,418	
Saul	1	180,000	176,811	1,642								1,642	
Pump Expenditure Total		3,490,959	321,604	400,932	543,417	388,657	163,909	538,400	289,819	535,205	307,469	3,167,808	0
Plant and Vehicles													
Energreen 1500		211,946		210,000								210,000	
Energreen AU11 HCH		-25,000		-25,000								-25,000	
Water Level Monitoring Equipment		8,000			8,000							8,000	
Claas Mower		160,000			160,000							160,000	
Class Mower OU07 JXX		-10,000			-10,000							-10,000	
Kobelco Excavator		140,000			140,000							140,000	
Hyundai WX12 CWL		-10,000			-10,000							-10,000	
Energreen SPV3		400,000				400,000						400,000	
Energreen VX65 HVB		-40,000				-40,000						-40,000	
Kobelco Excavator		160,000					160,000					160,000	
Kobelco Excavator WU16 TZM		-15,000					-15,000					-15,000	
Isuzu Truck		35,000					35,000					35,000	
Isuzu Truck WU17 NVD		-5,000					-5,000					-5,000	
Energreen SPV2		300,000						300,000				300,000	
Energreen VX65 HTA		-40,000						-40,000				-40,000	
Ford Ranger Truck		40,000						40,000				40,000	
Isuzu Truck VO62 RPY		-5,000						-5,000				-5,000	
Loadall/Material Handler		90,000								90,000		90,000	
Merlo Loadall WX08 OSY		-1,000								-1,000		-1,000	
Plant and Vehicles Expenditure Total		1,393,946	0	185,000	288,000	360,000	175,000	295,000	0	89,000	0	1,392,000	0
Capital Expenditure Total		4,884,905	321,604	585,932	831,417	748,657	338,909	833,400	289,819	624,205	307,469	4,559,808	

Details of Expenditure on Pump Stations

		2020/21					Original Total expected spend for the current financial year	Difference between Original and anticipated total spend - positive figure represents an underspend
Pump Stations	No. of Pumps	Previous Years Expenditure	Spend in current financial year, 2020/21, to 30 September 2020	Total Spend to date	Expected spend in current financial year from 1 October 2020	Revised Total expected spend for the current financial year		
		£	£	£	£	£	£	£
Oldbury	3	18,466	6,218	24,684		6,218	0	-6,218
Marshfield	2	18,463	6,218	24,681		6,218	0	-6,218
Lapperditch	2	19,865	6,218	26,083	25,000	31,218	340,135	308,917
Wicks Green	2	17,417	6,218	23,635		6,218	0	-6,218
Elmore Back	2	70,582	104,016	174,598	245,402	349,418	429,418	80,000
Saul	1	176,811	0	176,811	1,642	1,642	3,189	1,547
Total		321,604	128,888	450,492	272,044	400,932	772,742	371,810
				0		0		0

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

MTFP (Medium Term Financial Plan)

A) Income and Expenditure

	Rate - Pence in the Pound						Total all years 2022/26 £000's
	9.3 No Increase	9.8 Increase	10.4	10.7	11.0	11.2	
	Year 2021/22 Budget £000's	Year 2021/22 Budget £000's	Year 1 2022/23 Estimate £000's	Year 2 2023/24 Estimate £000's	Year 3 2024/25 Estimate £000's	Year 4 2025/26 Estimate £000's	
The future annual rates shown are for illustrative purposes only.							
Income (line 10)	1,684	1,761	1,852	1,888	1,971	1,974	7,685
Expenditure (line 24)	1,805	1,805	1,893	1,951	2,035	2,062	7,941
Net surplus/-deficit (line 25)	-121	-44	-41	-63	-64	-88	-256
Transfer from Capital Res. (line 26)	550	550	0	350	0	500	850
Accumulated Res. b/f (line 27)	563	563	1,069	1,028	1,315	1,251	1,069
Accumulated Res. c/f (line 28)	992	1,069	1,028	1,315	1,251	1,663	1,663
Accumulated Reserve as % of expenditure	54.96%	59.22%	54.30%	67.39%	61.46%	80.65%	20.94%

B) Working Capital - Cash Flow

	Year 2021/22 Budget £000's	Year 2021/22 Budget £000's	Year 1 2022/23 Estimate £000's	Year 2 2023/24 Estimate £000's	Year 3 2024/25 Estimate £000's	Year 4 2025/26 Estimate £000's	Total all years 2022/26 £000's
Balances b/f	628	628	521	388	446	379	521
Net cash movement	-184	-107	-133	58	-67	206	63
Balances c/f	444	521	388	446	379	584	584

C) Cash at Bank

	Year 2021/22 Budget £000's	Year 2021/22 Budget £000's	Year 1 2022/23 Estimate £000's	Year 2 2023/24 Estimate £000's	Year 3 2024/25 Estimate £000's	Year 4 2025/26 Estimate £000's	Total all years 2022/26 £000's
Working Capital	444	521	388	446	379	584	584
Capital Expenditure Reserve	84	84	-30	106	-107	-48	-48
Developers Reserve	31	31	-15	-63	-112	-163	-163
	559	636	343	489	159	373	373

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			9.3	9.8	10.4	10.7	11.0	11.2	
			No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
Income and Expenditure basis	Line	Note	YEAR 2021/22 Budget £000's	YEAR 2021/22 Budget £000's	YEAR 1 2022/23 Estimate £000's	YEAR 2 2023/24 Estimate £000's	YEAR 3 2024/25 Estimate £000's	YEAR 4 2025/26 Estimate £000's	Total all years 2022/26 £000's
Income									
Levies and charges to Authorities	1	1	1,301	1,371	1,455	1,497	1,539	1,567	6,058
Agricultural rates	2	2	120	127	135	139	142	145	561
sub total +	3		1,421	1,498	1,590	1,635	1,681	1,712	6,618
Foreign Water Grant		3	171	171	174	178	181	185	719
Developers Fund Contribution	5	4	45	45	46	48	49	51	194
Other Income	6		38	38	23	23	23	23	92
Bank interest	7	5	3	3	3	3	3	3	12
Surplus on sale of fixed assets	8		6	6	16	1	33	0	50
sub total +	9		263	263	263	253	290	262	1,067
total+	10		1,684	1,761	1,852	1,888	1,971	1,974	7,685
Expenditure									
Payroll	11	6	755	755	774	793	813	833	3,214
Office maintenance	12		21	21	21	19	19	20	79
Maintenance plant and machinery	13	7	175	175	190	194	198	202	783
EA Levy	14	3	218	218	222	227	231	236	916
Motor travel and subsistence	15		24	24	24	17	17	18	76
Communications	16		5	5	5	5	5	5	20
Administration	17	8	40	40	41	42	42	43	168
Engineering consultancy fees	18		75	75	46	47	48	49	190
Legal and professional fees	19		3	3	3	3	3	3	12
Audit and Accountancy fees	20		5	5	5	5	6	6	22
Depreciation	21	9	231	231	284	297	325	294	1,199
Bank charges	22		3	3	3	3	3	3	12
Transfer to Capital Reserve	23	10	250	250	275	300	325	350	1,250
total	24		1,805	1,805	1,893	1,951	2,035	2,062	7,941
Net estimated +surplus -deficit	25		-121	-44	-41	-63	-64	-88	-256
Transfer from Capital Reserve	26	11	550	550	0	350	0	500	850
Accumulated Fund	27	b/f	563	563	1,069	1,028	1,315	1,251	1,069
Contribution to Accumulated Fund	28	c/f	992	1,069	1,028	1,315	1,251	1,663	1,663
Adjust for non cash items									
Depreciation	29	9	231	231	284	297	325	294	1,199
Surplus on sale on fixed assets	30		-6	-6	-16	-1	-33	0	-50
Cash items not included									
Plant purchases net of sales receipts	31	12	-288	-288	-360	-175	-295	0	-830
Adjustment for cash flow purposes	32		-63	-63	-92	121	-3	294	319
Net creditors/debtors	33		0	0					
Net cash flow movement	34		-184	-107	-133	58	-67	206	63
Working Capital	35	b/f	628	628	521	388	446	379	521
Working Capital	36		444	521	388	446	379	584	584
Add Capital Expenditure Reserve	37		84	84	-30	106	-107	-48	-48
Add Developers Fund Reserve	38		31	31	-15	-63	-112	-163	-163
Bank balances	39	c/f	559	636	343	489	159	373	373

Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,388 due to under 125 AV not collected.
- EA have informed the Board that a net annual payment of £47,485 will increase by 2% per annum
- Assumes a 3% increase per annum.
- Bank interest assumed at current level.
- Based on current headcount. 2.5% annual pay increase 2021 to 2025.
- Assumes fewer major repairs as purchasing new machinery.
- Assumes that Business Rates and Utility bills increase by 3% per annum.
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Capital Reserve increases by £25,000 per annum. Final year is 2027/28.
- When a new pump is purchased it becomes a Fixed Asset, paid for by cash.
There is no longer a requirement to hold an amount in the Capital Reserve for this new pump.
Hence the purchase price is transferred to the Accumulated Reserve.
- Plant purchases/sales include :-
In 2021/22 Claas Mower £160k, less proceeds Claas 697 OU07 JXX £10k = 150k
New Kobelco Excavator £140k, less proceeds Hyundai WX12 CWL £10k = £130k.
Water Level Monitoring Equipment, £8k. Total for the year £288k.
In 2022/23 Energreen SPV3 £400k, less proceeds Energreen VX65 HVB £40k = £360k.
In 2023/24 New Kobelco Excavator £160k , less proceeds Kobelco Excavator WU16 T2M £15k = £145k.
New Isuzu £35k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £175k.
In 2024/25 Energreen SPV2 £300k, less proceeds Energreen VX65 HTA £40k = £260k
New Ford Ranger £40k, less proceeds Isuzu VO62 RPY £5K = £35k. Total for the year £295k.
In 2025/26 There are no programmed plant purchases.
In 2026/27 New Loadall/Material Handler £90k, less proceeds £1,000 Merlo Loadall WX08 OSY = £89k.

Lower Severn (2005) Internal Drainage Board

CASH FLOW

2020/21

	Note	2020											2021		
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	
		actual	actual	actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	
NatWest No. 1 A/c															
Balance b/f			55	162	218	502	83	55	470	104	88	49	95	109	
Other income	3		0	1	7	0	0	1	2	3	2	3	2	3	
Plant Sales			0	25	0	0	0	0	0	0	0	0	0	0	
VAT			8	45	2	5	13	13	12	25	27	23	35	33	
Levies	1		18	290	353	0	0	0	0	640	0	0	0	0	
Rates	2		48	39	13	12	3	2	3	0	0	0	0	0	
sub total			129	562	593	519	99	71	487	773	117	74	132	145	
Expenditure	3		-33	-10	-17	-46	-31	-36	-34	-34	-34	-34	-34	-34	
Plant			0	-245	0	0	0	0	0	0	0	0	0	0	
Pump Expenditure			-14	-17	-20	-18	-43	-25	-60	-75	-80	-30	-35	-47	
EA Levy			0	-12	0	-12	0	0	-13	0	0	-12	0	0	
Salaries (paid via No.2 A/c)			-60	-60	-54	-60	-60	-70	-75	-75	-54	-54	-54	-54	
Net transfers	3		140	0	0	-300	90	530	-200	-500	100	150	100	50	
sub total			33	-344	-91	-436	-44	399	-383	-685	-68	20	-23	-85	
Balance c/f		55	162	218	502	83	55	470	104	88	49	95	109	60	
Other balances															
NatWest															
No 2 Account		32	35	37	33	34	30	31	31	31	31	31	31	31	
Bonus Saver	4	40	0	0	0	300	210	80	280	780	680	530	430	380	
Deposit Account	5	705	605	605	605	605	606	206	206	206	206	206	206	206	
Lloyds Deposit	6	284	284	328	328	328	328	328	328	328	328	328	328	328	
Total		1,061	924	970	966	1,267	1,174	645	845	1,345	1,245	1,095	995	945	
Developers Funds Cash															
Lloyds Deposit	6	120	120	76	76	76	76	76	76	76	76	76	76	76	
All LSIDB balances		1,236	1,206	1,264	1,544	1,426	1,305	1,191	1,025	1,509	1,370	1,266	1,180	1,081	
LSIDB Working Cash		563	514	614	887	790	681	578	444	971	880	782	706	628	
Capital Expenditure Reserve		553	572	574	581	560	548	537	506	462	414	408	397	377	
Developers Funds Reserve		120	120	76	76	76	76	76	76	76	76	76	76	76	
		1,236	1,206	1,264	1,544	1,426	1,305	1,191	1,025	1,509	1,370	1,266	1,180	1,081	

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

4. Direct Reserve - instant access earns 0.01% interest

5. Deposit Account - 35 Day Notice earns 0.1% interest

6. Deposit Account - 32 Day Notice earns 0.1% interest. From 27 November 2020 0.05% interest

Lower Severn (2005) Internal Drainage Board

Reconciliation of cash as per the Balance Sheet and the Cash Flow Statement

	£	£
Balance Sheet as at 30 September 2020		
Cash at bank and in hand	582,101	
Short term Deposits	609,487	
Less Petty Cash	269	
Cash at Bank	<u>1,191,319</u>	
 LSIDB Working Cash	 578,017	
Capital Expenditure Reserve	537,007	
Developers Funds Reserve	<u>76,295</u>	
	<u>1,191,319</u>	

Investments

	As at 30 September 2020
	£
Capital	
Amount through Smith & Williamson (net)	650,000
Market value	<u>788,468</u>
Change in value	138,468
 Portfolio return since 1 September 2020	 -0.75%
Note: Market Index Movements	
MSCI WMA Balanced NR	-0.29%
MSCI World NR	0.00%
MSCI ACWI (All Countries World Index)	0.23%

Developers Funds as at 30 September 2020

	£
Developers Funds Reserve as per Balance Sheet	<u>864,721</u>
Funds held as:	
Investments	788,468
Cash held at Bank	<u>76,295</u>
	<u>864,763</u>

Lower Severn (2005) Internal Drainage Board

Cash		Cash flow No 1 A/C NatWest										2021/22		
		2021										2022		
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Note		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
		forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
	Balance b/f		60	50	68	66	64	81	24	32	16	31	34	49
	Other income	3	4	4	5	4	4	5	4	4	5	4	5	5
	Plant & Machinery Sales		0	0	24	0	0	0	0	0	0	0	0	0
	VAT		6	8	10	76	10	36	36	23	6	6	6	6
	Levies	1	0	696	0	0	0	0	0	675	0	0	0	0
	Rates	2	0	127	0	0	0	0	0	0	0	0	0	0
	sub total		70	885	106	146	78	121	63	733	27	40	44	59
	Expenditure	3	-35	-35	-35	-35	-35	-35	-35	-35	-35	-35	-35	-35
	Plant		0	-10	-360	0	0	0	0	0	0	0	0	0
	Pump Expenditure		-17	-17	-89	-29	-185	-185	-107	-5	-5	-5	-5	-5
	Developer Expenditure		0	0	0	0	0	0	0	0	0	0	0	0
	EA Levy		-12	0	0	-12	0	0	-12	0	0	-11	0	0
	Salaries (paid via No.2 A/c)		-56	-56	-56	-56	-77	-77	-77	-77	-56	-56	-56	-56
	Net transfers	3	100	-700	500	50	300	200	200	-600	100	100	100	50
	sub total		-20	-817	-40	-82	2	-98	-32	-718	4	-7	4	-46
	Balance c/f		60	50	68	66	64	81	24	32	16	31	34	49
	Other balances													
	NatWest													
	No 2 Account		31	31	31	31	31	31	31	31	31	31	31	31
	Bonus Saver	4	380	280	980	480	430	130	80	380	280	180	80	30
	Deposit Account	5	206	206	206	206	206	206	56	356	356	356	356	356
	Lloyds Deposit	6	404	404	404	404	404	204	204	204	204	204	204	204
	Total		1,021	921	1,621	1,121	1,071	771	571	371	971	871	771	621
	All LSIDB balances		1,081	971	1,689	1,187	1,135	852	595	403	987	902	805	635
	LSIDB Working Cash		628	511	1,222	774	725	619	496	372	939	837	723	520
	Capital Reserve		377	384	391	338	334	201	68	0	17	33	50	84
	Developer Reserve		76	76	76	76	76	31	31	31	31	31	31	31
			1,081	971	1,689	1,187	1,135	852	595	403	987	902	805	635

1. Levies received May and November
2. Rates received in May
3. Income and Expenditure as per Budget profile.
4. Direct Bonus Saver earns 0.01% interest
5. Deposit Account - 35 Day Notice earns 0.1% interest

6. Deposit Account - 32 Day Notice earns 0.05% interest

Reconciliation to Annual Budget 2021/22

	£000's		£000's
Cash Received	1,800	Closing Cash	635
Cash Spent	-2,247	Opening Cash	-1,081
Net Cash Movement	-446		-446
Adjust			
Plant and Machinery			
Purchases	308		
Sales	-20		
P&L non cash - Book Profit o	6		
	294		
Pump Stations			
Purchases	543		
P&L Non cash - Provision	-250		
	293		
Developers Funds			
Purchases	0		
Income			
P&L Non cash - Income	45		
	45		
Depreciation			
P&L Non cash - Provision	-231		
	-45		
Budget 2021/22	-44		
Difference	-1		

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2020

Developers Funds September 2020

	£			
Balance at 1 April 2020	787,963			
Increase in value of investments	120,430			
Transfer of cash to investments	0			
Interest on Cash held in Deposit Account	42			
Developers Contributions - received	0			
Transfer to Board 2020/21 Developers drawdowns	-43,672			
Current Balance	864,763	split		£
			Investments	788,468
			Cash at Bank	76,295
Estimated balance 31/03/2021	864,763	split		£
			Investments	788,468
			Cash at Bank	76,295
Transfer to Board 2021/22 Maintenance and Capital	-44,982			
Estimated balance 31/03/2022	819,781	split		
			Investments	788,468
			Cash at Bank	31,313

Payments to be Noted

August 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterley Maintenance Cover 08/06/20-07/09/20	389.00
RS COMPONENTS LTD	Spare Bulbs	22.44
RS COMPONENTS LTD	Items for Workshop Improvements	143.64
Thornbury Motors	Petrol for Chainsaws/Strimmers	42.89
PowerToolSpares.com	Cordless grinder parts	19.31
RS COMPONENTS LTD	Storeage Boxes	320.06
Giffgaff Ltd	Sim Monthly Plan - Slimbridge WLMP	8.00
TAILORMADE OFFICE SUP.LTD	Scissors	4.28
TAILORMADE OFFICE SUP.LTD	Ink for KW Computer (Work from home)	20.40
CROMWELL GROUP HOLDINGS LTD	Airmate Pro-Tech Compressor	1,041.59
CROMWELL GROUP HOLDINGS LTD	Assort drill bits, Paint markers	123.79
RS COMPONENTS LTD	PVC Conduit for workshop improvements	20.69
Konica Minolta Business Solutions (UK) Ltd	Quarterly printing charges	70.31
Konica Minolta Business Solutions (UK) Ltd	Quarterly Photocopier Hire Charge	83.88
Halfords	Air Con Recharge Cans	199.96
DVLA	Vehicle Tax for WO14 OEY	165.00
DVLA	Credit Card Charge	2.50
Claas Western Ltd	Filters for WO14 LGO	113.88
Claas Western Ltd	Glass for OU07 JXX	342.86
Hydroscand Ltd	Hose Assembly for VX65 HTA	24.70
Water 2 Business	Water Bill 21/01/2020 - 15/07/2020	55.51
Water Environment Ltd	Model Maintenance & Update	5,265.00
RS COMPONENTS LTD	Cable supports for workshop	11.38
RS COMPONENTS LTD	Cable supports for workshop	2.53
TAILORMADE OFFICE SUP.LTD	A4 Paper	45.36
Zoom Video Communications Inc.	Zoom subscription 23/07/20-22/08/20	11.99
Amazon.co.uk	Headset for MD	29.99
Amazon.co.uk	Headset for KW	29.99
Tincknell Fuels Ltd	2,000 litres Derv	2,163.60
Avon Fire Systems Ltd	12 months maint on Fire Alarm from 16/03/2020 (Inv	378.00
GAP SUPPLIES	Power Posts for Workshop	473.12
ARCO LTD	Hand Sanitiser	2.94
Avon Hydraulics (UK) Ltd	Hose assembly for WV19 FUU	72.00
MERRETT D C	Labour on repairs to WX14 LGO	1,860.00
MERRETT D C	Parts on repairs to WX14 LGO	1,349.31
Mr C.J.N Williams	C Williams - Mileages for meeting with MD	23.40
Hydroscand Ltd	Hose assembly, oil & soak up pads for WU16 TZM	152.77
Moorepay Ltd	Payroll costs for July	153.42
Pirtek Bristol	Hose assembly & parts for WV19 FUU	238.21
Force 4 Chandlery	Heavy duty wiper arm & motor for WX20 FGM	101.80
TAILORMADE OFFICE SUP.LTD	Ink for LR, Yr Planner, Post Its	145.89
Worldpay (UK) Ltd	Subscription for Aug	11.94
Plan Communications Ltd	Mobile Phones Bill	258.00
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Hydroscand Ltd	Hoses & Parts for VX65 HVB	272.51
Motion Consultants Ltd	Elmore Back Pump Modifications for Jun Avonmouth	18,628.80
Motion Consultants Ltd	Consultancy for Jun 20	1,620.00
Motion Consultants Ltd	Marshfield P/S Modifications for Jun 20	3,003.53
Motion Consultants Ltd	Lapperditch P/S Modifications for Jun 20	3,003.53
Motion Consultants Ltd	Wicks Green P/S Modifications for Jun 20	3,003.53
Motion Consultants Ltd	Oldbury P/S Modifications for Jun 20	3,003.52
K J Conner & Son	Cleaning for July	276.00
FILTRATION LTD	Filters for WO14 OEY	67.73
FILTRATION LTD	Filters for WU16 TZM	67.73
FILTRATION LTD	Filters for OU07 JXX	84.80
SG Bailey Paints Ltd	Assort Paints for Workshop	415.27
Worldpay (UK) Ltd	Credit Card Transaction Charges for Jul	16.73
Worldpay (UK) Ltd	Vatable charges	6.66

Invoice FYI

Invoice FYI

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Lower Severn (2005) Internal Drainage Board Payments to be Noted

August 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mole Country Stores	Link Quick Repairs, Hooks	14.45
Mole Country Stores	Handwash	4.10
Mole Country Stores	Assort Screws, S/Driver Bits, Plate Hooks, Bolts	74.87
Mole Country Stores	Hand Gel	15.98
Smiths (Gloucester) Ltd	Waste Management for Jul	38.69
CROMWELL GROUP HOLDINGS LTD	WD-40, 3in1, Grease Guns	356.88
CROMWELL GROUP HOLDINGS LTD	Handles, Identity Tags, Load Straps, Cable Ties,	247.43
CROMWELL GROUP HOLDINGS LTD	Handwash, Paper Rolls	117.60
CROMWELL GROUP HOLDINGS LTD	Window Cleaner	7.20
MERRETT D C	Transportation for WU16 TZM	180.00
JOHN DAVIDSON (PIPES) LTD	Drain cover	22.39
JOHN DAVIDSON (PIPES) LTD	Water pipe Connectors	74.77
Bedford Pumps Ltd	Elmore Back 10% payment on submission of drawings	Invoice FYI 11,724.60
Certas Energy UK Ltd	7,477 litres Gas Oil	3,795.32
Cablestream Ltd	Office Phone Line Rental & Calls	98.65
Corona Energy	Office Electricity 01/07/20-31/07/20	130.96
Corona Energy	Wicks Green P/S Electricity 01/07/20-31/07/20	15.03
Corona Energy	Saul P/S Electricity 01/07/20-31/07/20	22.66
Corona Energy	Oldbury P/S Electricity 01/07/20-31/07/20	31.61
Corona Energy	Lapperditch P/S Electricity 01/07/20-31/07/20	23.70
Corona Energy	Marshfield P/S Electricity 01/07/20-31/07/20	299.55
Corona Energy	Elmore Back P/S Electricity 01/07/20-31/07/20	795.98
Corona Energy	Elmore Back P/S Electricity Account Catch up	Invoice FYI 6,662.22
BRITISH TELECOM	Quarterly charge for 2nd phone line	45.47
		<u>75,388.80</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	75,388.80
Corona Electricity Credit	<u>(1,294.15)</u>
Amount Paid this Period (Supplier Invoices)	74,094.65

Bank Payments for August 2020

NatWest	Bankline Charge & Bank Charges	<u>92.34</u>
	Amount Paid this Period (Bank Payments)	92.34

Total Amount Paid this Period
£74,186.99

Lower Severn (2005) Internal Drainage Board Payments to be Noted

September 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Smiths (Gloucester) Ltd	Duty of Care 01/12/2019-30/06/2020	60.00
Information Commissioner's Office	Data Protection Renewal Fee	55.00
TESCO	Petrol for Chainsaws	28.41
LEES MEND A SHOE	Padlock	29.99
MOWER DOCTOR	Repairs to Belle Mixer	105.54
Tilney Ltd	Pension Consultancy 01/02/2020 - 31/07/2020	638.40
BRT Industrial Services	Universal Joint for Bomford Mower	52.52
BRT Industrial Services	Bearings for VX65 HVB	125.15
BRT Industrial Services	Bearings for VX65 HTA	125.15
BRT Industrial Services	Bearings for WX20 FGM	125.16
LISTER WILDER LTD	Silencer Clamps for Stock	8.95
Hydroscand Ltd	Fittings for WX65 HTA	30.71
Hydroscand Ltd	Fittings for WX65 HVB	30.71
Hydroscand Ltd	Fittings for WX20 FGM	30.73
Orchard Computer Services	Quarterly Maintenance Cover 08/09/20 - 07/12/20	389.00
Pirtek Bristol	Fittings for WX20 FGM	141.19
Hydroscand Ltd	2 x Hose Assemblies & Fittings for WX65 HVB	358.60
CROMWELL GROUP HOLDINGS LTD	Assort Bungees	17.28
CROMWELL GROUP HOLDINGS LTD	Assort Screws, Studding, Handles, Tape	236.40
Hydroscand Ltd	Hoses & Fittings for WX65 HTA	174.22
Hydroscand Ltd	Hoses & Fittings for WX65 HVB	174.22
Hydroscand Ltd	Hoses & Fittings for WX20 FGM	174.23
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WX12 CWL	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WV14 OEY	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for VX65 HTA	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for VX65 HVB	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WU16 TzM	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WV19 FUU	1,081.22
RS COMPONENTS LTD	Strain Relief Glands for Stock	48.72
RS COMPONENTS LTD	Grommets for Stock	26.65
MERRETT D C	Transportation of WU16 TzM	240.00
ARCO LTD	Disp. Face Masks	358.40
Lanes Group Plc	Ryalls Lane, Slimbridge CCTV Monitoring	3,180.00
LISTER WILDER LTD	Water Pipe Connectors	39.08
PMC Fluidpower Ltd t/as Group HES	Motor for Spearheads - VX65 HTA	999.70
PMC Fluidpower Ltd t/as Group HES	Motor for Spearheads - VX65 HVB	999.70
PMC Fluidpower Ltd t/as Group HES	Motor for Spearheads - WX20 FGM	999.71
Pitney Bowes Ltd	Franking Machine hire for Jul & Aug	31.08
K J Conner & Son	Cleaning for August	276.00
LEES MEND A SHOE	Key Cut	4.50
Mole Country Stores	Clamps, Hinge Pins	68.09
Mole Country Stores	Safety Boots	52.99
Mole Country Stores	Handwash	7.10
Mole Country Stores	Battery terminals, Forks	31.68
Miles Tyre & Exhaust Services	New tyre & ballasting for WX14 LGP	1,510.20
Joe Turner (Equipment) Ltd	ICS Control Box for Bomford Mower	1,080.00
Joe Turner (Equipment) Ltd	Balance Rotor on VX65 HTA	165.00
Joe Turner (Equipment) Ltd	Balance Rotor on VX65 HVB	165.00
Leader Air Conditioning Ltd	Annual Maintenance on Air Con 04/10/2020 -	468.00
Certas Energy UK Ltd	7.500 litres Gas Oil	3,713.40
Avon Hydraulics (UK) Ltd	Hose for Bomford Mower	48.00
AVON ALARMS LTD	12 months maintenace on Intruder Alarm System	96.00
Motion Consultants Ltd	Marshfield P/S Modifications for Jul	2,037.00
Motion Consultants Ltd	Lapperditch P/S Modifications for Jul	2,037.00
Motion Consultants Ltd	Wicks Green P/S Modifications for Jul	2,037.00
Motion Consultants Ltd	Oldbury P/S Modifications for Jul	2,037.00
Motion Consultants Ltd	Avonmouth/Sevenside Consultancy for Jul	2,916.00
Motion Consultants Ltd	Elmore Back P/S Modifications for Jul	17,110.80
Hydroscand Ltd	replacement hose assembly for WU16 TzM	65.53
Worldpay (UK) Ltd	Credit Card Transaction Charges for Aug 20	15.00

Invoice FYI

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September 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Worldpay (UK) Ltd	Vatable Charges	6.06
CROMWELL GROUP HOLDINGS LTD	Asort drill bits, Welding Rods, Nuts, Wire Rope,	193.80
Moorepay Ltd	Payroll Costs	153.42
Smiths (Gloucester) Ltd	Waste management	38.69
ALLCAP LTD	Padlocks	396.86
Worldpay (UK) Ltd	Subscription Fees for Credit Card for Sep 20	11.94
Plan Communications Ltd	Mobile Phones Bill	258.00
PMC Fluidpower Ltd t/as Group HES	Motor shafts & seals for VX65 HTA	170.53
PMC Fluidpower Ltd t/as Group HES	Motor shafts & seals for VX65 HVB	170.53
PMC Fluidpower Ltd t/as Group HES	Motor shafts & seals for WX20 FGM	170.53
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Hydroscand Ltd	Hose assembly for VX65 HTA	94.16
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Eurocarparts	Filters for VN62 RPY	41.95
Eurocarparts	Filters for WN03 NVK	47.07
Corona Energy	Elmore Back Electricity 01/08/20 - 31/08/20	741.38
Corona Energy	Marshfield Electricity 01/08/20 - 31/08/20	277.04
Corona Energy	Wicks Green Electricity 01/08/20 - 31/08/20	590.15
Corona Energy	Lapperditch Electricity 01/08/20 - 31/08/20	48.56
Corona Energy	Saul Electricity 01/08/20 - 31/08/20	22.66
Corona Energy	Oldbury Electricity 01/08/20 - 31/08/20	55.76
Corona Energy	Office Electricity 01/08/20 - 31/08/20	126.75
LISTER WILDER LTD	Door hinge for VX65 HTA	63.08
LISTER WILDER LTD	Door hinge for VX65 HVB	63.08
LISTER WILDER LTD	Door hinge for WX20 FGM	63.12
LISTER WILDER LTD	Parts for VX65 HTA	688.76
LISTER WILDER LTD	Parts for VX65 HVB	688.76
LISTER WILDER LTD	Parts for WX20 FGM	688.78
Claas Western Ltd	Dattery for WX14 LGO	207.50
Cablestream Ltd	Office phone line rental & calls	89.90
AP Air Ltd	Clutch tool kit & Coil for VX65 HTA	169.62
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP - Aug	8.00
Amazon.co.uk	Headphones for PO	29.99
Amazon.co.uk	Headphones for JT & JD	59.98
Amazon.co.uk	Headphones for LR	36.99
Zoom Video Communications Inc.	Zoom Subscription 23/08/20 - 22/09/20	11.99
Amazon.co.uk	Headphones for Board Member	29.99
		<u>60,101.61</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	<u>60,101.61</u>
Amount Paid this Period (Supplier Invoices)	60,101.61

Bank Payments for September 2020

NatWest	Bankline Charge & Bank Charges	66.07
L Reading	Payback for postage bought during Lockdown	68.32
J Thomas	Payback for Sim Cards bought during Lockdown	<u>120.00</u>
	Amount Paid this Period (Bank Payments)	254.39

Total Amount Paid this Period
£60,356.00

October 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover 08/09/20 - 07/12/20	389.00
DM Components	switch & Wiper Lens for WX20 FGM	14.92
Glamorgan Telecom Ltd	Annual Maintenance 14/10/20 - 13/10/20 (To be	297.60
Hydroscand Ltd	Hosè assembly for VX65 HTA	40.98
CROMWELL GROUP HOLDINGS LTD	Screwdrivers, Gaskets, Clipboards, Spanners	140.30
MERRETT D C	Transportation of WU16 TZM	240.00
Water Environment Ltd	Model Maintenance & Update 01/07/20-31/08/20	8,443.50
Barcan & Kirby	Legal services for debt recovery	549.60
BBL BATTERIES	Battery for VX65 HTA	178.18
Miles Tyre & Exhaust Services	2 x tyres for IW Trailer	159.14
Autoelectrical.parts	Warning lights for WX20 FGM	144.98
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP - Sep	8.00
Certas Energy UK Ltd	6,530 litres Gas Oil	3,016.86
MERRETT D C	Hire of Vactor for Elmore Back	1,598.40
BRT Industrial Services	Bearings for Bomford Mower	24.84
BRT Industrial Services	Bearings for VX65 HTA	53.04
BRT Industrial Services	Bearings for VX65 HVB	53.04
BRT Industrial Services	Bearings for WX20 FGM	53.03
CROMWELL GROUP HOLDINGS LTD	Hydraulic Connectors & Hydraulic Nipples	119.88
Molson Equipment Services Ltd	Call out to WU16 TZM - Labour	292.50
Molson Equipment Services Ltd	Call out to WU16 TZM	165.60
Orchard Computer Services	Conference Room Equipment & Set-up	1,812.00
Orchard Computer Services	Conference Room Equipment & Set-up	365.40
LISTER WILDER LTD	Control Brackets for VX65 HVB	407.16
BRT Industrial Services	Timing belts for VX65 HTA	79.56
BRT Industrial Services	Timing belts for VX65 HVB	79.56
BRT Industrial Services	Timing belts for WX20 FGM	79.58
Hydroscand Ltd	Hose assembly for tree shears	41.58
Mr W J Cornock	J Cornock - Mileages for 23/09/2020	5.40
Mr CJN Williams	C Williams - Mileages for 23/09/2020	19.80
HYSLOP MR R	R Hyslop - Mileages for 23/09/2020	22.50
LITTLETON MR G	G Littleton - Mileages for 23/09/2020	16.20
K J Conner & Son	Cleaning for September	276.00
ARCO LTD	Hand Wash	89.82
ARCO LTD	Hand Wash	35.93
SG Bailey Paints Ltd	Yellow paint for Ridding Buckets	72.90
Ford Fuel Oils	Anti-freeze	322.78
Amazon.co.uk	Headphones for Board Member	36.99
Zoom Video Communications Inc.	Zoom Subscription 23/09/20 - 22/10/20	11.99
TESCO	Petrol for Chainsaws	59.30
Certas Energy UK Ltd	7,000 litres Gas Oil	3,276.00
PKF Littlejohn LLP	Limited Assurance Audit for YE 31/03/2020	2,400.00
Spearhead Machinery Ltd	500 hour service on WX20 FGM	737.98
BARNES MR M	Vice Chairs Honorarium for 2019/20	1,077.00
ENVIRONMENT AGENCY	Levy net of FWG	11,638.25
Picksons	Mirror for WV19 FUU	15.54
Picksons	Work light for WX20 FGM	23.40
Avon Hydraulics (UK) Ltd	Hydraulic hose assembly	60.00
BRT Industrial Services	Bearings for VX65 HTA	72.88
BRT Industrial Services	Bearings for VX65 HVB	72.88
BRT Industrial Services	Bearings for WX20 FGM	72.86
Motion Consultants Ltd	Avonmouth consultancy for Aug 20	4,492.85
Hydroscand Ltd	Hose assembly for WO14 OEY	59.69
Hydroscand Ltd	Hose assembly for VX65 HVB	116.82
Moorepay Ltd	Payroll costs for Sep	153.42
TAILORMADE OFFICE SUP.LTD	A4 Paper, Binding covers & combs, Memo pads	111.96
Smiths (Gloucester) Ltd	Waste Management - Sep	58.03
MERRETT D C	Transportation for WU16 TZM	240.00
Severn Controls Ltd	Call out to Marshfield P/S	223.60
Severn Controls Ltd	Call out to Wicks Green	366.84

Invoice FYI

Invoice FYI

Lower Severn (2005) Internal Drainage Board Payments to be Noted

October 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Severn Controls Ltd	Call out to Oldbury P/S	533.70
CROMWELL GROUP HOLDINGS LTD	Window cleaner	1.80
Holt JCB Ltd	Quarterly Service Agreement 25/07/20-24/10/20	321.20
Worldpay (UK) Ltd	Credit Card Subscription for Oct	11.94
Nomenca Ltd	Saul P/S Retention - final invoice	1,970.86
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Amazon.co.uk	Headset for Board Member	36.99
Farming Parts Online (John McElderry (M&T))	Replacement flails for VX65 HTA	124.80
Farming Parts Online (John McElderry (M&T))	Replacement flails for VX65 HVB	124.80
Farming Parts Online (John McElderry (M&T))	Replacement flails for WX20 FGM	124.81
The Gables Hotel	Room hire for 23/09/2020	200.00
The Gables Hotel	Trefreshments for 23/09/2020	12.50
DM Components	Switch for WX20 FGM	16.38
ZEN INTERNET LTD	Monthly internet charge	46.50
metals4U.co.uk	Assort lengths of steel for workshop	519.12
Plan Communications Ltd	Mobile phones bill	258.45
Miles Tyre & Exhaust Services	MOT on WN03 NVK	54.00
Chartered Institution of Water & Environmental	CIWEM annual membership for JD	144.00
Mole Country Stores	Battery booster cable, Staples	87.88
Worldpay (UK) Ltd	Credit card transaction charges for Sep	15.00
Worldpay (UK) Ltd	Vatable charges	6.17
Western Power Distribution	Disconnection/Reconnection for Electrical Contractor	81.85
Molson Equipment Services Ltd	Repairs to WU16 TZM	521.04
Bedford Pumps Ltd	Elmore Back - 10% payment on receipt of machined	11,724.60
Bedford Pumps Ltd	Elmore Back - 20% payment on receipt of major	23,449.20
Chartered Institution of Water & Environmental	CIWEM annual membership for JT	144.00
Cablestream Ltd	Office phone line rental & calls	84.41
Pitney Bowes Ltd	Hire of Franking Machine for Sep	15.54
Pitney Bowes Ltd	Postage Top Up	413.00
Corona Energy	Lapperditch P/S Electricity 01/09/20-30/09/20	25.59
Corona Energy	Saul P/S Electricity 01/09/20-30/09/20	19.48
Corona Energy	Oldbury P/S Electricity 01/09/20-30/09/20	31.74
Corona Energy	Office Electricity 01/09/20-30/09/20	168.64
Corona Energy	Wicks Green P/S Electricity 01/08/20-31/08/20	99.85
Corona Energy	Wicks Green P/S Electricity 01/09/20-30/09/20	21.30
Corona Energy	Elmore Back P/S Electricity 01/07/20-31/07/20	78.98
Corona Energy	Elmore Back P/S Electricity 01/08/20-31/08/20	74.32
Corona Energy	Elmore Back P/S Electricity 01/09/20-30/09/20	92.98
Corona Energy	Marshfield P/S Electricity 01/06/20-30/06/20	28.56
Corona Energy	Marshfield P/S Electricity 01/07/20-31/07/20	28.22
Corona Energy	Marshfield P/S Electricity 01/08/20-31/08/20	31.30
Corona Energy	Marshfield P/S Electricity 01/09/20-30/09/20	70.16
LISTER WILDER LTD	Light units for Bomford Mower	53.76
		88,033.78

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	88,033.78
Corona Credits	(771.12)
Lister Credit	(53.76)
Amount Paid this Period (Supplier Invoices)	87,208.90

Bank Payments for October 2020

NatWest	Bankline Charge & Bank Charges	67.87
	Amount Paid this Period (Bank Charges)	67.87

Amount Paid this Period
£87,276.77

Payments to be Noted August 2020 - October 2020

Aug 20	74,186.99
Sep 20	60,356.00
Oct 20	87,276.77
Total	£221,819.76

August 2020 - October 2020

Date From : 01/08/2020

Date To : 31/10/2020

Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
91453	BP	17/08/2020	2231	D/D	Aug 20 Peoples Pension Cont - Jul 20	1,478.93	0.00	1,478.93	R 31/08/2020
91454	BP	19/08/2020	2230	D/D	LGPS Pension Cont - Jul 20	14,210.14	0.00	14,210.14	R 31/08/2020
91455	BP	21/08/2020	2210	D/D	HMRC Liability - Jul 20	13,209.16	0.00	13,209.16	R 31/08/2020
91456	BP	28/08/2020	2220	D/D	LSIDB Salary - Aug 20	34,476.17	0.00	34,476.17	R 31/08/2020
91457	BP	28/08/2020	2211	D/D	GMB Union - Aug 20	28.28	0.00	<u>28.28</u>	R <u>31/08/2020</u>
91678	BP	15/09/2020	2231	D/D	Sep 20 Peoples Pension Cont - Aug 20	1,632.42	0.00	1,632.42	R 30/09/2020
91679	BP	18/09/2020	2230	D/D	LGPS Pension Cont - Aug 20	15,111.40	0.00	15,111.40	R 30/09/2020
91680	BP	22/09/2020	2210	D/D	HMRC Liability - Aug 20	15,210.76	0.00	15,210.76	R 30/09/2020
91681	BP	28/09/2020	2220	D/D	LSIDB Salary - Sep 20	36,773.54	0.00	36,773.54	R 30/09/2020
91682	BP	28/09/2020	2211	D/D	GMB Union - Sep 20	28.28	0.00	<u>28.28</u>	R <u>30/09/2020</u>
91964	BP	15/10/2020	2231	D/D	Oct 20 Peoples Pension Cont - Sep 20	1,716.64	0.00	1,716.64	R 31/10/2020
91965	BP	19/10/2020	2230	D/D	LGPS Pension Cont - Sep 20	16,215.91	0.00	16,215.91	R 31/10/2020
91966	BP	22/10/2020	2210	D/D	HMRC Liability - Sep 20	17,077.59	0.00	17,077.59	R 31/10/2020
91967	BP	28/10/2020	2220	D/D	LSIDB Salary - Oct 20	36,242.00	0.00	36,242.00	R 31/10/2020
91968	BP	28/10/2020	2211	D/D	GMB Union - Oct 20	29.14	0.00	29.14	R 31/10/2020
						<u>203,440.36</u>	<u>0.00</u>	<u>203,440.36</u>	
						<u>203,440.36</u>	<u>0.00</u>	<u>203,440.36</u>	

Petty Cash

Lower Severn (2005) Internal Drainage Board Payments to be Noted

Page: 1

Date From: 01/08/2020
Date To: 31/10/2020

August 2020 - October 2020

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec.	Date
91499	CP	03/08/2020	7484	Tesco - Milk	Aug 20 1.35	0.00	1.35	R	31/08/2020	
91500	CP	10/08/2020	7485	Tesco's - Tea, Coffee, Sugar,	17.93	0.00	17.93	R	31/08/2020	
91501	CP	17/08/2020	7486	Tesco's - Milk	1.35	0.00	1.35	R	31/08/2020	
91502	CP	24/08/2020	7487	Tesco's - Milk	1.35	0.00	<u>1.35</u>	R	<u>31/08/2020</u>	
91623	CP	23/09/2020	LR Payback	Vat on delivery (Omitted from	Sep 20 0.00	0.66	0.66	R	30/09/2020	
91739	CP	07/09/2020	7488	Tesco - Milk	1.35	0.00	1.35	R	30/09/2020	
91740	CP	14/09/2020	7489	Tesco - 2 x Milks	2.18	0.00	2.18	R	30/09/2020	
91741	CP	21/09/2020	7490	tesco - Milk & water for Office	7.65	0.00	7.65	R	30/09/2020	
91743	CP	28/09/2020	7492	Tesco - Milk	1.35	0.00	<u>1.35</u>	R	<u>30/09/2020</u>	
91954	CP	05/10/2020	7493	Tesco - Milk	Oct 20 1.35	0.00	1.35	R	31/10/2020	
91955	CP	12/10/2020	7494	Tesco - Milk	1.35	0.00	1.35	R	31/10/2020	
91956	CP	14/10/2020	7496	Specsavers - eyetest	35.00	0.00	35.00	R	31/10/2020	
91957	CP	19/10/2020	7497	Post Office - Stamps	15.60	0.00	15.60	R	31/10/2020	
91958	CP	19/10/2020	7498	Tesco - Milk	1.35	0.00	1.35	R	31/10/2020	
91959	CP	22/10/2020	7499	Calendars	6.48	1.32	7.80	R	31/10/2020	
91960	CP	26/10/2020	7495	Tescos - Milk, Paracetamols	5.60	0.00	5.60	R	31/10/2020	
91961	CP	27/10/2020	7500	Postage for Court Summons	16.48	0.00	16.48	R	31/10/2020	
Totals					£ <u>117.72</u>	<u>1.98</u>	<u>119.70</u>			

Transfea Between Accounts August 2020 - October 2020

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	07/08/2020	J1509	Tsf from Direct Res to No1 Acc	70,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/08/2020	J1510	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	19/08/2020	J1511	Tsf from Direct Res to No1 Acc	20,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	09/09/2020	J1516	Tsf from Direct Res to No1 Acc	70,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	09/09/2020	J1517	Tsf from No1 Acc to No2 Acc Re: Wages	-70,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	10/09/2020	J1518	Tsf from Direct Res to No1 Acc	60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	11/09/2020	J1519 - 010928	Tsf from No1 Acc to Petty Cash	-200.00
1200	NAT WEST ACCOUNT NO 1:	JD	11/09/2020	J1520	Tsf from 35 Day Notice to No1 Acc	200,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	17/09/2020	J1521	Tsf from 35 Day Notice to No1 Acc	200,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/10/2020	J1526	Tsf from No1 Acc to No2 Acc Re: Wages	-80,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	21/10/2020	J1527	Tsf from No1 Acc to Direct Reserve	-100,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/08/2020	J1510	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/09/2020	J1517	Tsf from No1 Acc to No2 Acc Re: Wages	70,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/10/2020	J1526	Tsf from No1 Acc to No2 Acc Re: Wages	80,000.00
1230	PETTY CASH	JD	11/09/2020	J1519 - 010928	Tsf from No1 Acc to Petty Cash	200.00
1257	Nat West Direct Reserve Acc	JC	07/08/2020	J1509	Tsf from Direct Res to No1 Acc	-70,000.00
1257	Nat West Direct Reserve Acc	JC	19/08/2020	J1511	Tsf from Direct Res to No1 Acc	-20,000.00
1257	Nat West Direct Reserve Acc	JC	09/09/2020	J1516	Tsf from Direct Res to No1 Acc	-70,000.00
1257	Nat West Direct Reserve Acc	JC	10/09/2020	J1518	Tsf from Direct Res to No1 Acc	-60,000.00
1257	Nat West Direct Reserve Acc	JD	21/10/2020	J1527	Tsf from No1 Acc to Direct Reserve	100,000.00
1261	Nat West 35 Day Notice :	JC	11/09/2020	J1520	Tsf from 35 Day Notice to No1 Acc	-200,000.00
1261	Nat West 35 Day Notice :	JC	17/09/2020	J1521	Tsf from 35 Day Notice to No1 Acc	-200,000.00

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP Meeting

Wednesday 9th September 2020

Virtual Meeting
10am

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 5th February 2020 Minute No. 3002

Matters for determination by the Committee.

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.
10. To agree and monitor Capital Programme spending and report to the Board.

Matters for recommendation by the Committee to the Board

11. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
12. To review the Annual Business Plan.
13. To review the Medium Term Financial Plan.
14. To monitor the Board's Treasury Management policies and practices.
15. To keep under review the Board's insurance policies.
16. To liaise with the Smaller Authorities Audit Appointments Ltd or any successor or equivalent, regarding the appointment of the External Auditor.
17. To consider any letter or report issued by the External Auditor.

18. To ensure the effective monitoring and review of policies and strategies.
19. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
20. To identify any Member training needs in various aspects of the Boards responsibilities.

**Minutes of the Finance & General Purposes Committee of the
Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 1st July 2020 at 10.00am
Microsoft Teams Virtual Meeting**

Present:

Ald C Williams Chairman
Mr M Barnes
Mr J Hore
Mr G Littleton
Cllr R Griffin

Cllr M Riddle
Mr J Cornock
Mr G Simms
Ald M Sykes

Martin Dear Accounts Officer
Kieran Warren Principal Officer
James Thomas Civil Engineer
Louise Reading Minutes

AO
PO
CE

****Please refer to your meeting papers as dated above for the documents referred to in these minutes****

3023	Apologies: No apologies were received.	
3024	Chairman's Announcements There were no Chairman's announcements.	
3025	Declarations of Interest There were no declarations of interest.	
3026	Minutes of the Previous Meeting It was resolved that: <ul style="list-style-type: none"> The minutes of the Finance & General Purposes Committee Meeting held on 22nd January 2020 be approved as a correct record. 	
3027	Actions from the previous minutes. All actions completed.	
3028	Treasury Sub Committee Minutes The minutes from the Treasury Sub Committee on 11 th March 2020 were noted. The Chairman explained to Members that at the meeting it was agreed that the Accounting Officer and the Chairman should review the "Capital Financing and Reserves Policy", together with the terminology used in the associated cash flow forecasts, with a view to obtaining greater clarity. Since that meeting there has been considerable email correspondence between the Accounting Officer and the Chairman relating to this with a view to meeting in person to finalise the recommendations to be made. This will be undertaken as soon as the Covid 19 Regulations allow. It was resolved that: <ul style="list-style-type: none"> The minutes of the Treasury Sub Committee on 11th March be noted as per Appendix A. The Treasury Management Policy, as per Appendix B be presented to the Board for approval. 	Action20200701 F&GP1 For Board Approval

	<ul style="list-style-type: none"> • The Capital Financing and Reserve Policy be amended with agreement of the Chairman of the Treasury Sub Committee and the Accounts Officer prior to being presented to the Board for approval. 	
3029	<p>Impact of Covid on the Boards Managerial and Operational Activities.</p> <p>The PO updated Members on the situation in respect of the Covid 19 pandemic.</p> <p>Members heard that the Board employees 15 staff, 6 office staff and 9 operatives. The office staff had been able to work from home and thus able to carry on working with little disruption. Virtual meetings, texting and phone calls had all greatly assisted staff communications.</p> <p>The operatives were unable to resume normal duties, owing to the lockdown for a 7-week period which resulted in 8km of watercourse not dredged and 2km of watercourse trees not maintained.</p> <p>He also reported that rate demands had been issued on scheduled, generating payments in the usual way as well as by card.</p> <p>Since the operatives have returned, sufficient PPE and information has been provided and all operatives are working individually and safely.</p> <p>The PO advised that the Board had performed reasonably well during this pandemic.</p> <p>Cllr Riddle thanked the PO for the helpful and reassuring updates that had been provided since March 23rd 2020.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The report be noted. 	
3030	<p>Capital Programme</p> <p>The PO explained that the Capital Programme was still on target for projects and expenditure this year despite the Covid 19 crisis.</p> <p>An issue with regards to Elmore Back requiring a boost to the power supply had arisen. This was an unforeseen expense and would be covered by the budgeted contingency.</p> <p>In response to the Chairman's question, the CE advised that the current estimate for the Western Power works was £16,000.</p> <p>Mr Simms commented that electrical works could be notoriously expensive and the Finance and General Purposes Committee would benefit knowing the specific cost as soon as possible.</p> <p>Mr Simms also asked if the design for the Water Level Management Plan had been finalised so that accurate modelling could take place.</p> <p>The CE advised that works were set to go ahead just prior to the lockdown and that he and the Land Drainage Engineer had seen consultants this week and works were set to commence in about two weeks' time.</p>	

	<p>The PO also informed Members that a new Spearhead machine had been purchased this year and was in operation.</p> <p>He recommended no adjustments to the Capital Programme at the present time.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The report be noted. 	
3031	<p>Internal Audit Report</p> <p>The PO informed Members that the internal audit was completed just before lockdown had gone well. The report, as per Appendix B, reflected this in that the 30 tests carried out by Bishop Fleming resulted in only one minor recommendation regarding the dating of purchase authorisations.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The report be noted as per Appendix C. 	
3032	<p>Appointment of Internal Auditors 2020/21</p> <p>The PO reminded Members that the appointment of the Internal Auditor was completed every two years and was due for renewal.</p> <p>Historically there had been a poor response to invitations to tender as the job wasn't commercially attractive to many firms.</p> <p>The PO felt Bishop Fleming had served the Board well during its appointment and advised that the Board could reinstruct Bishop Fleming this year or go out to tender.</p> <p>Mr Simms suggested that owing to the small size of the contract financially, that it would be worth getting a quote from Bishop Fleming again for two years then go out to tender in 2022/2023.</p> <p>Mr Hore and Cllr Riddle both agreed and supported this idea. Cllr Riddle added that the quote should be discussed with the Finance and General Purposes Chairman before a final decision is taken.</p> <p>Cllr Griffin recommended that an inflation proof quote should be sought, to cover both years of the proposed contract.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The PO to request a quote from Bishop Fleming and consult with the Finance and General Purposes Chairman, • If the quote is satisfactory, appoint Bishop Fleming, • Tenders be sought in 2 years' time. 	
3033	<p>Default Works Recovery Costs</p> <p>The PO reminded Members about a case where the Board pursued the debt in relation to works not carried out by a ratepayer resulting in a charge on his land for non-payment.</p> <p>He reported that the ratepayer has since paid the debt. Once the cheque has cleared the PO will instruct the Land Registry to remove the charge from the land.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The report be noted. 	

3036	Any Other Business Mr Simms asked if there could be a form of recording and reporting actions across all meetings. The PO agreed to look at this.	Action 20200701F&GP5 To look into feasibility of recording actions and reporting across multiple Committees
3037	Date of Next meeting Members noted that the next F&GP meeting would be held on 9 th September 2020.	
	Meeting closed at 11.00am	

**Minutes of Treasury Sub-Committee Meeting
Of the Lower Severn (2005) Internal Drainage Board
Held Wednesday 26th August 2020 at 10.00am
Via Zoom Virtual Meetings**

Present: Ald C Williams Chairman
Cllr M Riddle
Mr J Nichols
Mr M Barnes
Cllr P Howells

Martin Dear Accounts Officer AO
Louise Reading Minutes
Mr V Boscawen Smith & Williamson S&W
(For items 3056, 3057 & 3058)

3050	Apologies/Welcome The Chairman welcomed all Members The Chairman welcomed Vere Boscawen to the meeting at 10.30am.	
3051	Chairman's Announcements. There were no announcements.	
3052	Declaration of Members' Interests No interests were declared.	
3053	Minutes of the Previous Meeting It was resolved that: <ul style="list-style-type: none"> • Subject to Cllr P Howells being added as present, the minutes of the meeting held on 11th March 2020 be approved. 	
3054	Matters arising from the minutes All actions were complete.	
3055	Management Fees charged by Smith & Williamson Members discussed the AOs report outlining the fees charged by Smith & Williamson for managing the Portfolio. In response to Cllr Howells question, the Chairman advised that the fees were in line with what other companies would charge. Mr Nichols asked if the investment figures in the Smith and Williams report were net of fees. The AO advised that they were not and that the fees came out of the Investment account. Mr Nichols also informed Members that he has received a factsheet from Baillie Gifford advising that their fund management fee was 0.43%, The Chairman advised that this was not a comparative fee as Smith & Williamson managed the Boards entire portfolio. It was resolved that: <ul style="list-style-type: none"> • The report be noted. 	
3056	Review of current Portfolio The Chairman welcomed Mr Boscawen to the meeting. Mr Boscawen explained that despite the COVID 19 pandemic the Boards funds had performed satisfactorily. Whilst there had been	

	significant reduction on return by some funds held by the Board, 3 funds managed by Baillie Gifford had provided a significant return. This meant that overall, the Board had seen a return of +3.6% against an average of -1.4% across the market.	
3057	<p>Market Update</p> <p>Mr Boscawen advised Members that Asian markets had recovered well in comparison to America and Europe. Europe, including Britain, being hit hardest.</p> <p>Funds held within leisure, retail, hospitality and travel had seen significant reductions in return. However, it looked promising that these economically sensitive stocks would successfully grow again in the long term.</p> <p>The technology giants had continued to report growth especially as Covid 19 forced business to adapt quickly to provide homeworking resources.</p> <p>Funds held in commercial property stocks hadn't performed well due to Covid 19 and the realisation that now home working would become a more permanent feature.</p> <p>Mr Boscawen also advised Members against investment in the gilt and bond markets as it was felt this would take longest to recover, as interest rates would not increase for a long time.</p>	
3058	<p>Future Investment Strategy</p> <p>Although happy with the performance of the portfolio overall during such turbulent times Mr Boscawen recommended the following investment changes:</p> <ol style="list-style-type: none"> Polar Emerging Markets be sold and reinvested in JP Morgan Emerging Markets. The income account be invested 50:50 to Monks Investment Trust and Schroder UK Mid Capital Fund <p>The Chairman thanked Mr Boscawen for his time and Mr Boscawen left the meeting.</p> <p>It was resolved that:</p> <ol style="list-style-type: none"> Polar Emerging Markets be sold and reinvested in JP Morgan Emerging Markets. The income account be invested 50:50 to Monks Investment Trust and Schroder UK Mid Capital Fund 	<p>20200826TRE1 AO to instruct S&W</p>
3059	<p>Balance Sheet & Developers Funds as at 30th June 2020</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> The Balance Sheet and Developers fund be noted. 	
3060	<p>Schedule of Investments</p> <p>The Chairman reminded Members that investment funds derived from Developers funds only. These funds were considered a long-term investment.</p> <p>He also mentioned that when producing comparisons, over a time frame, the starting date will have an effect on the results shown.</p>	

	<p>The AO explained to Members that the reports showed movement on the first investment amount of £500,000 in April 2017 separately to the additional £150,000 invested in December 2019.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Schedule of Investments be noted. 	
3061	<p>Consideration of Information Received from Baillie Gifford</p> <p>The Chairman informed Members that the information requested had not been received from Baillie Gifford thus this item could not be considered.</p> <p>As and when the information became available an additional Treasury Sub-Committee meeting may be arranged to discuss this item, as appropriate.</p>	
3062	<p>Cash flow forecast – Capital Programme 2020/2028</p> <p>The AO explained to Members that this cash flow would form an appendix to the Capital Report that is going to the next Engineering Committee Meeting on 2nd September 2020.</p> <p>The Chairman noted that it was important to remember that the further into the future the cash flow went, the less certainty there is and these figures were reflective on the programme being delivered within budget and on time.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Cash Flow forecast – Capital Programme 2020/2028 be noted. 	
3063	<p>Cash Flow 2020/2021</p> <p>The AO advised Members that cash at the beginning of the year was £1.2m and this reduced to £591,000 by the end of the financial year. This was predominately due to Capital Programme Expenditure.</p> <p>In reply to Cllr Howells question, the AO advised that on completion of the Pump Replacement Programme in 2028, the cash flow would show an increase in monies as the Capital Reserve improved, until the next capital project took place.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Cash flow 2020/2021 be noted. • 	
3064	<p>Cash Flow Forecast for 2020/2021 – 2024/2025</p> <p>The Chairman highlighted to Members that by 2024/2025 the cash figure was significantly reduced with developers and capital reserved displaying negativity. This affirmed the need for the Capital Programme's budget and timetable to be monitored regularly.</p> <p>The AO explained that if further developers' funds were not received then funds would be taken from investment dividends as cash, instead of dividends being reinvested.</p> <p>Cllr Riddle felt that even with the negative balances it was positive that the Board were aware of the situation.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Cash Flow 2020/2021 – 2024/2025 be noted. 	

3065	<p>Review of Reserves.</p> <p>The AO advised that the review of the reserves was the responsibility of the Treasury Sub Committee annually.</p> <p>The Chairman also informed Members that along with the AO he had spent considerable time in determining the wording for the Capital Financing and Reserves Policy.</p> <p>The Chairman guided Members through each section.</p> <p>Under Level of Reserves held, Cllr Riddle questioned that previously the reserves held were around 30% but now the suggestion was 100% of annual expenditure.</p> <p>The Chairman explained that this was in line with guidance from The ADA Good Governance Booklet and whilst historically 30% had been agreed the Board had a duty to follow any good guidance provided by ADA.</p> <p>The AO referred members to the paragraph in the policy which states that an explanation will be provided when the reserves are not within 25% of the normal year's expenditure. It seemed sensible to increase this reserve gradually and not to the detriment of the ratepayer.</p> <p>Cllr Riddle was concerned that this advice was standard across all IDBs and not all IDBs were the same in respect of size, business models, and history.</p> <p>If the policy was agreed, then there would be an impact on the Financial Regulations. Which would be amended to reflect the change in the level of reserves to be held.</p> <p>Members thought it best practice if this could be considered at the next Governance and Probity Committee Meeting due to be held on Wednesday 2nd September.</p> <p>Cllr Riddle agreed as Chair of the Board he would contact Cllr Behan, Chair of the Governance and Probity Committee, to add this on as an urgent item.</p> <p>This would allow for the Capital Financing and Reserves Policy to be submitted to the next Finance and General Purposes Meeting and subsequent Board Meeting for approval.</p> <ul style="list-style-type: none"> • The Level of Reserves change from around 30% of annual expenditure to 100% annual income be submitted to the Governance and Probity Committee as an urgent item on 2nd September 2020. • The new Capital financing and Reserves wording be accepted and submitted to the Finance and General Purposes Committee for review and then forwarded to the Board for approval as per Appendix A. • Subject to the above, to note that the Financial Regulations, will need to be amended to reflect these changes, to agree these changes and submit to the Finance and General Purposes Committee for agreeing and then forwarded to the Board for approval. 	<p>20200826TRE2</p> <p>Cllr Riddle to speak with Cllr Behan about inclusion of item at the next G&P</p>
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3066	Date of next meeting The date of next meeting to be advised	
	The Meeting closed at 12.10pm	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Capital Financing and Reserves Policy

To be approved by the Board on 23rd September 2020

Introduction

Reserves are an essential part of good financial management. They help the Board cope with unpredictable financial pressures and plan for future spending commitments. The purpose of this Reserves policy is to maintain an adequate level of funds to support the ongoing operations of the Board and to provide a source of internal funds for operational priorities such as rhine and ditch maintenance, pumping station running costs and repair, capital replacement and improvement programmes.

The Reserves policy will complement other governance and financial policies and will support the goals and strategies contained in strategic and operational plans.

Background

The Board is required to set a balanced budget annually, which broadly means that cash raised within the year correlates to the cash expended in that year. However variances to the budget will occur. This may result in surplus funds through unbudgeted income such as Developer Contributions, better values achieved on the sale of assets or additional income from grants, contributions and recharges. Expenditure might be greater than budgeted for example such as lower values achieved on sales of assets, greater maintenance costs than predicted or an increase in pump electricity usage.

There will also be the funding of major (capital) spend. Most purchases, mainly vehicles and plant, are resourced through internal funds which are then replenished through appropriate depreciation charges based upon the life of the assets.

However, there may be instances where monies need to be identified to fund larger capital spend items such as the replacement of pumps or significant flood alleviation and land drainage management schemes. When this occurs forward planning will need to take place in order to ensure that sufficient funds are available at the appropriate times.

Importantly, there is a requirement to manage cash flows to ensure that cash is available when needed.

Types of Reserve

There are two types of Reserves:

- Earmarked Reserves – funds that are set aside to meet known or future predicted future spending.

- Unallocated Reserves – funds that are working balances to manage cash flow and protect annual budgets against unplanned expenditure.

Reserves Held

Earmarked

- **Capital Account**
This reserve consists of the total net value/worth, (assets less liabilities) of the Individual Drainage Boards when they amalgamated in 2005 to become one entity, the Lower Severn (2005) Internal Drainage Board.

- **Developers Funds**
This reserve consists of sums received from Developers. A Developer will pay the Board an agreed sum, up front, for the Board to maintain agreed rhines, ditches and ponds over the lifespan of the Developers project within the Developers specified areas of responsibility.

Annually, an amount will be transferred from this Reserve to the Income and Expenditure Account, to cover the applicable income and maintenance costs in that year. Within the Income and Expenditure Account there will be an income entry showing the transfer of funds. The corresponding expenditure will be shown within the relevant expenditure headings.

- **Capital Expenditure**
This reserve is needed to regularly appropriate from the expected excess income arising annually from the Income and Expenditure Account a sum of such magnitude as to be sufficient to cover the expected cost of the Board's approved capital expenditure which is incorporated into its medium term financial plan. The major element of this reserve will be to cover the expected cost of replacing pumps at pumping stations to meet the 2009 Eel Regulations.

Subsequent to the purchase of an asset, annual depreciation will be applied at its appropriate rate and charged to the Income and Expenditure Account.

- **Pension**
This reserve is the liability, of the Board, related to the defined benefit pension scheme. Note it is a negative reserve.
- **Revaluation**
This reserve is the increase in value of land and buildings, from cost, as at 15 January 2015.

Unallocated

- **Accumulated Fund**

This reserve provides protection against unplanned expenditure. Any under spend, at the year end, is transferred to this reserve. Any over spend, at the year end, is met from this reserve.

Review of Reserves

Each reserve will be reviewed, on an annual basis by the Treasury Sub-Committee prior to review by the Board. The Board's review will form part of the annual budget setting process. Part of this review will include considering guidance published by the Association of Drainage Authorities.

Creation / Cessation of a Reserve

An earmarked reserve may be created for a specific purpose if it is agreed by the Board. Likewise the Board may close an earmarked reserve if it is no longer required. Any remaining funds in a Reserve to be closed will be transferred to another reserve.

Level of Reserves Held

The Board has no legal powers to hold reserves other than those for reasonable working capital needs, or for specifically earmarked purposes.

Earmarked Reserves will only be held for genuine and intended purposes and their levels regularly reviewed. Each Earmarked Reserve will be separately identified and enumerated.

In practice Auditors consider a Board to be acting properly if the level of the Unallocated Reserve (Accumulated Fund) is a normal year's expenditure less any grant funding received.

If, at the year end, the Accumulated Fund is over 25% higher or lower than the normal years expenditure less any grant funding received then an explanation will be provided by the Board. The Board's Financial Regulations state that the general provision, including a contingency, should be maintained which is a normal year's expenditure less any grant funding received.

Liquidity of Reserves

Reserves will be held jointly in general cash and investment accounts of the Board.

RISK REGISTER

As at 9 September 2020

The owner of this document is the Principal Officer

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level (without controls)	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Governance											
G1	Gradual or sudden loss of reputation	High	High	High	Treat As an action or non-action by the Board, employee, subcontractor or supplier. This includes personal behaviour.	Ensure that all risks are minimised. Ensure plans are fulfilled.	Use governance arrangements to utilise monitoring and feedback controls and assurances. Ensure that the Board is sensitive to changes and can respond accordingly. Publicly available website that is regularly updated and reviewed.	Low	High	Medium	Board, PO, AO, LDE, CE
					Treat Inappropriate behaviour by a member of staff. Staff not aware of their importance in maintaining the Board's reputation.		Staff training given on the importance of their actions or non action. Emphasise that they are the contact point for members of the public.				
G2	Board doesn't have adequate competency/skills to understand or control the business.	Medium	Medium	Medium	Treat 14 elected members, landowners and owner occupiers have a vested interest in ensuring drainage is effective.	The Board consists of 14 elected members and 15 appointed members. The appointed members are determined by the local Councils within the Board's area.	Board members receive appropriate ongoing training. Good Governance Guide, published by ADA, made available to all Members. ADA Good Governance workshop took place in March 2019.	Low	Medium	Low	Board
G3	Difficulty in appointing new Board Members.	Low	Low	Low	Tolerate Board consists of elected and appointed members. Member turnover is low.	Electoral register in place and updated to enable elections to take place. Last elections took place in October 2018.	Open elections for new Board Members due in October 2021.	Low	Low	Low	Board
G4	Susceptibility to concentration of power.	High	High	High	Treat Management meetings held on a regular basis, Chair and Vice Chair involved.	There are five committees that report to the Board. Each committee has an appointed Chair.	Segregation of duties and regular meetings between Board and key members of staff to review major issues and future actions. Schemes of delegation to both Chair and Officers in place.	Medium	Medium	Medium	Board

G5	There is no overall strategy for the organisation as a whole.	High	High	High	Treat The Board has a capital programme , a business plan and a corporate strategy.	Business plan in place and reviewed annually.	Regular review of forthcoming reporting deadlines at the Board meetings. Agenda Items for the Board and Committees reviewed annually. The Board operates in accordance with its approved capital and maintenance programmes. There is a long term strategic capital programme to 2028.	Medium	Medium	Medium	Board
G6	Failure to comply with key legislation, regulations and Corporation requirements.	High	High	High	Treat Regular Board meetings take place.	Reports to Board on new legislation and regulations. Membership of Association of Drainage Authorities (ADA). Regular review of publicly available websites.	Regular review of forthcoming reporting deadlines at the board meetings. Access specialist advice as appropriate.	Low	High	Medium	Board
					Transfer Audit takes place on Management and Accounts to ensure compliance with legislation.	PKF Littlejohn appointed as external auditors by Smaller Authorities' Audit Appointments Ltd. Internal Auditors reappointed for a further two years.					
G7	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	High	High	High	Treat Citation appointed as Health and Safety and Human Resources advisors.	Reports to Board. LDE monitors and maintains Health and Safety records.	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities. Board members to attend training courses as appropriate.	Low	Low	Low	Board
					Transfer Indemnity policy is in place so board do not have to pay compensation.	Included in insurance cover with Zurich Municipal. Zurich Municipal appointed on a five year contract.	Level of cover reviewed annually.				
G8	Poor implementation of Eel Regulations.	High	High	High	Treat Consultants appointed to report on steps to take to meet the statutory regulations.	Engineers to report to Engineering Committee as necessary. Pump replacement programme in place and being implemented.	Frequent update to Engineering Committee and Full Board. Liaison between the Engineering Committee and the F&GP Committee to ensure cost projections are regularly reviewed.	Low	High	Medium	Board

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Finance											
V1.	Inaccurate assumptions in place within the Business Plan.	High	High	High	Treat There is a Business Plan in place and it is reviewed annually.	Business plan reviewed by the Board at least annually. Medium Term Financial Plan reviewed by F&GP Committee.	Business Plan stating objectives of the Board is in place. Medium Term Financial Plan prepared.	Medium	Medium	Medium	Board and F&GP Committee
V2	Inadequate internal control resulting in poor financial management.	Medium	High	High	Treat Bishop Fleming have been appointed as Internal Auditors.	Internal Auditors appointed for a further two years .	Agenda item at the July 2020 F&GP meeting.	Low	Medium	Low	Board
V3	Security of deposit takers.	Medium	High	High	Treat Use NatWest as the main bankers. Cash deposits to be placed with any of the four main clearing banks. There are to be two or three deposit accounts. The maximum notice on a notice account to be six months. For fixed term accounts the maximum notice to be six months.	Treasury Sub Committee to review investments and performance.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	Board and F&GP Committee
V4	Investments.	High	High	High	Treat Appointed Smith and Williamson as investment managers.	Treasury Sub Committee to review investments and performance of Smith & Williamson .	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	F&GP Committee
V5	Inaccurate Accounting.	Medium	High	High	Transfer Accounts are audited by External Auditors appointed by Smaller Authorities' Audit Appointments Ltd.	External Auditors report on and certify the Annual Governance and Accountability Return (AGAR).	AO responds and takes action regarding recommendations made by the External or Internal Auditors.	Low	Medium	Low	AO and F&GP Committee
					Treat Accounts Officer to be responsible to the preparation of accounts.	Management Accounts are regularly presented to F&GP Committee and then onto the Full Board.	Accounts/budgets prepared by Accounts Officer.				

V6	Fraud occurring through deliberate activity.	High	High	High	Transfer Internal audit will look for fraudulent activity as part of the annual audit process.	Performed by Internal Auditors.	Fraud and whistle blowing policy circulated to all staff.	Medium	Medium	Medium	All Staff
					Treat Chair and Vice Chair have access to internet banking.	Access log available.	Accounts Officer has been added as a bank signatory and internet banking. Further segregation of duties.				Board
					Transfer Increased Fidelity Guarantee Insurance.	Cover reviewed annually.	Community insurance cover with Zurich Municipal.				Board and PO
					Treat Fraud policy and whistle blowing policy in place.	Policy in place approved by the Board. Fraud and whistle blowing policy circulated to all staff.	Fraud and whistle blowing policy circulated to new staff.				PO
					Treat Register of members interests held on file.	Register maintained and available for review.	Updated as members interests change.				PO
					Treat Ensure no unauthorised transfer of funds from bank accounts.	Bank signatories regularly reviewed. Monthly bank reconciliations undertaken. Approved financial regulations. Segregation of duties - authorising invoices processing invoices for payment - authorising invoice payment.	Dual authorisation of payments and bank transfers required.				PO and AO
V7	Effect of inflation and exchange rate movements on specific areas.	Low	Low	Low	Treat Budget overspent in year.	Budget agreed by the Board in February. Considered when levy and agricultural rate set by Board in February.	Monitored regularly by F&GP Committee. The Board has no influence over national rates of inflation or international exchange rates. Assumption of increased costs e.g. on salaries included in draft budgets.	Low	Low	Low	Board , F&GP Committee and AO
V8	Impact of movements in interest rates on income.	Low	Low	Low	Treat All cash balances held in approved banks.	Monitoring of budget, Medium Term Financial Plan, Capital Reserve and Developers Fund Reserve.	Actual rates and revised estimated presented to Board in February and November. Revision to the Treasury Management Policy approved by the Board in September 2020.	Low	Low	Low	Board, F&GP Committee and AO
V9	Failure to achieve value for money.	Medium	Medium	Medium	Treat Three quotes are obtained for any major purchase over £5,000 unless there are few suppliers. Compliance with Financial Regulations.	AO reviews with LDE/CE.	Chair and Vice Chair informed of award and reasons.	Low	Low	Low	Board and AO

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Management and Maintenance											
M1	Increased risk of flooding owing to inaccurate assumptions affecting the planned maintenance programme.	Medium	High	High	Treat There is a realistic planned annual maintenance programme.	LDE monitors progress of the plan throughout the year.	Progress regularly reported to the Engineering Committee and the Board.	Low	High	Medium	Board, Engineering Committee and LDE
M2	Inadequate provision for safeguarding the Boards assets. Loss of Machinery through theft or damage.	Medium	High	High	Treat Machines are locked up and fenced off. Spare Machines are available to meet work schedules.	Location is reported daily. Spares either held in workshop, or immediate delivery. Repairs carried out on site/workshop. Assets checked against the Fixed Assets Register. Monthly stocktake undertaken.	Staff training on type of equipment and all aspects of Health, Safety and risk review. All plant machinery insured through Fenton Insurance Services. All machines are tagged.	Low	High	Medium	LDE
M3	Loss of specific personnel leading to work being incomplete on schedule.	Low	High	Medium	Treat Skilled workers are trained up so if one could not work then another could, ensuring minimum down time.	Training schedules are maintained by the LDE.	Staff are trained to use equipment as appropriate.	Low	Low	Low	LDE
M4	Damage to Third Party property or individuals	Medium	High	High	Treat Risk assessments undertaken.	Close Supervision by Foreman and LDE. Covered by insurance.	Regular staff training and updating of information held re maps, access etc.	Low	High	Medium	LDE
M5	Pumps fail to operate	Medium	High	High	Treat Pumps maintained and checked at regular intervals.	Planned maintenance undertaken. Pumps checked by Foreman.	Pump replacement programme enacted. Out-of-hours response arrangements in place.	Low	High	Medium	LDE
M6	Watercourse unable to convey water	High	High	High	Treat Rhines and ditches regularly cleared of weed growth. Flaps desilted on a regular basis . Culverts regularly checked and cleared out.	Planned maintenance undertaken. Rhines and Ditches checked by Foreman.	Planned annual maintenance schedule.	Low	High	Medium	LDE
M7	Lack of progress of the Biodiversity Action Plan	High	High	High	Treat Aims and objectives are met.	Approved by Board.	Implementation of plan by modifications to standard operations in designated locations and in special projects with partners. Progress regularly reported to the Board on meeting the targets in the plan.	Medium	Medium	Medium	CE and LDE

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Human Resources											
HR1	Inability to retain or recruit new staff.	Medium	Medium	Medium	Treat Unsure of role or expectations.	Clear job descriptions in place.	Staff issued with Job Descriptions and Employee Handbook. Open communications through staff meetings and open door policy.	Low	Medium	Low	Board, PO and AO
					Treat Pay review, pensions.	Board agree all pay reviews and changes.	Pay scales are reviewed to ensure they remain competitive.				
					Tolerate Pay in line with expected action of skill level of staff.	Pay scales are set annually, at national level. Changes to staff responsibilities are set against tables/spine points.	Pay scales and conditions are reviewed at least bi-annually to ensure they remain competitive. Non monetary benefits such as holiday entitlement is monitored to ensure that this also remains competitive to aid recruitment and retention.				
					Treat Increase training.	Training schedules are maintained.	Staff receive ongoing relevant training. In-house computer provided to enable online safe, and cost-effective training to take place.				
					Transfer Pension fund review.	Annual review by actuaries of Glos LGPS. LGPS scheme closed to new staff in July 2015. Staff appointed since August 2015 are auto enrolled into a defined contribution Pension Scheme. The Employee contribution to this scheme is set at 2% above the Government minimum.	LGPS Employer contributions are revised on basis of actuaries triennial review. Employer contribution to defined contribution pension scheme is reviewed.				

HR2	Incidents to staff.	Medium	High	High	Treat Lone working training, manual handling and use of ladders.	Training schedules are maintained. Skyguard Lone worker system in place.	Where possible restrict amount of lone working.	Low	High	Medium	LDE
					Treat Street work signage training has been given.	Training schedules are maintained.	All workers have completed signage training.				
					Treat Accident occurs which injures a member of staff.	Risk assessments are undertaken before starting a job. Staff wear appropriate Personal Protective Equipment. Staff are trained on machinery before they operate it. Accidents are reported and logged.	All workers have completed appropriate training. The LDE reviews all risk assessments. All staff are issued with the Board's approved Employee Handbook.				
					Treat A member of staff contracts a disease.						
					Treat A member of staff contracts Covid-19.	All staff have been given or have access to PPE. LDE regularly reviews the current situation and decides if any further action needs to be taken. Office based staff working from home on a rota basis.	All operators have had individual meetings with the Foreman/LDE, where operators were informed as to how to minimise the risk. All staff have been issued with the 'Managing COVID-19 in the Workplace (Social Distancing) Handbook.' Also issued with a COVID-19 Risk Assessment which is reviewed when necessary in line with Citation/Government guidelines.				
Treat First aid training.	Health and Safety Training schedules are maintained.	All workers have completed first aid training.	AO								
Transfer Fidelity Guarantee Insurance cover.	Cover reviewed annually.	Cover under community Insurance through Zurich Municipal.									
HR3	Loss of key members of staff in a small team.	Medium	Medium	Medium	Tolerate Other drainage boards, Environment Agency and Local Authorities could be asked to advise on operational needs if engineers were to leave.	Member of ADA and in dialogue with other Boards and use of consultants.	Ensure that admin duties are understood by more than one individual. Engineers overlap to ensure spread of knowledge.	Low	Low	Low	AO,LDE and CE

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level (without controls)	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Office Systems/IT											
O1	Disaster to office premises/IT.	Low	High	Medium	<p>Treat Can work from home using a Laptop which will have server access.</p> <p>Treat Backups of server daily and once a week major backup.</p>	Business Continuity/Disaster Recovery plan tested satisfactorily in 2011 with Orchard computers.	<p>A disaster recovery plan has been approved and clearly explains the steps that should be taken dependent on the type of disaster that occurs.</p> <p>Orchard Computer services. Daily/weekly backups.</p>	Low	Medium	Low	PO,CE, LDE and AO
O2	Failure to store confidential and personal data in a secure environment.	High	High	High	<p>Treat Ensure compliance with Data Protection Act 2018 and General Data Protection Regulation.</p>	Review of data held annually. Destruction of data that is either out of date or no longer required. Paper records to be destroyed by a secure method and computer records to be deleted and erased.	Ensure that all staff and the Board are aware of the need to keep data secure and the implications of releasing personal sensitive data. Produce a GDPR Document Schedule. Produce a Document retention and destruction timetable.	Low	High	Medium	AO
O3	Failure to provide adequate insurance cover.	Medium	High	High	<p>Transfer Level of Insurance cover is reviewed annually .</p>	Cover reviewed annually.	Cover provided through Zurich Municipal.	Low	Low	Low	AO
O4	Inadequate functionality of IT systems.	Low	Medium	Low	<p>Tolerate IT Systems are updated as and when they are needed. No specific high spec computers are needed, all packages used are basic and non bespoke.</p>	Sage upgrades are incorporated as available. Microsoft Office upgraded as appropriate. Data base holding rating information updated as necessary. Drainage Rating System (DRS) has been implemented.	IT Systems are reviewed on a regular basis. New/upgrades to software packages only purchased as necessary to improve information and efficiency of the business.	Low	Low	Low	PO and CE

Key: CE - Civil Engineer
LDE - Land Drainage Engineer
AO - Accounts Officer
PO - Principal Officer

F&GP Committee - Finance & General Purposes Committee

REF: MD

REPORT BY: Accounts Officer

FINANCIAL REPORTS

Introduction

The supporting information for items listed below are included in this section of the papers.

1. Management Accounts - 1 April 2020 to 30 June 2020.

The management accounts to 30 June 2020 show a surplus of £50,428. This is against a budgeted surplus of £28,197. A positive variance of £22,231. The supporting notes explains the reasons for the variance.

2. Cash Flow to 31 March 2021.

The projected cash flow to April 2021 shows a projected cash balance of £591,000 at the end of this financial year.

3. Developers Funds as at 30 June 2020.

Estimated balance at year end of £841,086.

Investments £764,833.

Cash £76,253.

4. Medium Term Financial Plan 2020-2025 Update.

The Medium Term Financial Plan 2020/25 has been updated to reflect:

- a revised payroll expenditure;
- the actual free reserves and working capital brought forward from 2019/20;
- a revised Office Maintenance, and Motor travel and subsistence re Covid-19 effect from 2020/21;
- a revised Maintenance plant and machinery to reflect newer machinery in operation from 2021/22;
- a revised Capital and Developers Fund Reserves.

The future annual levy and agricultural rate are shown for illustrative purposes only.

The levy and rate will be determined annually at the February meeting of the Board.

Recommendations

1. **Management Accounts 1 April 2020 to 30 June 2020** – be agreed and presented to the Board for approval;
2. **Cash Flow to March 2021** – be noted;
3. **Developers Funds as at 30 June 2020** – be noted;
4. **Medium Term Financial Forecast 2020-2025 Update** – be noted.

Martin Dear

Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 30 JUNE 2020

	Note	£	30/06/20 £	30/06/19 £	Variance £	31/03/20 £	Variance £
FIXED ASSETS							
Fixed Assets	1	949,047	949,047	763,056	185,991	784,420	164,627
LONG TERM ASSETS							
Investments		764,833	764,833	636,139	128,694	668,038	96,795
CURRENT ASSETS							
Stock +WiP		53,748		45,909	7,839	52,116	1,632
Trade debtors		50		5,061	-5,011	6,418	-6,368
Drainage rate debtors		3,721		3,997	-276	295	3,426
Levy Debtors		0		0	0	0	0
VAT Claim		5,431		10,595	-5,164	8,322	-2,891
Special Levies		0		0	0	0	0
Developers Funds Due		0		0	0	0	0
Prepayments		27,098		29,342	-2,244	33,535	-6,437
Cash at bank and in hand		535,026		695,901	-160,875	127,931	407,095
Short term deposits		1,009,249		1,052,340	-43,091	1,108,312	-99,063
			1,634,323	1,843,145	-208,822	1,336,929	297,394
CURRENT LIABILITIES							
Trade Creditors		-32,907		-59,982	27,075	-39,291	6,384
Other Creditors		-28,770		-28,253	-517	-27,755	-1,015
Accrued expenses		-12,129		-5,180	-6,949	-23,177	11,048
Finance Leases due within one year		0		-532	532	0	0
Prepaid Rates	2	-76,037		-72,905	-3,132	0	-76,037
Prepaid Levies	2	-335,207		-324,394	-10,813	0	-335,207
Special Levies		0		0	0	0	0
Prepaid Developers Funds		-32,754		-31,827	-927	0	-32,754
			-517,804	-523,073	5,269	-90,223	-427,581
NET CURRENT ASSETS			1,116,519	1,320,072	-203,553	1,246,706	-130,187
TOTAL ASSETS LESS CURRENT LIABILITIES			2,830,399	2,719,267	111,132	2,699,164	131,235
LONG TERM LIABILITIES							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-951,000		-1,276,000	325,000	-951,000	0
			-951,000	-1,276,000	325,000	-951,000	0
NET ASSETS			1,879,399	1,443,267	436,132	1,748,164	131,235
FINANCED BY:							
CAPITAL ACCOUNT			666,569	666,569	0	666,569	0
ACCUMULATED FUND							
Balance brought forward		546,655		572,203	-25,548	572,203	-25,548
Surplus for the 3 months		106,677		81,149	25,528	258,026	-151,349
Transfer to Capital Expenditure Reserve		-56,250		-50,000	-6,250	-200,000	143,750
Additional Transfer to Capital Exp. Res.		0		0	0	-200,000	200,000
Transfer from Capital Expenditure Reserve		0		0	0	116,426	-116,426
			597,082	603,352	-6,270	546,655	50,427
Developers Funds Reserve							
Investments at cost		650,000		500,000	150,000	650,000	0
Increase in value		114,833		136,139	-21,306	18,038	96,795
Investments at current value		764,833		636,139	128,694	668,038	96,795
Cash at Bank		76,253		268,310	-192,057	119,925	-43,672
			841,086	904,449	-63,363	787,963	53,123
Capital Expenditure Reserve			581,079	400,314	180,765	553,394	27,685
Pension reserve			-951,000	-1,276,000	325,000	-951,000	0
Revaluation Reserve			144,583	144,583	0	144,583	0
			1,879,399	1,443,267	436,132	1,748,164	131,235

Notes

1. Fixed assets include purchases, sales and depreciation for 3 months to 30 June 2020.
 2. In all these cases the balance sheet has been adjusted to reflect receipts
 3. This Reserve is held as cash and increases by £18,750 each month.
- There is a corresponding monthly charge in the income and expenditure account.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

INCOME AND EXPENDITURE 3 MONTHS TO 30 JUNE 2020

Income	Note	Actual £	Budget £	Variance £	30 June 2019 £	Variance £
Levies charged to Authorities	1	325,261	325,261	0	314,769	10,492
Agricultural Rates	1	30,107	30,107	0	29,168	939
Rechargeable works		1,533	200	1,333	592	941
Application fees		850	750	100	150	700
Consultancy Fees Recharged		0	4,500	-4,500	9,174	-9,174
Surplus on sale of assets		15,537	13,692	1,845	9,489	6,048
Miscellaneous Income		0	0	0	279	-279
Foreign Water Grant		41,835	41,835	0	41,015	820
Developers Fund Contribution	1	10,918	10,918	0	10,609	309
Interest		940	1,500	-560	1,614	-674
Total		426,981	428,763	-1,782	416,859	10,122
Expenditure						
Payroll		172,350	175,872	3,522	166,345	-6,005
Office maintenance	2	3,778	5,713	1,935	4,068	290
Maintenance	3	29,363	42,613	13,250	40,770	11,407
EA Levy		53,473	53,473	0	52,425	-1,048
Motor travel and subsistence	4	2,450	6,322	3,872	6,756	4,306
Communications		1,106	1,313	207	1,207	101
Administration	5	9,447	10,350	903	12,845	3,398
Engineering Consultancy fees		10,510	11,250	740	20,628	10,118
Legal and professional fees	6	1,359	750	-609	1,524	165
Audit and Accountancy fees		0	0	0	0	0
Depreciation		35,910	35,910	0	28,565	-7,345
Bank charges		557	750	193	577	20
Total		320,303	344,316	24,013	335,710	15,407
Surplus for 3 months		106,678	84,447	22,231	81,149	25,529
Transfer to Capital Expenditure Res.		56,250	56,250	0	50,000	6,250
Net Surplus for 3 months		50,428	28,197	22,231	31,149	19,279

The results for 3 months show a surplus of £50,428 against a budget surplus of £28,197.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 2 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Office Maintenance -

3) Maintenance costs analysis is as follows:

	Actual	Budget	Variance	Explanation for major variances
	£	£	£	
Plant Maintenance	9,262	16,050	6,788	
Maintenance Compensator	407	250	-157	
Vehicle, Plant	12,105	18,650	6,545	
Workshop Fixtures & Fitting	1,746	2,650	904	
Pump Station Electricity	2,974	3,213	239	
Health & Safety	2,869	1,800	-1,069	
	29,363	42,613	13,250	

4) Administration -

5) Engineering Consultancy fees -

	Actual	Budget	Variance
	£	£	£
Non Rechargeable Fees	10,510	11,250	740
Rechargeable Fees	0	0	0
	10,510	11,250	740

6) Legal and Professional Fees -

Lower Severn (2005) Internal Drainage Board

CASH FLOW

2020/21

		2020	2021											
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Note	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
		actual	actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
NatWest No. 1 A/c														
Balance b/f			55	162	218	502	65	62	51	85	64	54	50	50
Other income		3	0	1	7	3	2	3	2	3	2	3	2	3
Plant Sales			0	25	0	0	0	0	0	0	0	0	0	0
VAT			8	45	2	6	15	15	25	25	27	23	35	14
Levies		1	18	290	353	0	0	0	0	640	0	0	0	0
Rates		2	48	39	13	20	0	0	0	0	0	0	0	0
sub total			129	562	593	531	82	80	78	753	92	80	88	67
Expenditure		3	-33	-10	-17	-34	-34	-34	-34	-34	-34	-34	-34	-34
Plant			0	-245	0	0	0	0	0	0	0	0	0	0
Pump Expenditure			-14	-17	-20	-60	-60	-120	-120	-130	-100	-180	-100	-30
EA Levy			0	-12	0	-12	0	0	-13	0	0	-12	0	0
Salaries (paid via No.2 A/c)			-60	-60	-54	-60	-75	-75	-75	-75	-54	-54	-54	-54
Net transfers		3	140	0	0	-300	150	200	250	-450	150	250	150	100
sub total			33	-344	-91	-466	-20	-30	7	-690	-38	-30	-38	-18
Balance c/f			55	162	218	502	65	62	51	85	64	50	50	49
Other balances														
NatWest														
No 2 Account			32	35	37	33	33	33	33	33	33	33	33	33
Bonus Saver		4	40	0	0	300	150	150	150	600	450	400	250	150
Deposit Account		5	705	605	605	605	605	405	405	405	405	205	205	205
Lloyds Deposit		6	284	284	328	328	328	328	78	78	78	78	78	78
Total			1,061	924	970	966	1,266	1,116	916	666	1,116	966	716	466
Developers Funds Cash														
Lloyds Deposit		6	120	120	76	76	76	76	76	76	76	76	76	76
All LSIDB balances			1,236	1,206	1,264	1,544	1,407	1,254	1,043	827	1,256	1,096	842	591
LSIDB Working Cash			563	514	614	887	781	660	529	395	913	819	610	515
Capital Reserve			553	572	574	581	550	519	437	356	266	202	6	0
Developer Reserve			120	120	76	76	76	76	76	76	76	76	76	76
			1,236	1,206	1,264	1,544	1,407	1,254	1,043	827	1,256	1,096	842	591

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

4. Direct Reserve - instant access earns 0.01% interest

5. Deposit Account - 35 Day Notice earns 0.1% interest

6. Deposit Account - 32 Day Notice earns 0.1% interest

Lower Severn (2005) Internal Drainage Board

Reconciliation of cash as per the Balance Sheet and the Cash Flow Statement

	£	£
Balance Sheet as at 30 June 2020		
Cash at bank and in hand	535,026	
Short term Deposits	1,009,249	
Less Petty Cash	138	
Cash at Bank	<u>1,544,137</u>	
 LSIDB Working Cash	 886,805	
Capital Expenditure Reserve	581,079	
Developer Reserve	<u>76,253</u>	
	<u>1,544,137</u>	

Investments

	As at 30 June 2020
	£
Capital	
Amount through Smith & Williamson (net)	650,000
Market value	<u>745,712</u>
Change in value	95,712
Income	<u>19,121</u>
Total return	<u>114,833</u>
 Portfolio return since 31 December 2018	 11.67%
Note: Market Index Movements	
MSCI WMA Balanced NR	10.12%
MSCI World NR	24.01%
MSCI ACWI (All Countries World Index)	22.34%

Developers Funds as at 30 June 2020

	£
Developer Reserve as per Balance Sheet	<u>841,086</u>
Funds held as:	
Investments	764,833
Cash held at Bank	<u>76,253</u>
	<u>841,086</u>

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Developers Funds June 2020

	£
Balance at 1 April 2020	787,963
Increase in value of investments	96,795
Transfer of cash to investments	0
Interest on Cash held in Deposit Account	0 Note: for June 2020 it is £23 to be adjusted
Developers Contributions - received	0
Transfer to Board 2020/21 Sevenside drawdowns	-43,672

Current Balance	841,086	split	Investments	£ 764,833
			Cash at Bank	76,253
Estimated balance 31/03/2021	841,086	split	Investments	£ 764,833
			Cash at Bank	76,253

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

MTFP (Medium Term Financial Plan)

A) Income and Expenditure

	Rate - Pence in the Pound						
	9.0	9.3	9.6	10.0	10.4	10.8	
	No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
	Year 2020/21 Budget £000's	Year 2020/21 Budget £000's	Year 1 2021/22 Estimate £000's	Year 2 2022/23 Estimate £000's	Year 3 2023/24 Estimate £000's	Year 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Income (line10)	1,630	1,675	1,725	1,794	1,845	1,943	7,307
Expenditure (line 24)	1,657	1,657	1,715	1,794	1,843	1,936	7,288
Net surplus/-deficit (line 25)	-27	18	10	0	2	7	19
Free reserves b/f (line26)	547	547	565	575	575	577	565
Free reserves c/f (line27)	520	565	575	575	577	584	584
Revenue reserve as % of expenditure	31.38%	34.13%	33.52%	32.07%	31.34%	30.18%	8.02%

B) Working Capital - Cash Flow

	Year 2020/21 Budget £000's	Year 2020/21 Budget £000's	Year 1 2021/22 Estimate £000's	Year 2 2022/23 Estimate £000's	Year 3 2023/24 Estimate £000's	Year 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Balances b/f	563	563	516	426	287	380	516
Net cash movement	-92	-47	-90	-139	93	-56	-192
Balances c/f	471	516	426	287	380	324	324

C) Cash at Bank

	Year 2020/21 Budget £000's	Year 2020/21 Budget £000's	Year 1 2021/22 Estimate £000's	Year 2 2022/23 Estimate £000's	Year 3 2023/24 Estimate £000's	Year 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Working Capital	471	516	426	287	380	324	324
Capital Reserve	-1	-1	95	-23	113	-105	-44
Developers Reserve	76	76	31	-16	-64	-114	-114
	546	591	552	248	429	106	167

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			9.0	9.3	9.6	10.0	10.4	10.8	
			No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
Income and Expenditure basis	Line	Note	YEAR 2020/21 Budget £000's	YEAR 2020/21 Budget £000's	YEAR 1 2021/22 Estimate £000's	YEAR 2 2022/23 Estimate £000's	YEAR 3 2023/24 Estimate £000's	YEAR 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Income									
Levies and charges to Authorities	1	1	1,259	1,301	1,343	1,399	1,455	1,511	5,708
Agricultural rates	2	2	117	120	124	129	135	140	528
sub total +	3		1,376	1,421	1,467	1,528	1,590	1,651	6,236
Foreign Water Grant		3	167	167	170	174	177	181	702
Developers Fund Contribution	5	4	44	44	45	47	48	50	190
Other Income	6		23	23	23	23	23	23	92
Bank interest	7	5	6	6	6	6	6	6	24
Surplus on sale of fixed assets	8		14	14	13	16	1	33	63
sub total +	9		254	254	258	265	255	292	1,071
total+	10		1,630	1,675	1,725	1,794	1,845	1,943	7,307
Expenditure									
Payroll	11	6	738	738	756	775	795	815	3,141
Office maintenance	12		18	18	18	18	18	18	72
Maintenance plant and machinery	13	7	204	204	175	150	160	175	660
EA Levy	14	3	214	214	218	223	227	232	900
Motor travel and subsistence	15		16	16	16	16	16	16	64
Communications	16		5	5	5	5	5	5	20
Administration	17	8	37	37	38	38	39	40	155
Engineering consultancy fees	18	9	45	45	45	45	45	45	180
Legal and professional fees	19		3	3	3	3	3	3	12
Audit and Accountancy fees	20		5	5	5	5	5	5	20
Depreciation	21	10	144	144	183	237	227	255	902
Bank charges	22		3	3	3	3	3	3	12
Transfer to Capital Reserve	23	11	225	225	250	275	300	325	1,150
total	24		1,657	1,657	1,715	1,794	1,843	1,936	7,288
Net estimated +surplus -deficit	25		-27	18	10	0	2	7	19
Free reserves	26	b/f	547	547	565	575	575	577	565
Free reserves	27	c/f	520	565	575	575	577	584	584
Adjust for non cash items									
Depreciation	28	10	144	144	183	237	227	255	902
Surplus on sale on fixed assets	29		-14	-14	-13	-16	-1	-33	-63
Cash items not included									
Plant purchases net of sales receipts	30	12	-195	-195	-270	-360	-135	-285	-1,050
Adjustment for cash flow purposes	31		-65	-65	-100	-139	91	-63	-211
Net creditors/debtors	32		0	0					
Net cash flow movement	33		-92	-47	-90	-139	93	-56	-192
Working Capital	34	b/f	563	563	516	426	287	380	516
Working Capital	35		471	516	426	287	380	324	324
Add Capital Reserve	36		-1	-1	95	-23	113	-105	-44
Add Developers Fund Reserve	37		76	76	31	-16	-64	-114	-114
Bank balances	38	c/f	546	591	552	248	429	106	167

Note:

1. Proposed rates and levies increase.
2. Agricultural rates - there will be a write off of £2,266 due to under 125 AV not collected.
3. EA have informed the Board that a net annual payment of £45,000 will increase by 2% per annum
4. Assumes a 3% increase per annum.
5. Bank interest assumed at current level.
6. Based on current headcount. 2.5% annual pay increase 2021 to 2025.
7. Assumes fewer major repairs as purchasing new machinery.
8. Assumes that Business Rates and Utility bills increase by 3% per annum.
9. De-maining surveys budget of £30,000 was for 1 year only (2019/20).
10. Depreciation is a non cash item and is added back for cash flow purposes.
11. The transfer to the Capital Reserve increases by £25,000 per annum. Final year is 2027/28.
12. Plant purchases/sales include :-

In 2020/21 Energren 1500, £212k less proceeds Energren AU11 HCH £25k = £187k.

Water Level Monitoring Equipment, £8k. Total for the year £195k.

In 2021/22 Claas Mower £160k, less proceeds Claas 697 OU07 JXX £10k = 150k

New Kobelco Excavator £140k, less proceeds Hyundai WX12 CWL £10k = £130k. Total for the year £280k

In 2022/23 Energren SPV3 £400k, less proceeds Energren VX65 HVB £40k = £360k.

In 2023/24 New Kobelco Excavator £160k , less proceeds Kobelco Excavator WU16 TZM £15k = £145k.

New Isuzu £35k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £175k.

In 2024/25 Energren SPV2 £300k, less proceeds Energren VX65 HTA £40k = £260k

New Ford Ranger £40k, less proceeds Isuzu VO62 RPY £5K = £35k. Total for the year £295k.

In 2025/26 There are no programmed plant purchases.



Annual Report for the year ended

31 March 2020

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 30 September 2020 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood Management Division, Floor 3, Seacole, 2 Marsham Street, London SW1P 4DF via floodreports@defra.gsi.gov.uk
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via rachael.hill@environment-agency.gov.uk
- 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 £.

LOWER SEVERN (2005)

Internal Drainage Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2020- 21

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 2020-21 (forecast)	
Name of local authority	2020-21 forecast £
1. BRISTOL CITY COUNCIL	705,814
2. SOUTH GLOUCESTERSHIRE COUNCIL	317,154
3. STROUD DISTRICT COUNCIL	148,480
4. GLOUCESTER CITY COUNCIL	67,804
5. FOREST OF DEAN DISTRICT COUNCIL	41,897
6. HEREFORDSHIRE COUNCIL	11,447
7. TEWKESBURY BOROUGH COUNCIL	6,876
8. MALVERN HILLS COUNCIL	1,570
Total	1,301,042

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2020

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2020 £
INCOME		
1. Drainage Rates		116,673
2. Special Levies		1,259,073
3. Higher Land Water Contributions from the Environment Agency		164,058
4. Contributions received from developers/other beneficiaries		42,436
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		54,106
9. Interest and Investment Income		6,341
10. Rents and Acknowledgements		0
11. Other Income		2,069
Total income		1,644,756
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		209,698
14. Watercourse maintenance		905,019
15. Pumping Stations, Sluices and Water level control structures		247,752
16. Administration		184,421
17. PSCAs		0
18. Rechargeable Works		49,801
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		0
22. Other Expenditure		0
Total expenditure		1,596,691

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		9,961
Net Operating Surplus/(Deficit) for the year		58,026
24. Developers Funds income not applied in year		787,963
25. Grant income not applied in year		0

Notes:

11. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. State all costs associated with the PSCA
18. 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.
19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
20. 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.
21. State all costs associated with undertaking works – capital or maintenance – that are likely 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 or other conservation actions on non-designated sites.
22. 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).
23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.
24. Total balance of developer fund year end.
25. Unspent grant at year end.

Section B –IDB Reporting

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink) provided to Defra, and EA? Yes ☒ No ☐

Biodiversity

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

If "yes" is the Biodiversity Action Plan available on your website? Yes ☒ No ☐

What year was your Biodiversity Action Plan last updated? 2018

Have you reported progress on BAP implementation on your web site? Yes ☐ No ☒

When was biodiversity last discussed at a Board meeting (date)? 6 February 2019

Do you have a biosecurity process? Yes ☒ No ☐

SSSI water level management plans

Please indicate whether your Board is responsible for any SSSI water level management plans? Yes ☒ No ☐

If so, which ones:

Walmore Common, Burley Dean, Slimbridge WWT, Chaceley Meadow, Ashleworth Hams.

Area of SSSI with IDB water level management plans 419 Hectares

Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition? 373 Hectares

Area of SSSI where IDB water level management actions are required to achieve recovering or favourable condition?

0

Access to environmental expertise

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

Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)	<input type="checkbox"/>
Co-opted members	<input type="checkbox"/>
Directly employed staff	<input type="checkbox"/>
Contracted persons or consultants	<input checked="" type="checkbox"/>
Environmental Partners/NGOs	<input checked="" type="checkbox"/>
Other (please describe)	<input type="checkbox"/>

Asset Management

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

ADIS	<input type="checkbox"/>
Paper Records	<input type="checkbox"/>
Other Electronic System	<input checked="" type="checkbox"/>

Has your Board continued to undertake visual inspections and update asset databases on an annual basis?

Yes ☒ No ☐

What is the cumulative total of identified watercourse (in km) that the Board periodically maintains?

550 Km

How many pumping stations does the Board operate?

6

What is the cumulative design capacity of the Board’s pumping station(s) (enter zero if no stations are operated)?

4.5 metres cubic per second

Health and Safety

Does the Board have a current Health and Safety policy in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the Board have a responsible officer for Health and Safety?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have there been any reportable incidents in the past year?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation?

Yes☒

No☐

Has your IDB provided training for board members in the last year in the any of the following areas?

Governance

☒

Finance

☒

Environment

☐

Health, safety and welfare

☒

Communications and engagement

☐

Other (please describe)

☐

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc)

Yes☒

No☐

Has your IDB adopted computerised accounting and rating systems?

Yes☒

No☐

Has your board published all minutes of meetings on the website?.....

Yes☒

No☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement?

Yes☒

No☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied?

Yes☒

No☐

Has your Board adopted the following governance documents?

Standing Orders

Yes☒

No☐

Have the Standing Orders been approved by Ministers

Yes☒

No☐

Byelaws

Yes☒

No☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012.....

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 ☐

Anti-fraud and corruption policy.....Yes ☒ No ☐

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	29
Seats available to appointed members under the Land Drainage Act 1991.	15
Number of elected members on the board at year end.	14
Number of appointed members on the board at year end.	14
Mean average number of elected members in attendance at each board meeting over the last financial year.	11
Mean average number of appointed members in attendance at each board meeting over the last financial year.	10

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

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

Complaints procedure

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

Number of complaints received in the financial year?	0
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	0
Number of complaints upheld by the Local Government Ombudsman?	0

Public Engagement

Set out what your Board has done in this financial year to engage with the public (tick relevant box(es) below):

Press releases	<input checked="" type="checkbox"/>
Newsletters	<input checked="" type="checkbox"/>
Web site	<input checked="" type="checkbox"/>
Meetings	<input checked="" type="checkbox"/>
Shows/events (including open days/inspections)	<input type="checkbox"/>
Consultations	<input type="checkbox"/>
Notices	<input checked="" type="checkbox"/>

Percentage (in value) of drainage rates outstanding at year end?

0.034%

Section B: NOTES

Guidance and Best Practice

Has your Board published **all** minutes of meetings on the web site? In answering this question, this should apply to all the main Board meetings held in the year and any appropriate meetings the Board has held with external stakeholders.

Board membership and attendance

When referring to **elected members** of the Board, this relates to the number of landowners/drainage rate payers that are elected to the Board.

When referring to **appointed members** of the Board, this relates to the number of members appointed by the local authorities to represent the local council taxpayers.

When referring to mean average number of elected and appointed members in attendance at meetings at each board meeting – **this should be expressed as a number of attendees** and not as a percentage attendance.

With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 – to advertise and notify local stakeholders accordingly.

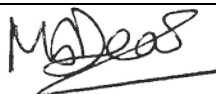
Section C – Declaration

LOWER SERVERN (2005)

Internal Drainage Board

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

Signature



Date

28th August 2020

Name in BLOCK LETTERS

MARTIN DEAR

Designation

ACCOUNTS OFFICER

Email address

MDear@lowersevernidb.org.uk

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

May 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Konica Minolta Business Solutions (UK) Ltd	Quarterly Photocopier Rental 17/04/20 - 16/04/20	83.88
Konica Minolta Business Solutions (UK) Ltd	Quarterly Printing 17/01/20 - 16/04/20	195.67
ENVIRONMENT AGENCY	Precept net of FWG	Invoice FYI 11,638.25
Moorepay Ltd	Payroll costs for April & Year End	255.42
MERRETT D C	Welding to Tree shears	72.00
Motion Consultants Ltd	Elmore Back P/S Modifications - Mar 20	Invoice FYI 6,258.72
Motion Consultants Ltd	Marshfield P/S Modifications - Mar 20	" " " " 880.12
Motion Consultants Ltd	Lapperditch P/S Modifications - Mar 20	" " " " 880.12
Motion Consultants Ltd	Wicks Green P/S Modifications - Mar 20	" " " " 880.11
Motion Consultants Ltd	Oldbury P/S Modifications - Mar 20	" " " " 880.15
Motion Consultants Ltd	Avonmouth Consultancy Advice for Mar 20	" " " " 2,592.00
Spearhead Machinery Ltd	Spearhead Twiga SPV2 Prestige	Invoice FYI 250,436.57
TAILORMADE OFFICE SUP.LTD	Cleaning wipes (Invoice not received before YE)	17.73
BOC LTD	Annual rental of Acetylene	255.66
Worldpay (UK) Ltd	Monthly service fee for May	11.94
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Plan Communications Ltd	Mobile Phones Bill	258.00
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMP	8.00
Worldpay (UK) Ltd	Credit Card Transaction Charges for April	63.52
Worldpay (UK) Ltd	Vatable charges for April	0.88
CARR R MR	Rhine Spraying	730.00
CARR R MR	Rhine Spraying - March Common, Severn Beach	500.00
Water Environment Ltd	CNG Avonmouth North Modelling Report	Invoice FYI 6,714.00
CROMWELL GROUP HOLDINGS LTD	Hand Sanitiser	502.20
ARCO LTD	Disinfectant Sprays	227.04
ARCO LTD	Disp. Gloves	337.40
BRITISH TELECOM	Quarterley bill for 2nd phone line	45.60
Cablestream Ltd	Office phone line rental & calls	79.84
Corona Energy	Lapperditch Electricity 01/04/20-30/04/20	35.47
Corona Energy	Saul Electricity 01/04/20-30/04/20	22.32
Corona Energy	Oldbury P/SI Electricity 01/04/20-30/04/20	31.44
Corona Energy	Marshfield Electricity 01/04/20-30/04/20	657.85
Corona Energy	Elmore Back Electricity 01/04/20-30/04/20	321.08
Corona Energy	Office Electricity 01/04/20-30/04/20	165.06
Corona Energy	Wicks Green Electricity 01/04/20-30/04/20	1,687.96
Corona Energy	Wicks Green Electricity 01/04/20-30/04/20	Credit 84.15
Molson Equipment Services Ltd	AC V-belt & Fan belt for WX12 CWL (TO CREDIT)	Credit 181.78
		<u>289,503.95</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	289,503.95
Corona Electricity Credit	(84.15)
Molson Credit	(181.78)
Amount Paid this Period (Supplier Invoices)	289,238.02

Bank Payments for May 2020

NatWest	Bankline Charge & Bank Charges	127.22
Amount Paid this Period (Bank Payments)		127.22

Total Amount Paid this Period
£289,365.24

Lower Severn (2005) Internal Drainage Board Payments to be Noted

June 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Amazon.co.uk	Laptop for LR (Working from Home)	299.98
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMP	8.00
Orchard Computer Services	Quarterley Maintenance Cover 08/06/20-07/09/20	389.00
Miles Tyre & Exhaust Services	Tyre for Large IW Trailer	97.54
Miles Tyre & Exhaust Services	Tyre for Large IW Trailer	97.54
TAILORMADE OFFICE SUP.LTD	A4 Paper, Ink for At Home Printers, Norebooks	132.29
BBL BATTERIES	Batteries for WU16 TZM	210.91
BBL BATTERIES	Battery for VX05 OGT	137.50
ARCO LTD	Hessian Sandbags	340.13
ARCO LTD	Hand Cleanser Wipes, Domestos, Blue Roll	381.12
ARCO LTD	Hessian Sandbags	56.69
Pitney Bowes Ltd	Franking Machine Hire Apr & May	31.08
Ford Fuel Oils	Coolant	322.80
Ford Fuel Oils	Hyd HV 46	752.76
Holt JCB Ltd	Seat cover for WV19 FUU	46.80
JustWorkGloves	Face Masks	99.50
Amazon.co.uk	Digital Thermometers	86.49
Amazon.co.uk	Webcam for KWarren (Work form home)	39.99
Thornbury Motors	Petrol for Chainsaws/Strimmers	29.60
TESCO	Petrol for Chainsaws/Strimmers	20.76
L&S Engineers Ltd	Spring for chainsaw	3.78
Motion Consultants Ltd	Avonmouth Consultancy - April 20	3,132.00
Motion Consultants Ltd	Elmore Back P/S Modifications - Apr 20	15,186.08
Motion Consultants Ltd	Marshfield P/S Modifications	1,245.14
Motion Consultants Ltd	Lapperditch P/S Modifications	1,245.14
Motion Consultants Ltd	Wicks Green P/S Modifications	1,245.14
Motion Consultants Ltd	Oldbury P/S Modifications	1,245.18
ARCO LTD	Face Masks	335.00
Moorepay Ltd	Payroll costs for May 20	153.42
GAP SUPPLIES	Cement, Limestone, 4 x loads Type 1	2,567.08
CROMWELL GROUP HOLDINGS LTD	Anti slip mat for VX65 HVB	31.58
Molson Equipment Services Ltd	AC V-belt & Fan belt for WX12 CWL (TO CREDIT)	8.00
Molson Equipment Services Ltd	Fan belt for WX12 CWL	181.78
SG Bailey Paints Ltd	Paint & Thinners for Yard	136.16
Smiths (Gloucester) Ltd	Waste Management for May	19.34
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Plan Communications Ltd	Mobile Phones Bill	258.94
Gloucestershire LGPS	Actuarial Recharge for FRS102/IAS19	522.00
Worldpay (UK) Ltd	Monthly Service Chrg for June	11.94
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Worldpay (UK) Ltd	Credit Card Transaction Charges for May 20	28.43
Worldpay (UK) Ltd	Vatable Charges for May	6.28
HYDRA ENGINEERING SERVICES LTD	Ram repair to VX65 HVB	472.80
MOWER DOCTOR	Husqvarna Brushcutter	330.00
Cablestream Ltd	Office phone line rental & calls	82.55
FENTON INSURANCE SOLUTIONS LTD	Addition of WX20 FGM	1,913.47
Western Global	Lens & lamps for Browsers	53.94
Corona Energy	Office Electricity 01/05/20-31/05/20	147.98
Corona Energy	Lapperditch P/S Electricity 01/05/20-31/05/20	23.96
Corona Energy	Oldbury P/S Electricity 01/05/20-31/05/20	32.07
Corona Energy	Saul P/S Electricity 01/05/20-31/05/20	22.66
Corona Energy	Marshfield P/S Electricity 01/04/20-30/04/20	27.87
Corona Energy	Marshfield P/S Electricity 01/05/20-31/05/20	24.13
Corona Energy	Wicks Green P/S Electricity 01/05/20-31/05/20	24.72
Amazon.co.uk	Face Masks	242.59
Amazon.co.uk	Disp Vinyl Gloves	187.35
		35,852.00

Please note that the amounts shown above include Vat where applicable

**Lower Severn (2005) Internal Drainage Board
Payments to be Noted**

Amount Paid this Period	35,852.00
Corona Credits	<u>(303.39)</u>
Amount Paid this Period (Supplier Invoices)	35,548.61

Bank Payments for June 2020

J Druett	Long Service Award	1,000.00
Godsell & Sons	Compensation Payment	407.00
NatWest	Bankline Charge & Bank Charges	<u>179.67</u>
	Amount Paid this Period (Bank Payments)	1,586.67

Total Amount Paid this Period
£37,135.28

Lower Severn (2005) Internal Drainage Board Payments to be Noted

July 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Sawbits.co.uk	Ignition Coil for Chainsaw	41.48
Orchard Computer Services	Quarterley Maintenance Cover 08/06/20-07/09/20	389.00
RS COMPONENTS LTD	Sockets	16.13
Machine Mart Ltd	POwer Probe Diagnostic Tool	31.97
Thornbury Motors	Petrol for Chainsaws/Strimmers	20.52
Autoelectrical.parts	Windscreen washer pump for WX65 HVB	31.44
TAILORMADE OFFICE SUP.LTD	Ink for LR Computer (Work from home)	33.00
TAILORMADE OFFICE SUP.LTD	Ink for LR Computer (Work from home)	33.00
TAILORMADE OFFICE SUP.LTD	"Copy" Stamp, Correction Pens & Jotter Notebooks	63.40
Spaldings Ltd	Assort pipe couplings, elbows, liners etc	725.89
Certas Energy UK Ltd	6,000 litres Gas Oil	3,002.40
Avon Fire Systems Ltd	Fit replacement fire extinguishers	229.20
GREENHAM TRADING LTD	Bleach	23.65
GREENHAM TRADING LTD	Sand Bags	264.00
SG Bailey Paints Ltd	Paint for Workshop	153.65
DVLA	Vehicle Tax for WN03 NVK	265.00
DVLA	Credit Card Charge	2.50
DVLA	Vehicle Tax for WP18 GXY	265.00
DVLA	Credit Card Charge	2.50
DVLA	Vehicle Tax for WU17 NVD	265.00
DVLA	Credit Card Charge	2.50
DVLA	Vehicle Tax for WU16 TZM	165.00
DVLA	Credit Card Charge	2.50
Dustbag.co.uk	Filter for Workshop Vacuum	13.98
Skyguard Ltd	Lone Worker Annual Subscription for 12 people	1,866.24
MERRETT D C	Call out to WO14 OEY	120.00
RS COMPONENTS LTD	Storeage Bins	80.02
ARCO LTD	Disinfectant Wet Wipes	27.41
ARCO LTD	Disposable Gloves	62.50
ENVIRONMENT AGENCY	Levy net of FWG	11,638.25
GAP SUPPLIES	Sand	710.64
Moorepay Ltd	Payroll costs for Jun 20	153.42
Motion Consultants Ltd	Avonmoth Consultancy for May 20	2,880.00
Motion Consultants Ltd	Elmore Back P/S Modifications for May 20	9,408.00
Motion Consultants Ltd	Marshfield P/S Modifications for May 20	1,176.00
Motion Consultants Ltd	Lapperditch P/S Modifications for May 20	1,176.00
Motion Consultants Ltd	Wicks Green P/S Modifications for May 20	1,176.00
Motion Consultants Ltd	Oldbury P/S Modifications for May 20	1,176.00
Avon Hydraulics (UK) Ltd	Hose assemblies for WX12 CWL	244.56
TAILORMADE OFFICE SUP.LTD	Pens, Tape, Hole Punch, Calculator	67.82
Holt JCB Ltd	Quarterly Holt JCB Service Agreement	321.20
Spaldings Ltd	Waterpipe connectors	45.40
Spaldings Ltd	Waterpipe connectors	205.40
Spaldings Ltd	Waterpipe connectors	41.52
Picksons	Mirror Head & glass for VX65 HVB	61.08
BNP PARIBAS LEASE GROUP	Quarterly Office telecoms rental	462.00
Picksons	Spare Wiper Blades	6.00
Water Management Alliance	Annual DRS Maintenance	1,084.38
Smiths (Gloucester) Ltd	Waste Management	38.69
ZEN INTERNET LTD	Monthly Internet Charge	46.50
CROMWELL GROUP HOLDINGS LTD	Assort wire brushes, Rubber air hose	164.17
Worldpay (UK) Ltd	Subscription Fees for Jul 20	11.94
Tincknell Fuels Ltd	6000 litres Gas Oil	3,092.40
Ford Fuel Oils	Adblue for WV19 FUU	41.44
Ford Fuel Oils	Adblue for WX20 FGM	41.44
Ford Fuel Oils	Adblue for WP18 GXY	41.44
MERRETT D C	Transportation of WO14 OEY	180.00
Orchard Computer Services	Microsoft Office 365 Installation, Configuration	1,823.04
ARCO LTD	Handwipes	545.50
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00

Lower Severn (2005) Internal Drainage Board Payments to be Noted

July 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Citation Ltd	Legal Fees	315.52
Plan Communications Ltd	MobilePhones Bill	262.83
Claas Western Ltd	Support bracket for OU07 JXX	51.86
LISTER WILDER LTD	2 x U Joints for Normat Mower	55.08
LISTER WILDER LTD	Step for WX20 FGM	137.90
LISTER WILDER LTD	1 x U Joint for Normat Mower	20.45
Ebay	Carbonless Duplicate Books (no vat invoice)	40.80
FILTRATION LTD	Filters for WX12 CWL	74.60
FILTRATION LTD	Filters for WO14 OEY	198.74
FILTRATION LTD	Filters for WU16 TZM	198.74
FILTRATION LTD	Filters for VX65 HVB	211.50
FILTRATION LTD	Filters for Bomford Mower	239.57
FILTRATION LTD	Filters for OU07 JXX	113.15
FILTRATION LTD	Filters for VX05 OGT	8.35
Giffgaff Ltd	Sim Monthly Plan - Slimbridge WLMP	8.00
Amazon.co.uk	Webcam for MD Computer	38.97
Mole Country Stores	Hand Sanitising	91.96
Mole Country Stores	Cable, Plug, Springs	54.85
Mole Country Stores	Disp Gloves	16.64
Mole Country Stores	Broom handle. Stiff broom	10.99
Water Environment Ltd	Access 18 Phase 8 Modelling	4,800.00
Worldpay (UK) Ltd	Credit Card Transaction Charges for Jun 20	24.28
Worldpay (UK) Ltd	Vatable Charges for Jun 20	6.66
CROMWELL GROUP HOLDINGS LTD	Gloves	38.16
CROMWELL GROUP HOLDINGS LTD	Grease Nipples	19.94
CROMWELL GROUP HOLDINGS LTD	Hose repair, clips, couplers for stock	38.63
Ford Fuel Oils	Adblue	506.16
Cablestream Ltd	Office phone line rental & calls	98.34
Corona Energy	Lapperditch Electricity 01/06/20 - 30/06/20	Credit 32.30
Corona Energy	Wicks Green Electricity 01/06/20 - 30/06/20	" " 46.73
Corona Energy	Oldbury P/S Electricity 01/06/20 - 30/06/20	" " 31.14
Corona Energy	Marshfield P/S Electricity 01/06/20 - 30/06/20	" " 306.70
Corona Energy	Saul P/S Electricity 01/06/20 - 30/06/20	" " 22.16
Corona Energy	Office Electricity 01/06/20 - 30/06/20	" " 136.12
MERRETT D C	Transportation of WU16 TZM	192.00
Molson Equipment Services Ltd	Repairs to WOL14 OEY - Solonaid valve	450.65
Molson Equipment Services Ltd	Repairs to WOL14 OEY - Labour	627.18
Pitney Bowes Ltd	Franking Machine Hire for Jun	15.54
K J Conner & Son	Cleaning for May	138.00
K J Conner & Son	Cleaning for June	276.00
Bedford Pumps Ltd	Elmore Back Pump - 15% Order Placement	
		Invoice FYI 17,586.90
		<u>74,564.20</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	74,564.20
Corona Electricity Credit	(575.15)
Sawbits Write Off	(41.48)
Amount Paid this Period (Supplier Invoices)	73,947.57

Bank Payments for July 2020

P Robbins	Long Service Award	1,000.00
NatWest	Bankline Charge & Bank Charges	99.83
Amount Paid this Period (Bank Payments)		1,099.83

Total Amount Paid this Period
£75,047.74

Payments to be Noted May 2020 - July 2020

May 20	289,365.24
Jun 20	37,135.28
Jul 20	75,047.40
Total	£401,547.92

Lower Severn (2005) Internal Drainage Board Payments to be Noted

Date From : 01/05/2020

Date To : 31/07/2020

May 2020 - July 2020**Payroll Reports FYI**

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
90389	BP	15/05/2020	2231	D/D	May 20 Peoples Pension Cont - Apr 20	1,463.03	0.00	1,463.03	R 31/05/2020
90390	BP	19/05/2020	2230	D/D	LGPS Pension Cont - Apr 20 20	14,079.17	0.00	14,079.17	R 31/05/2020
90391	BP	22/05/2020	2210	D/D	HMRC Liability - Apr 20	12,949.22	0.00	12,949.22	R 31/05/2020
90392	BP	28/05/2020	2220	D/D	LSIDB Salary - May 20	29,403.13	0.00	29,403.13	R 31/05/2020
90393	BP	28/05/2020	2211	D/D	GMB Union - May 20	28.28	0.00	<u>28.28</u>	R <u>31/05/2020</u>
90776	BP	15/06/2020	2231	D/D	Jun 20 Peoples Pension Cont - May 20	1,463.03	0.00	1,463.03	R 30/06/2020
90777	BP	19/06/2020	2230	D/D	LGPS Pension Cont - May 20	14,079.17	0.00	14,079.17	R 30/06/2020
90778	BP	22/06/2020	2210	D/D	HMRC Liability - May 20	12,950.82	0.00	12,950.82	R 30/06/2020
90779	BP	26/06/2020	2220	D/D	LSIDB Salary - Jun 20	30,151.85	0.00	30,151.85	R 30/06/2020
90780	BP	26/06/2020	2211	D/D	GMB Union - Jun 20	28.28	0.00	<u>28.28</u>	R <u>30/06/2020</u>
91251	BP	15/07/2020	2231	D/D	Jul 20 Peoples Pension Cont - Jun 20	1,474.25	0.00	1,474.25	R 31/07/2020
91252	BP	20/07/2020	2230	D/D	LGPS Pension Cont - Jun 20	14,167.96	0.00	14,167.96	R 31/07/2020
91253	BP	22/07/2020	2210	D/D	HMRC Liability - Jun 20	13,128.31	0.00	13,128.31	R 31/07/2020
91254	BP	28/07/2020	2220	D/D	LSIDB Salary - Jul 20	30,680.98	0.00	30,680.98	R 31/07/2020
91255	BP	28/07/2020	2211	D/D	GMB Union - Jul 20	28.28	0.00	28.28	R 31/07/2020
						<u>176,075.76</u>	<u>0.00</u>	<u>176,075.76</u>	
						<u>176,075.76</u>	<u>0.00</u>	<u>176,075.76</u>	

Date From: 01/05/2020
Date To: 31/07/2020

May 2020 - July 2020

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec.	Date
90408	CP	01/05/2020	7476	Land Registry Search	May 20 6.00	0.00	6.00	R	31/05/2020	
90409	CP	27/05/2020	7477	Land Registry Search	6.00	0.00	<u>6.00</u>	R	31/05/2020	
90808	CP	12/06/2020	7478	Number plate for new machine	Jun 20 22.48	4.50	<u>26.98</u>	R	30/06/2020	
91169	CP	06/07/2020	7479	Tesco - Milk	Jul 20 1.09	0.00	1.09	R	31/07/2020	
91170	CP	13/07/2020	7480	Tesco - Milk	1.09	0.00	1.09	R	31/07/2020	
91171	CP	20/07/2020	7481	Tesco - Milk	1.09	0.00	1.09	R	31/07/2020	
91172	CP	27/07/2020	7482	Aldi - Milk	1.09	0.00	1.09	R	31/07/2020	
91173	CP	29/07/2020	7483	L Reading - Land Registry	30.00	0.00	30.00	R	31/07/2020	
Totals					£ <u>68.84</u>	<u>4.50</u>	<u>73.34</u>			

Transfers Between Accounts May 2020 - July 2020

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JC	06/05/2020	J1488	Tsf from No1 Acc to No2 Acc Re: Wages	-60000
1200	NAT WEST ACCOUNT NO 1:	JD	05/06/2020	J1496	Tsf from No1 Acc to No2 Acc Re: Wages	-55000
1200	NAT WEST ACCOUNT NO 1:	JC	08/07/2020	J1501	Tsf from No1 Acc to No2 Acc Re: Wages	-60000
1200	NAT WEST ACCOUNT NO 1:	JC	08/07/2020	J1502	Tsf from No1 Acc to Direct Reserve	-100000
1200	NAT WEST ACCOUNT NO 1:	JC	09/07/2020	J1503	Tsf from No1 Acc to Direct Reserve	-100000
1200	NAT WEST ACCOUNT NO 1:	JC	10/07/2020	J1504	Tsf from No1 Acc to Direct Reserve	-100000
1201	NAT WEST ACCOUNT NO 2:	JD	06/05/2020	J1488	Tsf from No1 Acc to No2 Acc Re: Wages	60000
1201	NAT WEST ACCOUNT NO 2:	JD	05/06/2020	J1496	Tsf from No1 Acc to No2 Acc Re: Wages	55000
1201	NAT WEST ACCOUNT NO 2:	JD	08/07/2020	J1501	Tsf from No1 Acc to No2 Acc Re: Wages	60000
1257	Nat West Direct Reserve Acc	JD	08/07/2020	J1502	Tsf from No1 Acc to Direct Reserve	100000
1257	Nat West Direct Reserve Acc	JD	09/07/2020	J1503	Tsf from No1 Acc to Direct Reserve	100000
1257	Nat West Direct Reserve Acc	JD	10/07/2020	J1504	Tsf from No1 Acc to Direct Reserve	100000

F&GP Meeting

Wednesday 01 July 2020

**Microsoft Teams – Virtual Meeting
10am**

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 5th February 2020 Minute No. 3002

Matters for determination by the Committee.

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.
10. To agree and monitor Capital Programme spending and report to the Board.

Matters for recommendation by the Committee to the Board

11. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
12. To review the Annual Business Plan.
13. To review the Medium Term Financial Plan.
14. To monitor the Board's Treasury Management policies and practices.
15. To keep under review the Board's insurance policies.
16. To liaise with the Smaller Authorities Audit Appointments Ltd or any successor or equivalent, regarding the appointment of the External Auditor.
17. To consider any letter or report issued by the External Auditor.

18. To ensure the effective monitoring and review of policies and strategies.
19. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
20. To identify any Member training needs in various aspects of the Boards responsibilities.

**Minutes of the additional Finance & General Purposes Committee of the
Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 22nd January 2020 at 2.00 pm
At the Gables Hotel Falfield**

Present:

Ald C Williams
Mr J Hore
Mr G Littleton
Mr J Cornock
Cllr M Riddle
Mr R Thatcher

Chairman

Mr G Simms
Cllr R Griffin

Kieran Warren
Martin Dear
James Thomas
Louise Reading

Principal Officer
Accounts Officer
Civil Engineer
Minutes

PO
AO
CE

****Please refer to your meeting papers as dated above for the documents referred to in these minutes****

2986	Apologies Apologies were received from Mr Barnes and Ald Sykes.	
2987	Chairman's Announcements There were no Chairman's Announcements.	
2988	Declarations of Interest There were no declarations of interest.	
2989	Minutes of the Previous Meetings It was resolved that: <ul style="list-style-type: none"> The minutes of the Finance and General Purposes Committee meeting held on 11th December 2019 be approved. 	
2990	Matters arising from the Minutes <u>Action 1</u> Complete. <u>Action 2</u> The CE was present in order to take questions about the disposal of the old pumps. Mr Cornock enquired about selling the old pumps. The PO advised that it would be wrong to sell on a pump that may be used for pumping water which is not compliant with the Eel Regulations. The CE agreed and advised they couldn't consent to its use in the Boards area. The CE went on to explain that going forward on the Pump Replacement Programme the disposal of old pumps would be part of the contract. Therefore, any value the old pump might have would reduce the cost of the contract. Mr Simms highlighted that there were 2 issues that needed resolution. 1) The depreciation of the new pumps, for which he felt these pumps would have a life expectancy of around 25 years and 2) the disposal of the old pumps which he felt should be scrapped.	

	<p>Cllr Riddle endorsed the treatment of old pumps within the tender process as a good resolution.</p> <p>The Chairman pointed out to Members that ultimately it is the Engineering's Committee responsibility to make appropriate arrangements for pump disposal.</p> <p>Concerns were raised as to when to start a reserve for the replacement of the next set of pumps in what could be as soon as 25 years' time.</p> <p>The AO advised that setting up a reserve now whilst funding the current Pump Replacement Programme would cause a significant increase in the Levy and the rate. It would be prudent to wait until 2028 when the new pumps were fully installed before setting up a sinking fund to cover the cost of replacing these new pumps.</p> <p>Mr Thatcher added that the amount agreed for the current Pump Replacement Programme could then continue to be used to fund the new reserve.</p> <p>In response to a question from Mr Cornock and Mr Hore the CE informed Members that the pump warranty was 3-5 years dependent on the manufacturer. Mr Cornock further asked why the pumps were not purchased from the same supplier. The CE advised that there were different requirements for each pump and each station needed to be looked at individually as no one supplier covered our requirements.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Engineering Committee report to the Finance and General Purposes Committee bi-annually in relation to the budget and timing of the Capital Programme. • The Engineering Committee provide the Finance and General Purposes Committee with a life expectancy for the new pumps. • The AO to ensure apportionment of revenue is sufficient to cover the costs of the Capital Programme. <p><u>Action 3</u> Complete.</p>	
2991	<p>Matters arising from the Minutes</p> <p>The CE asked Members if they were happy with the current 2% annual increase in percept and foreign water contributions. Members agreed that the new system worked much better and that the rate seemed fair. The CE said that the current arrangement was entering its final year (2020/21) and asked if he should pursue a continuation of this agreement. Members agreed to this.</p> <p>Cllr Riddle requested the CE keep the Board Chairman and Finance and General Purposes Chairman informed of any material changes.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The CE seek to extend the current arrangement for a similar period (i.e. 5 years) • The CE keeps the Boards Chairman and the Finance and General Purposes Chairman informed of any developments. 	
2992	<p>Financial Regulations</p> <p>The AO explained that the Governance and Probity Committee had reviewed the Financial Regulations and wished to give the Finance and</p>	

	<p>General Purposes Committee the opportunity to make comments before the Board approve the Financial Regulations.</p> <p>The AO explained that the changes were highlighted in yellow. The main changes were to the monetary values and to make the regulations more comprehensive.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • Members agreed no changes to the Financial Regulations 	
2993	<p>Financial Reports Members reviewed then Financial Reports presented by the AO.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Management Accounts 1st April 2019 to 30th November 2020 be noted as per Appendix A. • The Forecast results for the year ended 31st March 2020 be noted and presented to the Board for noting. • The Draft Budget 20/21 be noted and submitted to the Board for approval. • The Capital Expenditure for 2019/20 and 2020/21 be noted and presented to the Board for noting. • The Apportionment between Charging Authorities be noted and presented to the Board for noting. • The Capital Programme 2020/28 be noted and presented to the Board for noting. • The Medium-Term Financial Plan 2020/25 be agreed and submitted to the Board for approval. • The Cash Flow to April 2020 be noted as per Appendix B. • The Cash Flow to April 2021 be noted as per Appendix C. • The Developers funds as at 30th November 2019 be noted and presented to the Board for noting. 	
2994	<p>Default Ratepayers The Ratings and Admin Officer advised the Board had been successful in securing liability orders on three default ratepayers.</p>	
2995	<p>Authority to Attend Court Following a recent change of personnel, the PO requested the Finance & General Purposes Committee authorise the latest staff appointment to attend Court for the purposes of pursuing default rate payers.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • Louise Reading, Admin & Ratings Officer, be authorised to act on behalf of the Board in Court Proceedings. 	
2996	<p>Payments to be Noted.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The payments to be confirmed be noted as per Appendix D. 	

2997	Date of Next meeting Members noted that the next F&GP meeting would be held on 20 th May 2020 @ 10.30am	
	Meeting closed at 15.00pm	

Un-approved

**Minutes of Treasury Sub-Committee Meeting
Of the Lower Severn (2005) Internal Drainage Board
Held Wednesday 11th March 2020 at 11.00am
At the LSIDB Offices**

Present:

Ald C Williams	Chairman	
Mr J Cornock	Deputy for Cllr Riddle	
Mr J Nichols		
Cllr F Hance	Deputy for Mike Barnes	
 Martin Dear	 Accounts Officer	 AO
Louise Reading	Minutes	

	<p>Election of Chairman for 2019/2020 The AO requested nominations for Chairman. Mr Cornock proposed Ald Williams and this was seconded by Cllr Hance. There were no further nominations.</p> <p>It was resolved unanimously that</p> <ul style="list-style-type: none"> Ald Williams be elected Chairman of the Committee for the coming year. 	
	<p>Apologies/Welcome Apologised were received from Mr Barnes and Cllr Riddle.</p> <p>The Chairman welcomed and thanked Cllr Hance and Mr Cornock who were deputising for Mr Barnes and Cllr Riddle.</p> <p>The Chairman extended his welcomes to new Treasury Sub-Committee Member Cllr Howells.</p>	
	<p>Chairman's Announcements. There were no announcements.</p>	
	<p>Declaration of Members' Interests There were no declaration of interests.</p>	
	<p>Minutes of the Previous Meeting</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> The minutes of the meeting held on 11th March 2020 be approved. 	
	<p>Matters arising from the minutes All actions were complete.</p>	
	<p>Performance Schedule - Report from Smith and Williamson The Investment valuations, as in the papers, were as at 31 January 2020.</p> <p>The Chairman gave a brief history of the investment of developer's funds for Cllr Howells and the Members deputising.</p> <p>Mr Nicholls asked if the AO had the investment valuations as at today's date. The AO explained that today's figures had not been sought, the market was extremely volatile in light of Covid-19 and the market was rapidly changing.</p>	

	<p>The investment valuations for 29 February 2020 will be sent to Members shortly and that the next report is due at the end of March 2020. It was felt that day to day monitoring provided no benefit in the current climate.</p> <p>Mr Nichols asked if the figures were net of charges. The AO advised the figures were gross. Charges were taken quarterly, by Smith & Williamson, from the investment account.</p> <p>Mr Nichols further asked if the AO could note the charges on the Smith & Williamson schedules.</p> <p>The Chairman suggested that a single sheet be compiled showing the management charges and that this be presented at future meetings.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • At future meetings a paper showing management charges be presented. 	<p><u>Action 1</u> The AO to include a charges summary for future meetings</p>
	<p>Review of Treasury Management Policy</p> <p>The AO did not propose any changes to the current policy.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Treasury Management Policy, as per Appendix A, be presented to F& GP Committee and the Full Board for approval. 	
	<p>Review of Capital Financing and Reserve Policy.</p> <p>The AO presented the Capital Financial and Reserve Policy as per Appendix B.</p> <p>The Chairman suggested that under Capital the wording be replaced with:</p> <p>'this reserve is needed to regularly appropriate from the expected excess income arising annually from the Income and Expenditure Account a sum of such magnitude as to be sufficient to cover the expected cost of the Board's approved capital expenditure which is incorporated into its medium-term financial plan. The major element of this reserve will be to cover the expected cost of replacing pumps at pumping stations to meet the 2009 Eel Regulations'</p> <p>and delete all the yellow highlighted explanation at the end of the Policy.</p> <p>Discussion was held around the wording in the policy with particular reference to the aspect of depreciation of the new pumps. Cllr Howells felt this was beneficial to have this separate.</p> <p>It was agreed to accept the changes with the added request that the Chairman and the AO make any further minor amendments as they see fit.</p> <p>Discussion then took place concerning the management accounts and the presentation of the new pumps as a fixed asset, the capital reserve and the future depreciation of the new pumps.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Capital Financing and Reserve Policy be amended and the Chairman and AO agree on any further minor amendments. 	<p><u>Action 2</u> The AO and Chairman agree any minor changes to the Capital Financing and Reserve Policy and any changes to the presentation of the management accounts</p>

	<ul style="list-style-type: none"> • The Capital Financing and Reserve policy, as per Appendix B, be presented to F& GP Committee and the Full Board for approval. • The AO and Chairman to discuss further and agree the presentation changes to the management accounts. 	
	<p>Balance Sheet and Developers funds as at 30th November 2019 <u>Balance Sheet</u> Members noted there were no material changes to the Balance Sheet since November 2019.</p> <p>Cllr Hance asked if the figures were audited. The AO explained that the Board was subjected to an annual internal audit performed by an external audit firm. The audit was classed as internal as the Board appointed the audit firm.</p> <p>The Board was subject to a National External audit where the audit firm were appointed by the Smaller Authorities' Audit Appointments Ltd. This external audit took the form of a distance audit where papers were sent to the External Audit firm. There was no visit to the Board's premises. The main form to be completed and sent to the External Auditors was the Annual Governance and Accountability Return (AGAR), which was completed on a cash basis. This meant that the management accounts needed adjusting to a cash basis before the AGAR could be completed.</p> <p><u>Developers Funds</u> The Chairman informed Members that there was £118,310 of Developer's funds in cash. He proposed that with the falling markers now would be a good time to invest further funds into the market.</p> <p>Cllr Hance commented that the stocks and shares may continue go down.</p> <p>The AO explained that there is an annual charge from the Developer's funds to the income and expenditure account. This is a transfer of cash, so £44,000 will transfer in 2020/21 and a further £45,000 in 2021/22. Currently we do not know if and when there will be future payments from new developers. The Investment in the market was originally agreed as a long term investment strategy and putting some monies in for a short term didn't agree with this strategy.</p> <p>The AO advised Members that it was important to keep the Board's cash flow and Developer's reserves separate at all times.</p> <p>Mr Cornock felt that the risk of investments dropping further outweighed the possible return.</p> <p>The AO also pointed out that should no developers fund be received over the next couple of years then the investments dividends would be needed to pay for the annual transfers to the income and expenditure account rather than invested in the market.</p> <p>It was resolved that</p> <ul style="list-style-type: none"> • Due to the volatility of the current market no further Developers' funds would be invested and for this to be revisited at the next meeting. 	
	<p>Schedule of Investments Members noted the schedule of investments for the periods</p> <ul style="list-style-type: none"> • 1st April 2017 – 31st January 2020; • 1st January 2019 - 31st January 2020; • 1st April 2019 – 31st January 2020; 	

	<ul style="list-style-type: none"> 1st January 2020 to 31st January 2020 for review. <p>It was resolved that:</p> <ul style="list-style-type: none"> For future meetings schedules for the current financial year, the current physical year and from April 2017 would be provided. 	
	<p>Cash Flow</p> <p>The AO reported that the current cashflow looked healthy however an expensive year was forecast with the pumps at two pumping stations being replaced. This will significantly impact amount of cash that the Board has.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> The cash flow forecasts be noted 	
	<p>Date of next meeting</p> <p>Members agreed that the next Treasury Sub-Committee would be held on Wednesday 26th August 2020 at 10.30am.</p>	
	The Meeting closed at 12.25pm	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Treasury Management Policy

Approved 5th June 2019, Minute 2880

To be reviewed 10th June 2020

Introduction

The primary principle governing the Board's investment criteria is the security of the financial institution in which the Board places its funds. Yield/return and liquidity are also key considerations.

1. The Board's funds

Approved Financial Institutions

The Board's principal banker is NatWest.

Cash may be deposited with any of the four main clearing banks (NatWest, Lloyds, Barclays and HSBC).

2. Accountabilities

The Treasury Sub-Committee will determine the amount of cash that is available for deposit with the four main clearing banks.

In addition to the NatWest Direct Reserve account, there will be two or three other deposit accounts.

Cash may be deposited in instant access accounts, fixed term accounts or notice accounts

If deposited in a fixed term account then the maximum fixed term period is six months.

If deposited in a notice account then the maximum notice period is six months.

The Accounts Officer to have flexibility to allocate funds between accounts in order to attract the best return. In particular the Accounts Officer is authorised to move funds between the Bonus Saver and the two Notice Accounts to increase the return of interest received on cash balances having regards to the cash flow requirements of the Board.

3. Funds received from Developers

Under minute No. 2218 at 24 June 2015 Board Meeting, the Board approved the appointment of Smith & Williamson Investment Managers. They manage the fund on a non-discretionary basis.

The Board resolved to invest £500,000 of the funds into a balanced multi asset portfolio. The income from these investments are to be re-invested.

The Treasury Sub Committee has the authority to invest future sums received from Developers. Before investing any future sums received, the Treasury Sub-Committee must take into account the cash flow requirements of the Board.

The Treasury Sub-Committee has the authority to agree into which funds these should be invested following consultation with Smith & Williamson.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Capital Financing and Reserves Policy

To be approved by the Board on 10th June 2020

Introduction

Reserves are an essential part of good financial management. They help the Board cope with unpredictable financial pressures and plan for future spending commitments. The purpose of this Reserves policy is to maintain an adequate level of funds to support the ongoing operations of the Board and to provide a source of internal funds for operational priorities such as rhine and ditch maintenance, pumping station running costs and repair, capital replacement and improvement programmes.

The Reserves policy will complement other governance and financial policies and will support the goals and strategies contained in strategic and operational plans.

Background

The Board is required to set a balanced budget annually, which broadly means that cash raised within the year correlates to the cash expended in that year. However variances to the budget will occur. This may result in surplus funds through unbudgeted income such as Developer Contributions, better values achieved on the sale of assets or additional income from grants, contributions and recharges. Expenditure might be greater than budgeted for example such as lower values achieved on sales of assets, greater maintenance costs than predicted or an increase in pump electricity usage.

There will also be the funding of major (capital) spend. Most purchases, mainly vehicles and plant, are resourced through internal funds which are then replenished through appropriate depreciation charges based upon the life of the assets.

However, there may be instances where monies need to be identified to fund larger capital spend items such as the replacement of pumps or significant flood alleviation and land drainage management schemes. When this occurs forward planning will need to take place in order to ensure that sufficient funds are available at the appropriate times.

Importantly, there is a requirement to manage cash flows to ensure that cash is available when needed.

Types of Reserve

There are two types of Reserves:

- Earmarked Reserves – funds that are set aside to meet known or future predicted future spending.
- Unallocated Reserves – funds that are working balances to manage cash flow and protect annual budgets against unplanned expenditure.

Reserves Held

Earmarked

- **Development (Commuted Sums)**
This reserve consists of sums received from developers to maintain agreed rhines, ditches and ponds in perpetuity within specified areas.
- **Capital Pump Replacement**
This reserve is, **predominantly**, a provision to meet the costs of replacing the pumps at pumping stations to meet the 2009 Eel Regulations
- **Pump Station Future Depreciation Provision**
This reserve is a provision to meet the future depreciation costs of the new pumps at pumping stations.
- **Pension**
This reserve is the liability, of the Board, related to the defined benefit pension scheme. Note it is a negative reserve.
- **Revaluation**
This reserve is the increase in value of land and buildings, from cost, as at 15 January 2015.

Unallocated

- **Income and Expenditure**
This reserve provides protection against unplanned expenditure. Any under spend, at the year end, is transferred to this reserve. Any over spend, at the year end, is met from this reserve.

Review of Reserves

Each reserve will be reviewed, on an annual basis by the Treasury Sub-Committee prior to review by the Board. The Board's review will form part of the annual budget setting process. Part of this review will include considering guidance published by the Association of Drainage Authorities.

Creation / Cessation of a Reserve

An earmarked reserve may be created for a specific purpose if it is agreed by the Board. Likewise the Board may close an earmarked reserve if it is no longer required. Any remaining funds in a Reserve to be closed will be transferred to another reserve.

Level of Reserves Held

The Board has no legal powers to hold reserves other than those for reasonable working capital needs, or for specifically earmarked purposes.

If, at the year end, the Income and Expenditure Reserve is significantly higher than the annual Special Levies and Agricultural Rates income then an explanation will be provided by the Board. The Board's Financial Regulations state that the general provision, including a contingency, should be maintained which is equivalent to approximately 30% of the Board's annual expenditure.

Liquidity of Reserves

Reserves will be held jointly in general cash and investment accounts of the Board.

Explanation of the creation of the Pump Station Future Depreciation Provision Reserve

The function of depreciation is to make the Balance Sheet more accurately reflect the current value of fixed assets. The objective of charging depreciation is to spread the cost of the fixed asset over its useful life. Depreciation is a source of internal financing which does not affect working capital as it does not involve the outflow of any cash like other expenses.

The full cost of the new pumps have already been allowed for via the transfer of funds from the Income and Expenditure Account to the Capital Reserve. However the pumps have a useful economic life stretching over a number of years and therefore need to be recognised as a fixed asset with an annual depreciation charge being made to the Income and Expenditure Account. If there was no future depreciation provision reserve then the Income and Expenditure Account would be charged twice. Once for the original purchase of the pumps via the transfer of funds to the Capital Reserve and secondly by the annual depreciation charge. A transfer from this depreciation provision reserve will be made annually to the Income and Expenditure Account. This will nullify the depreciation charge and hence the pumps will only be financially accounted for once.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Capital Financing and Reserves Policy

To be approved by the Board on 10th June 2020

Introduction

Reserves are an essential part of good financial management. They help the Board cope with unpredictable financial pressures and plan for future spending commitments. The purpose of this Reserves policy is to maintain an adequate level of funds to support the ongoing operations of the Board and to provide a source of internal funds for operational priorities such as rhine and ditch maintenance, pumping station running costs and repair, capital replacement and improvement programmes.

The Reserves policy will complement other governance and financial policies and will support the goals and strategies contained in strategic and operational plans.

Background

The Board is required to set a balanced budget annually, which broadly means that cash raised within the year correlates to the cash expended in that year. However variances to the budget will occur. This may result in surplus funds through unbudgeted income such as Developer Contributions, better values achieved on the sale of assets or additional income from grants, contributions and recharges. Expenditure might be greater than budgeted for example such as lower values achieved on sales of assets, greater maintenance costs than predicted or an increase in pump electricity usage.

There will also be the funding of major (capital) spend. Most purchases, mainly vehicles and plant, are resourced through internal funds which are then replenished through appropriate depreciation charges based upon the life of the assets.

However, there may be instances where monies need to be identified to fund larger capital spend items such as the replacement of pumps or significant flood alleviation and land drainage management schemes. When this occurs forward planning will need to take place in order to ensure that sufficient funds are available at the appropriate times.

Importantly, there is a requirement to manage cash flows to ensure that cash is available when needed.

Types of Reserve

There are two types of Reserves:

- Earmarked Reserves – funds that are set aside to meet known or future predicted future spending.
- Unallocated Reserves – funds that are working balances to manage cash flow and protect annual budgets against unplanned expenditure.

Reserves Held

Earmarked

- ~~Development (Commuted Sums)~~ **Developers Funds**
This reserve consists of sums received from developers to maintain agreed rhines, ditches and ponds in perpetuity within specified areas.
- **Capital Expenditure Pump Replacement**
This reserve is, needed to regularly appropriate from the expected excess income arising annually from the Income and Expenditure Account a sum of such magnitude as to be sufficient to cover the expected cost of the Board's approved capital expenditure which is incorporated into its medium term financial plan. The major element of this reserve will be to cover the expected cost a provision to meet the costs of replacing the pumps at pumping stations to meet the 2009 Eel Regulations.

Subsequent to the purchase of an asset, annual depreciation will be applied at its appropriate rate and charged to the Income and Expenditure Account. Simultaneously the same amount will be removed from the Capital Reserve by a transfer back to the Income and Expenditure Account.
- **Pension**
This reserve is the liability, of the Board, related to the defined benefit pension scheme. Note it is a negative reserve.
- **Revaluation**
This reserve is the increase in value of land and buildings, from cost, as at 15 January 2015.

Unallocated

- ~~Income and Expenditure~~ **Accumulated Fund**
This reserve provides protection against unplanned expenditure. Any under spend, at the year end, is transferred to this reserve. Any over spend, at the year end, is met from this reserve.

Review of Reserves

Each reserve will be reviewed, on an annual basis by the Treasury Sub-Committee prior to review by the Board. The Board's review will form part of the annual budget setting process. Part of this review will include considering guidance published by the Association of Drainage Authorities.

Creation / Cessation of a Reserve

An earmarked reserve may be created for a specific purpose if it is agreed by the Board. Likewise the Board may close an earmarked reserve if it is no longer required. Any remaining funds in a Reserve to be closed will be transferred to another reserve.

Level of Reserves Held

The Board has no legal powers to hold reserves other than those for reasonable working capital needs, or for specifically earmarked purposes.

If, at the year end, the Income and Expenditure Reserve is significantly higher than the annual Special Levies and Agricultural Rates income then an explanation will be provided by the Board. The Board's Financial Regulations state that the general provision, including a contingency, should be maintained which is equivalent to approximately 30% of the Board's annual expenditure.

Liquidity of Reserves

Reserves will be held jointly in general cash and investment accounts of the Board.

CAPITAL PROGRAMME UPDATE

Introduction

One of the roles of this Committee is to monitor progress on the Board's Capital Programme (CP) from a financial point of view. The critical questions for Members of the F & GP Committee are:

- Are the timescales for the projects in the CP realistic?
- Are the financial estimates for each project as accurate as they can possibly be?
- Is adequate financial provision in place to fully fund the CP?
- What options does the Board have if either acceleration or slippage of the CP occurs?

For ease of reference, a copy of the Capital Programme is attached at Appendix A.

Position as at June 2020

PUMPING STATIONS

SAUL – Project completed.

ELMORE BACK – Survey works completed and design work underway. Progress has been hampered by the fact that some consultants and technical sales have been - and remain – furloughed owing to the COVID crisis. Additionally, the Environment Agency have been extremely slow to approve the type of pumps proposed for this station; after a long delay, they have accepted the design as submitted, although they are still yet to approve the fish pass design. This is extremely frustrating as the pumps and pass are built to order with a long lead in time of approx. 25 weeks for the pumps.

We are currently awaiting a quotation from Western power distribution due to an unforeseen additional cost to upgrade the power supply to the pumping station to meet the needs of the pumps, fish pass pump and automatic weed screen cleaner. The cost of these works are not yet known; we expect to meet them from contingencies.

As the CP shows, the Board is scheduled to spend c£430,000 in 2020/21. We are presently on target to proceed as planned. Tenders will be invited in July, appraised in August and a start on site in October/November.

REMAINING STATIONS – In order to streamline the introduction of each following scheme, survey work for these stations has been undertaken which include ground investigations, structural surveys and topographical surveys. These preparatory works should assist in keeping up momentum and achieving the targets set out in the CP.

PLANT AND VEHICLES

To date, the purchase of replacement plant and vehicles has not been adversely affected by the COVID crisis. Recent purchases include: 1 x Spearhead spv 2 which is currently in operation and p/x of our Energreen 1500.

WATER LEVEL MONITORING EQUIPMENT

This scheme relates to the Slimbridge Water Level Management Plan.

The water level monitoring equipment has now been installed and is operational. There is an outstanding action of a culvert which requires rootcutting and CCTV. This action has been delayed due to the Covid 19 situation. However, we are in communication with the contractor and the works are now imminent. This will enable the Board to establish a baseline of water levels over the coming months to allow for accurate modelling of the site and will mean various scenarios can be tested.

Conclusions

Despite the challenges created by Covid 19, no significant slippage has occurred in our planned activities/expenditure so far this year. No adjustments to the CP are required at present.

Recommendation:

That the report be noted.

Kieran Warren

Principal Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Expenditure Forecast for the Capital Programme - 2020/21 to 2027/28

As at 31 March 2020

		Budget	Previous Years Expenditure	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total 2020/28
		£	£	£	£	£	£	£	£	£	£	£
Pump Stations												
	No. of Pumps											
Oldbury	3	867,358	18,466							541,424	307,468	848,892
Marshfield	2	577,247	18,463			394,875	163,909					558,784
Lapperditch	2	514,500	19,865	340,135	154,500							494,635
Wicks Green	2	851,854	17,417					544,618	289,819			834,437
Elmore Back	2	500,000	70,582	429,418								429,418
Saul	1	180,000	176,811	3,189								3,189
Pump Expenditure Total		3,490,959	321,604	772,742	154,500	394,875	163,909	544,618	289,819	541,424	307,468	3,169,355
												0
Plant and Vehicles												
Energreen 1500		211,946		211,946								211,946
Energreen AU11 HCH		-25,000		-25,000								-25,000
Water Level Monitoring Equipment		8,000		8,000								8,000
Claas Mower		160,000			160,000							160,000
Class Mower OU07 JXX		-10,000			-10,000							-10,000
New Holland Excavator		140,000			140,000							140,000
Hyundai WX12 CWL		-10,000			-10,000							-10,000
Energreen SPV3		400,000				400,000						400,000
Energreen VX65 HVB		-40,000				-40,000						-40,000
Kobelco Excavator		160,000					160,000					160,000
Kobelco Excavator WU16 TZM		-15,000					-15,000					-15,000
Isuzu Truck		35,000					35,000					35,000
Isuzu Truck WU17 NVD		-5,000					-5,000					-5,000
Energreen SPV2		300,000						300,000				300,000
Energreen VX65 HTA		-40,000						-40,000				-40,000
Ford Ranger Truck		40,000						40,000				40,000
Isuzu Truck VO62 RPY		-5,000						-5,000				-5,000
Loadall/Material Handler		90,000								90,000		90,000
Merlo Loadall WX08 OSY		-1,000								-1,000		-1,000
Plant and Vehicles Expenditure Total		1,393,946	0	194,946	280,000	360,000	175,000	295,000	0	89,000	0	1,393,946
												0
Capital Expenditure Total		4,884,905	321,604	967,688	434,500	754,875	338,909	839,618	289,819	630,424	307,468	4,563,301

INTERNAL AUDIT REPORT 2019/20**Introduction**

The Board's Internal Auditors, Bishop Fleming LLP, have submitted their report for the year 2019/20 – a copy is enclosed at Appendix A. In all, 30 tests were carried out and the auditors have made 1 recommendation, which is deemed as being minor and colour coded green. The colour coding is explained on page 2 of the report.

Audit Recommendations and Proposed Actions

Number	Area of activity	Audit Recommendation	Proposed Action
1 Green	Purchases	It is recommended that all authorisations are dated when signed.	<ul style="list-style-type: none">• All staff to be informed that authorisations are to be dated when signed.

Recommendations

That the proposed action be approved.

Kieran Warren

Principal Officer

Lower Severn (2005) Internal Drainage Board

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INTRODUCTION

As stated in our engagement letter, you have instructed us to undertake a series of Internal Audit visits for the Board. We understand this role is to provide you, the Board of Members, with additional assurance as part of an on-going independent oversight of the Board's financial affairs, in addition to the internal procedures already carried out by the Board's Finance Department. The Financial Regulations have been reviewed and discussed with the Finance Department at the start of each visit to ensure thorough understanding of the internal controls being tested.

TRAFFIC LIGHT SYSTEM COLOUR KEY

Matters that we consider should be brought to your attention and recommendations we have for possible improvements are summarised in the columns in the body of the report. The final 'outcome' column uses a 'traffic light' system:

The key is as follows;

	This recommendation must be addressed as a matter of priority, as the required internal controls are not currently in place.
	This recommendation should be addressed as weaknesses have been identified with the current internal controls.
	This recommendation will improve the current internal controls and be in line with best practice.
	No recommendation, as the internal controls in place are sufficient.
	At the time of our visit there was nothing to report on this particular area.

If we were to report on two previous occasions that a particular control we have tested has been 'amber' then it will automatically be reported as 'red' on the next report, if no improvements to the internal control have been made. If in any report a control has been reported as 'red' we will re-visit this particular test at our next visit to assess whether new procedures have been introduced.

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Disclaimer

We have prepared our report solely for the confidential use of the Lower Severn (2005) Internal Drainage Board in accordance with our letter of engagement. It may not be relied upon by Lower Severn (2005) Internal Drainage Board for any other purpose. Our report must not be recited or referred to in whole or part in any other document and must not be made available, copied or recited to any other party without our express written permission. Bishop Fleming neither owes nor accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on our report.

It is management's responsibility to develop and maintain sound systems of internal control. Our internal audit work is not a substitute for management's responsibilities to ensure that adequate controls are in place and operating effectively across the organisation, and our work should not be relied upon to identify all strengths and weaknesses that may exist. Neither should our work be relied upon to identify all circumstances of fraud and irregularity should there be any.

The matters raised in this report are only those which came to our attention during the course of our review and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. Suggested actions raised within the report should be assessed by you for their full impact before they are implemented.

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SUMMARY

This report documents the findings from our visit during February 2020 in which we reviewed key controls operating within the following systems and processes at the Board:

- Purchases
- Risks and Budgets
- Income and Debtors
- Bank and Cash
- Wages and Payroll
- Fixed Assets and Investments
- Accounting Systems; and
- Exercise of Public Rights

As a result of our testing, we have made 1 recommendation in this report, categorised as green. The recommendations arising from testing in each area was as follows:



Review	Number of recommendations		
	Red	Amber	Green
Purchases	-	-	1
Risks and Budgets	-	-	-
Income and Debtors	-	-	-
Bank and Petty Cash	-	-	-
Wages and Payroll	-	-	-
Fixed Assets and Investments	-	-	-
Accounting Systems	-	-	-
Exercise of Public Rights	-	-	-
Total	-	-	1

The one minor recommendation raised related to an instance where a purchase invoice was not dated upon authorisation.

Follow up on previous recommendations

During the visit we were able to follow up on the single amber recommendation made in our previous report. This related to petty cash, more specifically the lack of authorisation, supporting receipts and accounting for the VAT on the claim forms. At the date of our visit, the prior recommendation had been accepted and the suggested adjustments were made and the system appeared to be working in practice. Details of this can be found on pages 23 of this report.

PURCHASES

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 1: Gain an understanding of the purchasing system in place at the Board and ensure procedures are being carried out in line with the financial regulations.	A copy of the Board's financial regulations was obtained, as well as a working proposed copy that had been updated but yet to be formally approved or adopted. The purchases system was discussed with the Admin/Payroll Officer who fully understood the procedures and was aware of all authorisation limits.	The finance team fully understand the financial regulations and can confirm that procedures are being carried out in line with them.	There are no recommendations to be made at this time.	
Test 2: Select 20 purchases made within the period and ensure: <ul style="list-style-type: none"> that quotes were obtained where over the prescribed level that the order has been placed with an appropriate supplier the order was correctly authorised in line with the systems described above invoice agrees to order invoice correctly authorised payment correctly recorded in accounting system VAT has been correctly posted to the accounting system for each transaction 	<p>A sample of 20 transactions from throughout the year (weighted towards larger transactions) were selected for testing. The transactions were agreed to purchase orders (POs) and invoices to ensure that details matched, and that authorisation was appropriate.</p> <p>All purchases could be matched to POs, which were dated prior to the corresponding invoices.</p> <p>All POs and invoices were authorised and all matched to payments per the bank.</p> <p>The invoice details, including VAT amounts, had been correctly posted to Sage.</p>	<p>Expenditure tested appeared to be properly documented, payments were supported by authorised resources in all cases and VAT was appropriately accounted for.</p> <p>All POs and invoices tested were authorised. There was one individual invoice that had been signed as authorised but was not dated. This could have meant that the invoice was authorised after payment. However, all others included authorisation dates.</p>	It is recommended that all authorisations are dated when signed.	



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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 3: Regularity testing for each item of expenditure tested, ensure: <ul style="list-style-type: none"> that the expenditure is necessary that the expenditure is appropriate for the Board that value for money has been considered that the expenditure was not for an employee's personal use. 	All expenditure which was tested appeared to be reasonable and appropriate for the Board. There were no indications that purchases were for personal use or that the cost was not value for money.	Based on our sample, expenditure is appropriate.	There are no recommendations to be made at this time.	<div>W</div>

RISK AND BUDGETS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p>Test 1: Ensure there is a regularly updated Risk Register in place. Review the adequacy and coverage of arrangements made to manage the risks and ensure controls are relevant and up-to-date.</p> <p>Ensure fraud risk is considered within the Risk Register.</p>	<p>The Accounts Officer confirmed that the Risk Register is reviewed throughout the year and is updated annually. This was last carried out in September 2019 and is a responsibility of the Finance & General Purposes Committee.</p> <p>The Risk Register is comprehensive. It includes details of control procedures and ownership of responsibilities surrounding the management of risks. There is adequate consideration of the significance of risks relating to fraud.</p>	<p>There is a regularly updated Risk Register in place, with controls identified against the broad range of risks that appear reasonable to mitigate the risk (noting that we have not performed detailed testing on each of these).</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>
<p>Test 2: Ensure client has a budget for more than one year and that it includes key changes to expected income and expenditure.</p>	<p>The budget for 2019-20 and corresponding four-year expenditure forecast and eight-year Capital Programme have been reviewed and compared to 2019-20 results to date. The budgets were found to incorporate key changes to income and expenditure such as rate changes, changes to the amount of the EA Levy and the Foreign Water Grant and increases to the Capital Grant transfers.</p>	<p>The Board has budgets in place. The budgets include assumptions regarding anticipated changes to income and expenditure, and appears reasonable from limited review.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 3: Ensure all budget variations are approved by the Finance & General Purposes Committee and the full board.	<p>It was confirmed that the first draft budget for the following year is presented by the Accounts officer and discussed at the December meeting of the Finance & General Purposes Committee. Any changes are then made at the January meeting and a draft is agreed to be sent to the board.</p> <p>The full board meeting takes place in February, where the final draft of the budget is reviewed, and rates are set for the following year.</p>	<p>Based on our sample, all budget variations are properly approved by the Finance & General Purposes Committee and the full board.</p>	<p>There are no recommendations to be made at this time.</p>	
Test 4: Ensure that the budgeted levels of reserves are adequate for the Board's future plans and obtain an explanation of the method used by the Board in arriving at the rate each year.	<p>The Accounts Officer confirmed that rates are set based on the budgets and forecasts. Significant capital expenditure will be required in future for the Pump Station in order to meet future legislative requirements. Therefore, the rates have been increased from 9.0p to 9.3p for 2020/21 so that the Board's reserves are maintained at a consistent level.</p>	<p>The process and approach for setting the budgeted levels of reserves appear appropriate..</p>	<p>There are no recommendations to be made at this time.</p>	



INCOME AND DEBTORS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p>Test 1: Ascertain the procedures in place around the posting of rates income to the accounting system.</p> <p>Agree a sample of rates charges from the DRS system to corresponding demand notes and to the relevant postings on the accounting system.</p> <p>Select a month at random and review the DRS/Sage reconciliation, investigating any discrepancies.</p>	<p>The system around the receipt of levy and rates income was discussed in detail with the Ratings/Admin Officer within the previous IA, however this individual was not available therefore the following details were checked with the Accounts team and were confirmed to be the same.</p> <p>The bespoke DRS system used by the majority of Drainage Boards was found to automatically produce demand notes on the 1st of April for agricultural landowners not covered by business rates or the council tax system. The system has a record of the rateable value for each parcel of land under the jurisdiction of the Board, and the total rateable value of land owned by each landowner. Once the demand note is posted and payment is received, it is inputted manually onto the DRS system. A weekly GL Batch Update is run detailing the income received in the form of an Excel document which is then automatically journaled into Sage by the Admin/Payroll Officer.</p> <p>At the end of each month, the closing balance on DRS is reconciled to the income on the Sage trial balance.</p>	<p>The systems surrounding income from the DRS system appear to be operating as expected. Income was posted to the accounting system correctly with VAT recorded accurately.</p> <p>No issues were identified surrounding the production of demand notes and income received could be traced to the bank accounts.</p> <p>Income per the DRS system reconciled to Sage. The reconciliation had been prepared and reviewed by relevant personnel.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
	<p>Transfers of land are also calculated by DRS based on the annual value of the land changing hands, time apportioned in the year of transfer.</p> <p>Rates are not collected for land with a rateable value of less than £125, as the administrative cost is considered too great. This leads to a total amount of approximately £2,000 being written off each year. These write offs can also be seen in sage within their own nominal.</p> <p>The system surrounding levies operates slightly differently, in that the demand note must be manually prepared for the eight different District Councils, rather than one being automatically generated by DRS.</p> <p>A sample of ten levies and rates amounts due per DRS were agreed to the associated demand note and then to the income journal on Sage. The funds were also agreed to receipts in the current account. No issues were identified.</p> <p>The DRS reconciliation for January 2020 was reviewed. It had been prepared by the Ratings/Admin Officer and reviewed by the Accounts Officer. There was a trivial difference between the amounts posted of below £2.</p>			

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 2: Agree a sample of recharge receipts from the accounting system to invoice and ensure the procedures for documenting other income is operating as expected, including the posting of VAT.	Recharge income consists of monies received for work done on landowners' property, developers' consent invoices and area wide charges to maintain drainage around new developments on an ongoing basis. This income stream is accounted for through Sage as it consists predominantly of large, one-off payments. A sample of ten recharges was chosen from Sage and agreed to corresponding invoices. It was confirmed that VAT relating to these transactions had been posted correctly to the accounting system.	Comfort has been gained that the system for recording recharge income is operating as expected, and that VAT is recorded accurately.	There are no recommendations to be made at this time.	
Test 3: Review the Aged Debtor report at the point of the visit and identify any old balances. Ascertain the reasons for the outstanding income if any, and the entity's policy and procedures around chasing bad debts.	<p>The Aged Debtor report as at 20th February 2020 was reviewed. There was one balance older than 30 days which was discussed with the Principal Officer. This was found to relate to an ongoing dispute which was also explained within our report last year. The Principal Officer explained that they have now obtained a court order against this dispute. This is for a total of £287.</p> <p>Per discussion with the Admin/Payroll Officer, debtors are chased via letter if an invoice is unpaid one month after being sent. If payment is still not made within the two weeks following the letter, debtors are chased via telephone call. It is rare that it is necessary to chase debtors.</p>	Based on our sample testing, there appear to be relatively few old balances on the Aged Debtor report and the procedures in place around chasing bad debts are sufficient to ensure these remain closely monitored.	There are no recommendations to be made at this time.	

BANK AND PETTY CASH

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p>Test 1: Review bank reconciliations for five months, including the last month of the prior year, to ensure that they have been appropriately prepared and authorised.</p> <p>Ensure that the balances per the reconciliation agree to the bank statement and to the accounting system, and that reconciling items are at a reasonable level.</p> <p>If there is an unreconciled balance, ascertain what is being done to reconcile the transactions.</p>	<p>Five bank reconciliations were reviewed. Reconciliations were carried out at a reasonable frequency given the level of activity in the bank accounts. The balances per the reconciliations were agreed to the bank statements and Sage.</p> <p>Reconciliations were authorised and signed on review by the Accounts Officer.</p> <p>Reconciling items were mostly trivial, except for one slightly larger amount. This was made up of 5 separate payments and was confirmed to have cleared the week after the reconciliation was performed. The majority of reconciling items were rates refunds, which are often issued via cheque and therefore it is reasonable that they can take a while to clear.</p>	<p>Bank reconciliations appear to be prepared correctly and regularly, with evidence of them being reviewed.</p> <p>Reconciling items were confirmed to have cleared in a timely manner.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>
<p>Test 2: Confirm that the balance in petty cash at the date of the visit agrees to the accounting system.</p>	<p>The sum of the monies inside the petty cash tin and the values on the petty cash slips inside the tin agreed to the balance per Sage.</p>	<p>Testing indicated that the amount in the petty cash tin agrees to the accounting system.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>



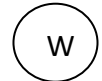
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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 3: Select a sample of 20 cash paid expense claims or petty cash vouchers, then agree to supporting documentation, ensure have been appropriately authorised and appropriately posted onto the accounting system.	<p>Petty cash activity per Sage was obtained and a sample of 20 transactions selected for testing. The transactions were agreed to petty cash claims and supporting receipts. All of the twenty claims tested were supported by relevant receipts.</p> <p>Claims were also checked for appropriate authorisation and that VAT was recorded correctly when posted to Sage. Each claim had appropriate authorisation and VAT was recognised upon posting.</p>	<p>Within the prior year, not all claims were supported with receipts, authorised and VAT was not recognised appropriately. A limit of £50 was also suggested.</p> <p>All recommendations from the prior year appear to have been accepted and their processes altered to maximise completeness and verifiability. A limit was set of £50 and all vouchers/ claims tested were supported by receipts and VAT was appropriately identified.</p>	<p>All previous recommendations were actioned.</p> <p>No further recommendations are made at this time.</p>	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">W</div>




WAGES AND PAYROLL

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p>Test 1: Select a sample of three employees from the payroll and check salary details back to personnel files and confirm that the amount paid is in line with expectations.</p> <p>Check there is a signed employment contract on file.</p>	<p>Three employees were tested at random from the payroll reports. Their expected annual salaries were calculated and compared to the most recent salary details held in personnel files.</p> <p>A trivial variance was noted but after discussion with the Admin/Payroll Officer it was identified that this was due to the hours of contractual overtime worked in a month differing slightly depending on how many weeks fell in that month.</p> <p>The employment contracts that were examined were all signed.</p>	<p>From our sample, salary details per personnel files agree to amounts actually paid via payroll. Employment details are up to date and signed contracts are held on file.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>
<p>Test 2: Check one amendment to the payroll to ensure that appropriately authorised documentation exists.</p>	<p>Employees complete timesheets for overtime in excess of the contractual amount. The timesheets are authorised by the relevant manager and then passed to the Admin/Payroll Officer for upload to the payroll server.</p> <p>A timesheet was selected at random and was found to have been appropriately authorised. The calculated payment based on overtime rates agreed to the amount paid via payroll.</p>	<p>From our sample, payroll amendments are processed accurately and claims are authorised appropriately.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 3: Check two expense claims paid through payroll (e.g. reimbursement of travel expenses) to ensure they are appropriately authorised and supporting source documentation exists.	Two mileage expense claim forms were reviewed and agreed to payroll reports. Both claims appeared to be appropriately authorised and had been calculated correctly.	From our sample, expense claim forms are appropriately authorised and processed correctly.	There are no recommendations to be made at this time.	
Test 4: Obtain details of one new starter and ensure they have a signed contract.	The Admin/Payroll Officer and the Accounts Officer confirmed that there had been no new starters in the year to date.	No conclusions can be drawn.	No recommendations can be made at this time.	
Test 5: Review the payroll print for one month to ensure it has been appropriately authorised and posted appropriately to the accounting system.	<p>The payroll report for May 2019 was used within the testing. The report had been prepared by the Admin/Payroll Officer and signed as reviewed by the Accounts Officer.</p> <p>A sample of the payments were agreed to the Sage journal posting. This had been processed by the Admin/Payroll Officer after being reviewed by the Accounts Officer.</p> <p>All amounts were found to agree and had been posted to appropriate nominal codes.</p>	Our testing indicated that payroll is posted appropriately to the accounting system after being reviewed.	There are no recommendations to be made at this time.	

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 6: To ensure payment is made to bona fide employees, review one month's payroll for duplicate employee names and where possible bank account details for duplication. Obtain explanations for any instances of duplications.	The employee names and bank account details from the August 2019 payroll were examined. A total of 15 employees were paid in this month. There were no instances of duplicate details.	Assurance has been gained that payments are only being made to genuine employees. We would note that it is practical and reasonable for the Board to review the paid list of employees in total as only 15 employees were paid in the month we reviewed, which, when combined with our separate existence testing and payroll system walkthrough, provides assurance regarding the completeness and accuracy of the payroll.	There are no recommendations to be made at this time.	
Test 7: Test check payroll deductions to ensure correct rates are being applied.	An employee was selected at random from the May 2019 payroll and their PAYE, NI and pension deductions were recalculated. All deductions were found to have been calculated correctly and the correct rates had been applied.	Our testing indicated that the payroll system is operating as expected and that deductions are being calculated correctly.	There are no recommendations to be made at this time.	
Test 8: Review payroll control accounts reconciliations for one month (including PAYE/NI, net wages, pension) to ensure that they have been appropriately prepared and authorised.	The Accounts Officer explained that there is not a formal reconciliation of payroll control accounts. The payroll provider (Moorepay) sends the journal posting for each month's payroll. This is processed by	From our sample testing, payroll control accounts are being adequately cleared and this process is being reviewed.	There are no recommendations to be made at this time.	

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
	<p>the Admin/Payroll Officer and reviewed by the Accounts Officer.</p> <p>The May and August 2019 journal postings were reviewed. It was confirmed that the journal had been posted correctly and that the posting cleared the payroll control accounts.</p>			

FIXED ASSETS AND INVESTMENTS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 1: Review the Fixed Asset Register or schedule of additions to ensure fixed asset additions are being appropriately recognised and it is being regularly updated.	The Fixed Asset Register for the year ending 31 March 2020 was reviewed. The register was found to be updated with fixed assets purchased in the year to date. All additions were recorded with sufficient detail in order to calculate depreciation.	Based on our sample testing, fixed asset additions are being recognised appropriately and an adequate fixed asset register is maintained.	There are no recommendations to be made at this time.	W
Test 2: Ensure the brought forward fixed asset balances agree to the prior year accounts.	The brought forward fixed asset balances as shown in the trial balance were agreed to the net book value carried forward in the 2019 accounts.	Based on our sample testing, the brought forward fixed asset balances agree to the balances in the prior year accounts.	There are no recommendations to be made at this time.	W
Test 3: Physically verify a sample of assets to confirm that assets included on the register are owned, being utilised in the business, and do not show obvious signs of impairment.	A sample of 15 fixed assets were selected from the fixed asset register. Assets were physically verified where available or vouched to registration documents and up to date taxation certificates if they were in use off site at the time of the visit. All assets were verified and there were no obvious signs of impairment. Sufficient evidence was gathered that the assets were currently being utilised by the board.	Based on our sample testing, the assets in the fixed asset register are owned and are being utilised by the organisation.	There are no recommendations to be made at this time.	W

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 4: Review the Fixed Asset Register for items older than their useful economic life. If there a large number of fully depreciated items listed, consider whether the depreciation policies being applied are reasonable.	The Fixed Asset Register was reviewed and there were a total of 9 assets which had been fully depreciated. The majority of these assets were pumps, which are still in use. Depreciation policies were reviewed and found to be reasonable, with all assets appropriately classified.	Based on our sample testing, there are few assets with costs fully written off included in the fixed asset register and depreciation policies are reasonable.	There are no recommendations to be made at this time.	W
Test 5: Identify any intangible assets on the books and ensure that the correct accounting treatment has been applied, and they are recorded appropriately on the register.	Intangibles included in fixed assets are two items of software - the DRS system and Cadcorp Map Editor. These are included in the relevant intangibles nominal in Sage and amortised at 25% reducing balance. They are also recorded appropriately on the fixed asset register. Amortisation for the year ending 31 March 2020 was tested and found to have been calculated correctly.	Based on our sample testing, intangible assets on the balance sheet are being treated appropriately and are recorded correctly on the accounting system and in the fixed asset register.	There are no recommendations to be made at this time.	W

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 6: Discuss any material investments with the Accounting Officer. Gain an understanding of how the portfolio is maintained. Obtain a register of the investments held.	The Smith and Williamson investments are overseen by the Treasury Committee. It was confirmed that a monthly valuation of securities is received from Smith and Williamson, and every six months a summary of the investment performance (reconciled to the valuation) is presented to the Committee. The portfolio is managed by Smith and Williamson, who make recommendations, although the committee makes the final decision as to acquisitions and sales.	As the portfolio is managed by Smith and Williamson, no further testing on investments is proposed.	There are no recommendations to be made at this time.	<div>W</div>

ACCOUNTING SYSTEMS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 1: Ensure that the opening balances on the accounting system agree to the 2019 accounts.	The opening balances on Sage were checked to the opening figures from the 2019 accounts.	Based on our sample testing, the accounts prepared during the year agree to the accounting system.	There are no recommendations to be made at this time.	<div>W</div>
Test 2: Review the most recent management reporting documents. Perform cut-off testing around this date to ensure cut-off issues have been accounted for and that documents have been prepared on the correct basis.	<p>The management accounts for December 2019 were reviewed and cut off testing was performed.</p> <p>There were two large payments made around the month end. It was confirmed that these were correctly treated. There was no prepayment for the net precept quarterly payment to the Environment Agency as the management accounts reviewed were at a quarter end.</p> <p>The majority of rates and levies income is received at the start of the year and is deferred, then released over the year.</p> <p>The Accounts Officer confirmed that trivial accruals are not included in the management accounts as it is not</p>	<p>Based on our sample testing, treatment of income and expenditure appears appropriate for the purposes of the management accounts and consistent with the prior year.</p> <p>No issues were identified surrounding cut off procedures.</p>	There are no recommendations to be made at this time.	<div>W</div>

Lower Severn (2005) Internal Drainage Board
Internal Audit Report – 2019/20

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
	<p>considered necessary due to the income and spending patterns of the Board.</p> <p>It was confirmed that the balances in the management accounts agreed to the accounting system.</p>			

EXERCISE OF PUBLIC RIGHTS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 1: Ensure that the authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<p>The authority provided notice to its external auditors informing them of the dates of the period for the exercise of public rights, and posted a notice on the LSIDB website with the same dates / period. This notice is still visible on the website. We further understand that the form was also posted on the noticeboard on the front gate (although this is not mandatory it is considered best practice).</p> <p>The Board's audit arrangements, meeting dates, reports and minutes are all regularly posted on the website, as well as at the entrance to the offices at Oldbury Naite.</p>	<p>The authority has demonstrated that it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>

Recommendations from 2018/19- Amber Point.

TEST	PRIOR CONCLUSIONS	PRIOR RECOMMENDATIONS	FOLLOW UP	OUTCOME
<p><u>Petty Cash</u></p> <p>Test 3: Select a sample of 20 cash paid expense claims or petty cash vouchers, then agree to supporting documentation, ensure have been appropriately authorised and appropriately posted onto the accounting system.</p>	<p>There are some weaknesses in the controls surrounding petty cash.</p> <p>All claims should be supported by receipts where possible and should not usually be paid otherwise.</p> <p>VAT needs to be identified and split out when posting to the accounting system.</p>	<p>It is recommended that petty cash claims are not authorised and paid without being supported by appropriate receipts, except in unusual circumstances.</p> <p>Care needs to be taken to ensure VAT is recovered when applicable, being first identified from each claim by the Admin/Payroll Officer and then posted to Sage.</p> <p>It was also noted that there is no claim limit per the financial regulations. To reduce the impact of fraud should it occur, it is recommended that a maximum limit for petty cash claims is set. Kieran Warren has suggested £50 as an appropriate limit.</p>	<p>All claims tested this year (see page 13) were authorised and paid were supported by the relevant receipts.</p> <p>VAT had been accurately included and recovered where applicable and posted to Sage. Each voucher showed the breakdown of the VAT included and the relevant VAT registration number where detail lacked.</p> <p>A limit of £50 has been set for all petty cash claims and on review of the year, there were no claims that exceeded this threshold.</p> <p>All recommendations have been adequately satisfied and can be cleared.</p>	<div>W</div> <div>W</div>

MEETING: F & GP Committee

MEETING DATE: 1.7.2020

REF: KW/F2.2/2020

REPORT BY: Principal Officer

APPOINTMENT OF INTERNAL AUDITORS

Introduction

At the Committee meeting held on 12 September 2018 Members agreed to appoint Bishop Fleming as the Board's internal auditors for a period of two years. The firm has now completed audits for 2018/19 and 2019/20.

[Minute 2730 refers.]

Options

The F & GP Committee has the delegated power to appoint internal auditors for the Board. Members are asked to consider the following two options:

- (1) Seek competitive tenders from a number of accountancy firms to carry out the internal audit for 2020/21 and one or more subsequent years;
- (2) Re-appoint Bishop Fleming for 2020/21 and one or more subsequent years.

Comment

Naturally, competition is to be welcomed and helps to ensure that the Board is obtaining value for money. Nonetheless when competitive quotations were last sought - from six firms – only one supplier responded. In the event, none of the firms invited to tender were selected. One of the reasons for this is the relatively small value of the contract at around £2,600: this is not a commercially attractive proposition. Bishop Fleming have carried out this work over the past two years in a very professional manner and I would have no concerns were they to be re-appointed.

Recommendation:

That Members determine whether to seek quotations for the internal audit for 2020/21 and subsequent years or to re-appoint Bishop Fleming, subject to the receipt of a quotation acceptable to the Principal Officer in consultation with the Chairman of the F & GP Committee.

Kieran Warren

Principal Officer

REF: MD

REPORT BY: Accounts Officer

ACCOUNTS OFFICER REPORTS

Introduction

The supporting information for items listed below are included in this section of the papers.

1. Management Accounts - 1 April 2019 to 31 March 2020.

The management accounts to 31 March 2020 shows a surplus of £58,026. This is against a budgeted surplus of £16,216. A positive variance of £41,810. The supporting notes explain the reasons for the variance.

2. Reconciliation of the Accounts to the AGAR Statement.

The supporting reconciliation shows how the Board's Accounts translate to the entries on the statutory return.

3. Annual Governance and Accountability Return (AGAR) 2019/20.

There are two elements of this return that the Board has to agree prior to submission to the External Auditors. The first element is Section 1 – Annual Governance Statement 2019/20 on page 4 and the second is Section 2 – Accounting Statements 2019/20 on page 5.

4. Cash Flow to 31 March 2021.

The projected cash flow to April 2021 shows a projected cash balance of £592,000 at the end of this financial year.

5. Capital Programme.

The Capital Programme shows expenditure of £4,563,301 during the period.

6. LGPS Pension Fund.

The pension fund position shows a positive movement from the previous year of £325,000 to a liability of £951,000. The contribution paid in the year was £141,000.

7. Insurance Policies for 2020/21.

The supporting schedules show that the policies in place to cover the Board's liabilities. It is considered that the policies cover the Board's requirements.

Recommendations

1. **Management Accounts - 1 April 2019 to 31 March 2020** – be agreed and presented to the Board for approval;
2. **Reconciliation of the Accounts to the AGAR Statement** – be agreed
3. **Annual Governance and Accountability Return 2019/20** – be agreed and presented to the Board for approval;
4. **Cash Flow to 31 March 2021** – be noted;
5. **LGPS Pension Fund** – be noted;
6. **Capital Programme 2020/28** – be noted;
7. **Insurance Policies for 2020/21** – be agreed and presented to the Board for approval and signing by the Chair.

Martin Dear

Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 MARCH 2020

	Note	£	31/03/20 £	31/03/19 £	Variance £
FIXED ASSETS					
Fixed Assets	1	784,420	784,420	692,402	92,018
LONG TERM ASSETS					
Investments		668,038	668,038	603,932	64,106
CURRENT ASSETS					
Stock +WiP		52,116		47,973	4,143
Trade debtors		6,418		6,773	-355
Drainage rate debtors		295		96	199
Levy Debtors		0		0	0
VAT Claim		8,322		5,829	2,493
Special Levies		0		0	0
Developers Funds Due		0		0	0
Prepayments		33,535		32,280	1,255
Cash at bank and in hand		127,931		852,523	-724,592
Short term deposits		1,108,312		501,013	607,299
			1,336,929	1,446,487	-109,558
CURRENT LIABILITIES					
Trade Creditors		-39,291		-38,061	-1,230
Other Creditors		-27,755		-25,341	-2,414
Accrued expenses		-23,177		-6,685	-16,492
Finance Leases due within one year		0		-1,016	1,016
Prepaid Rates	2	0		-200	200
Prepaid Levies	2	0		-1,519	1,519
Prepaid Developers Funds		0		0	0
			-90,223	-72,822	-17,401
NET CURRENT ASSETS			1,246,706	1,373,665	-126,959
TOTAL ASSETS LESS CURRENT LIABILITIES			2,699,164	2,669,999	29,165
LONG TERM LIABILITIES					
Finance Leases		0		0	0
Pension scheme deficit		-951,000		-1,276,000	325,000
			-951,000	-1,276,000	325,000
NET ASSETS			1,748,164	1,393,999	354,165
FINANCED BY:					
CAPITAL ACCOUNT			666,569	666,569	0
ACCUMULATED FUND					
Balance brought forward		572,203		523,570	48,633
Surplus for the 12 months		258,026		223,633	34,393
Transfer to Capital Expenditure Reserve		-200,000		-175,000	-25,000
Additional Transfer to Capital Exp. Res.		-200,000		0	-200,000
Transfer from Capital Expenditure Reserve		116,426		0	116,426
			546,655	572,203	-25,548
Developers Funds Reserve					
Investments at cost		650,000		500,000	150,000
Increase in value		18,038		103,932	-85,894
Investments current value		668,038		603,932	64,106
Cash at Bank		119,925		310,746	-190,821
			787,963	914,678	-126,715
Revaluation Reserve			144,583	144,583	0
Capital Expenditure Reserve	3		553,394	371,966	181,428
Pension Reserve			-951,000	-1,276,000	325,000
			1,748,164	1,393,999	354,165

Notes

1. Fixed Assets include purchases, sales and depreciation for 12 months to 31 March 2020.
 2. In all cases the balance sheet has been adjusted to reflect receipts and payments made in advance of the period earned or due.
 3. This Reserve is held as cash and increases by £16,667 each month.
- There is a corresponding monthly charge in the income and expenditure account.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

INCOME AND EXPENDITURE 12 MONTHS TO 31 MARCH 2020

Income	Note	Actual £	Budget		Variance £	31 March 2019	
			£	£		£	Variance £
Levies charged to Authorities	1	1,259,073	1,259,073	0		1,185,162	73,911
Agricultural Rates	1	116,673	116,673	0		110,299	6,374
Rechargeable works		28,276	20,000	8,276		33,179	-4,903
Application fees		1,700	3,000	-1,300		3,900	-2,200
Consultancy Fees Recharged		25,830	0	25,830		21,456	4,374
Surplus on sale of assets		9,961	9,489	472		614	9,347
Miscellaneous Income		369	0	369		0	369
Foreign Water Grant		164,058	163,854	204		160,841	3,217
Developers Funds Contribution	1	42,436	42,436	0		41,200	1,236
Interest		6,341	3,000	3,341		3,837	2,504
Total		1,654,717	1,617,525	37,192		1,560,488	94,229
Expenditure							
Payroll		707,325	707,201	-124		689,585	-17,740
Office maintenance	2	15,245	23,275	8,030		19,236	3,991
Maintenance	3	193,059	193,500	441		180,228	-12,831
EA Levy		209,698	209,699	1		205,587	-4,111
Motor travel and subsistence	4	25,293	25,646	353		27,404	2,111
Communications		4,591	5,250	659		5,308	717
Administration	5	39,145	36,480	-2,665		33,858	-5,287
Engineering Consultancy fees		65,262	75,000	9,738		46,855	-18,407
Legal and professional fees	6	6,087	3,000	-3,087		5,105	-982
Audit and Accountancy fees		4,600	5,000	400		4,550	-50
Depreciation		125,012	114,258	-10,754		116,744	-8,268
Bank charges		1,374	3,000	1,626		2,395	1,021
Total		1,396,691	1,401,309	4,618		1,336,855	-59,836
Surplus for 12 months		258,026	216,216	41,810		223,633	34,393
Transfer to Capital Expenditure Reserve		200,000	200,000	0		175,000	25,000
Net Surplus for 12 months		58,026	16,216	41,810		48,633	9,393

Notes on Variances

The results for 12 months show a net surplus of £58,026 against a budget surplus of £16,216.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 12 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Office Maintenance - A reduction in the premium for Public Liability and Premises Insurance

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation for major variances
Plant Maintenance	70,551	72,200	1,649	Tyres, Boom Repairs, Sensor Faults, Dipper Ram.
Maintenance Compensation	0	1,000	1,000	
Vehicle, Plant	69,795	85,500	15,705	Diesel
Workshop Fixtures & Fittings	14,036	10,600	-3,436	Remedial Electrical works
Pump Station Electricity	32,376	17,000	-15,376	
Health & Safety	6,301	7,200	899	
	193,059	193,500	441	

4) Administration - Increase due to long service awards.

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	43,737	45,000	1,263
De-Maining Surveys	0	30,000	30,000
Rechargeable Fees	21,525	0	-21,525
	65,262	75,000	9,738

6) Legal and Professional Fees - Increase due to Debt Recovery costs.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Reconciliation of the Accounts to AGAR

Not Sent

	2018/19 £	2019/20 £	
1 Balances Brought Forward			
Capital Account	666,569	666,569	0
Balance brought forward	523,570	572,203	48,633 Surplus for 2018/19
Revaluation reserve	146,042	144,583	-1,459 Correction to Marshfield Revaluation
Capital Reserve	265,835	371,966	106,131 Added to pump station reserve in 2018/19
Developers Funds	843,235	914,678	71,443 Added to Developers Funds Reserve in 2018/19
Pension Reserve	-954,000	-1,276,000	-322,000 Increase in LGPS Liability
As per Accounts	<u>1,491,251</u>	<u>1,393,999</u>	<u>-97,252</u> 0
Net Book Value of Fixed Assets	787,465	692,402	-95,063 Depn charge no major purchases of machinery in 2018/19
Investments	573,801	603,932	30,131 Increase in investments in 2018/19
Pension Liability	-954,000	-1,276,000	-322,000 Increase in LGPS Liability
	<u>407,266</u>	<u>20,334</u>	<u>-386,932</u> 0
Balances Brought Forward	1,083,985	1,373,665	289,680 0
2 Rates and Levies			
Agricultural Rates	110,299	116,673	6,374 Increase in rate from 8.5p to 9.0p
Special Levies	<u>1,185,162</u>	<u>1,259,073</u>	<u>73,911</u> Increase in Levy from 8.5p to 9.0p and land transfers
Rates and Levies	1,295,461	1,375,746	80,285 6.20%

				0	
3 Total Other Receipts					
Foreign Water Grant	160,841	164,058	3,217	Annual Increase of 2%	
Rechargeable Works	33,179	28,276	-4,903	Reduction in rechargeable works	
Application Fees	3,900	1,700	-2,200	Reduction in application fees	
Miscellaneous Income	0	369	369	Hosting SWADA and recoverable court fees	
Draw down from Severnside	41,200	42,436	1,236	Annual Increase of 3%	
Bank Interest	3,837	6,341	2,504	Increase in interest received	
Consultancy Fees	21,456	25,830	4,374	Increases in rechargeable consultancy fees	
Net profit on disposal of fixed assets	614	9,961	9,347	Increase in profit on sale of fixed assets	
	265,027	278,971	13,944	0	
Income from Sale of Fixed Assets					
Cost	18,957	88,826	69,869	Disposal of New Holland Excavator, an old computer and old pump at Saul	
Depreciation	-13,229	-84,595	-71,366	Disposal of New Holland Excavator, an old computer and old pump at Saul	
	5,728	4,231	-1,497	0	
Income from Developers Funds					
Reserve at the beginning of the year	-843,235	-914,678	-71,443	Increase in Reserve 2018/19	
Reserve at the end of the year	914,678	787,963	-126,715	Decrease in Reserve 2019/20	
Less increase in Investments:					
Investments -beginning of the year	573,801	603,932	30,131	Increase in Investments 2018/19	
Additional Investments in year	0	150,000	150,000	Additional Investment into Tracker Funds 2019/20	
Investments at the end of the year	-603,932	-668,038	-64,106	Decrease in original Investments and additional input of £150,000 2019/20	
	41,312	-40,821	-82,133	0	
Total Other Receipts	312,067	242,381	-69,686	-22.33%	0
4 Staff Costs					
Payroll	689,585	707,325	17,740	Increase: pay awards to Fitter, Foreman and AO in 2018/19	
Long Service Awards	0	3,550	3,550	Andrew, Nigel, Ian (£850*3), Pete (£1,000)	
Mileage and Expenses	13,970	13,816	-154		
Essential Car Users	7,912	6,632	-1,280	Increase to ECU for Engineers , backdated in 2018/19	
Staff Costs	711,467	731,323	19,856	2.79%	-3,550
5 Loan Interest/Capital Repayments	0	0	0	0.00%	

6 All Other payments

Summary

Expenditure for 12 months	1,511,855	1,596,691	84,836
Payroll	-711,467	-731,323	-19,856
Depreciation	-116,744	-125,012	-8,268
Increase in pump station reserve	-106,131	-181,428	-75,297
Less transfer from unallocated reserve		200,000	200,000
Investment Purchase		150,000	150,000
Fixed Assets Purchases	28,868	221,261	192,393
Less transfer from Capital Reserve		-116,426	-116,426
	606,381	1,013,763	407,382

0

Detail

Office Maintenance	19,236	15,245	-3,991	
Maintenance	180,228	193,059	12,831	Tyres, Boom Repairs, Sensor Faults, Dipper Ram, Remedial Electrical Works, Pump Electricity
EA Levy	205,587	209,698	4,111	Annual Increase of 2%
Motor, Travelling and Subsistence	27,404	25,293	-2,111	
Communications	5,308	4,591	-717	
Administration	33,858	39,145	5,287	Long Service Awards
Engineering Consultancy Fees	46,855	65,262	18,407	Reduction in rechargeable consultancy fees, increase in non rechargeable fees
Legal and Professional Fees	5,105	6,087	982	
Audit and Accountancy	4,550	4,600	50	
Depreciation	116,744	125,012	8,268	Increase re Excavator JCB Hydradig and Saul Pump purchases in 2019/20
Bank Charges	2,395	1,374	-1,021	
Pump Station Reserve	175,000	200,000	25,000	
	822,270	889,366	67,096	0
Long Service Awards	0	-3,550	-3,550	
Mileage Expenses	-13,970	-13,816	154	
Essential Car Users	-7,912	-6,632	1,280	Increase to ECU for Engineers , backdated in 2018/19
Depreciation	-116,744	-125,012	-8,268	Increase re Excavator JCB Hydradig and Saul Pump purchases in 2019/20
Transfer to Pump Station Reserve	-106,131	-181,428	-75,297	Expenditure occurring in year
Less transfer from unallocated reserve		200,000	200,000	
Fixed Asset Additions	28,868	221,261	192,393	Excavator JCB Hydradig and Saul Pump purchases in 2019/20
Less transfer from Capital Reserve		-116,426	-116,426	Saul Pump purchases in twice once as a fixed asset purchase and in pump expenditure
Investment Additions	0	150,000	150,000	Investment in Tracker Fund in 2019/20
	-215,889	124,397	340,286	0

All Other payments

606,381 **1,013,763** **407,382** **67.18%**

				0	
7 Balances Carried Forward					
Capital Account	666,569	666,569	0		
Balance brought forward	572,203	546,655	-25,548	Surplus for 2019/20 of £58,204 plus transfer from and to Capital Reserve of -£200,000 and £116,426	
Transfer to Capital Reserve			0		
Revaluation reserve	144,583	144,583	0		
Pump Station Reserve	371,966	553,394	181,428	Added to pump station reserve in 2019/20	
Developers Funds	914,678	787,963	-126,715	Decrease in Developers Funds	
Pension Reserve	-1,276,000	-951,000	325,000	Decrease in LGPS Liability	
As per Accounts	1,393,999	1,748,164	354,165	0	
			0		
Net Book Value of Tangible Fixed Assets	692,402	784,420	92,018	Excavator JCB Hydradig and Saul Pump purchases in 2019/20	
Investments	603,932	668,038	64,106	Decrease in original Investments and additional input of £150,000 2019/20	
Pension Liability	-1,276,000	-951,000	325,000	Decrease in LGPS Liability	
	20,334	501,458	481,124	0	
Balances Carried Forward	1,373,665	1,246,706	-126,959	0	
Reconciliation	0	0			
8 Total value of cash and short term investments					
Cash at bank and in hand	852,523	127,931	-724,592	Decrease in cash	
Short term deposits	501,013	1,108,312	607,299	Increase in short term deposits	
Total value of cash and short term investments	1,353,536	1,236,243	-117,293	0	
9 Total fixed assets plus long term investments and assets					
Fixed Assets	692,402	784,420	92,018	Excavator JCB Hydradig and Saul Pump purchases in 2019/20	
Investments - at cost price	500,000	650,000	150,000	Investment in Tracker Fund in 2019/20	
Total fixed assets plus long term investments and asse	1,192,402	1,434,420	242,018	0	
10 Total Borrowings	0	0	0	0.00%	

Annual Governance and Accountability Return 2019/20 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 2019/20

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** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to 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 **before 1 July 2020**.
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 2020**. 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 2020
 - 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 2019/20

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 a publicly accessible website:

Before 1 July 2020 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 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 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 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. 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 if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- 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 email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2020**.

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 the dates set for the period for the exercise of public rights , 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 31 March 2020 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? NB: 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 or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Lower Severn (2005) Internal Drainage Board

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

19/02/2020

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

22/05/2020

*If the response is 'no' you must include a note to 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 2019/20

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 2020, 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
			✓

*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

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.lowersevernldb.org.uk/

Section 2 – Accounting Statements 2019/20 for

Lower Severn (2005) Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,083,985	1,373,665	<i>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.</i>
2. (+) Precept or Rates and Levies	1,295,461	1,375,746	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	312,067	242,381	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	711,467	731,323	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	606,381	1,013,763	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,373,665	1,246,706	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,353,536	1,236,243	<i>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.</i>
9. Total fixed assets plus long term investments and assets	1,192,402	1,434,420	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 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

M. Dea SIGNED

Date

19/06/2020

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 Report and Certificate 2019/20

In respect of

Lower Severn (2005) Internal Drainage Board

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(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 2019/20

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 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Lower Severn (2005) Internal Drainage Board

CASH FLOW

2020/21

		2020	2021											
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Note	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
		actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
NatWest No. 1 A/c														
Balance b/f			55	37	38	93	98	45	34	68	47	88	81	106
Other income		3	2	2	2	3	2	3	2	3	2	3	2	3
Plant Sales			0	0	25	0	0	0	0	0	0	0	0	0
VAT			5	10	56	12	15	15	25	25	27	23	35	14
Levies		1	0	661	0	0	0	0	0	640	0	0	0	0
Rates		2	0	120	0	0	0	0	0	0	0	0	0	0
sub total			62	830	121	108	115	63	61	736	76	113	118	123
Expenditure		3	-34	-34	-34	-34	-34	-34	-34	-34	-34	-34	-34	-34
Plant			0	-264	0	0	0	0	0	0	0	0	0	0
Pump Expenditure			-25	-40	-40	-60	-60	-120	-120	-130	-100	-182	-25	-24
EA Levy			-12	0	0	-12	0	0	-13	0	0	-12	0	0
Salaries (paid via No.2 A/c)			-54	-54	-54	-54	-75	-75	-75	-75	-54	-54	-54	-54
Net transfers		3	100	-400	100	150	100	200	250	-450	200	250	100	100
sub total			-25	-792	-28	-10	-70	-30	7	-690	12	-32	-13	-12
Balance c/f			55	37	38	93	98	45	34	68	47	88	106	111
Other balances														
NatWest														
No 2 Account			32	32	32	32	32	32	32	32	32	32	32	32
Bonus Saver		4	40	42	442	342	192	292	292	144	294	94	144	44
Deposit Account		5	705	603	603	603	603	403	203	203	503	503	303	303
Lloyds Deposit		6	284	284	284	284	284	327	327	225	225	225	25	25
Total			1,061	961	1,361	1,261	1,111	1,054	854	604	1,054	854	604	404
Developers Funds Cash														
Lloyds Deposit		6	120	120	120	120	120	77	77	77	77	77	77	77
All LSIDB balances			1,236	1,118	1,519	1,474	1,329	1,176	965	749	1,178	1,019	762	592
LSIDB Working Cash			563	447	863	832	719	640	510	376	894	799	676	509
Capital Reserve			553	551	536	522	491	459	378	297	143	9	7	6
Developer Reserve			120	120	120	120	120	77	77	77	77	77	77	77
			1,236	1,118	1,519	1,474	1,329	1,176	965	749	1,178	1,019	762	592

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

4. Direct Reserve - instant access earns 0.01% interest

5. Deposit Account - 35 Day Notice earns 0.1% interest
 6. Deposit Account - 32 Day Notice earns 0.1% interest

Reconciliation to Annual Budget 2020/21

	£000's		£000's
Cash Received	1,736	Closing Cash	592
Cash Spent	-2,380	Opening Cash	-1,236
Net Cash Movement	-644		-644
Adjust			
Plant and Vehicles			
Purchases	220		
Sales	-25		
P&L non cash - Book Profit on	14		
	209		
Pump Stations			
Purchases	772		
P&L Non cash - Provision	-225		
	547		
Avonmouth/Sevenside			
Purchases	0		
Income			
P&L Non cash - Income	44		
	44		
Depreciation			
P&L Non cash - Provision	-144		
	12		
Budget 2020/21	11		
Difference	1		

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Expenditure Forecast for the Capital Programme - 2020/21 to 2027/28

As at 31 March 2020

		Budget	Previous Years Expenditure	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total 2020/28
		£	£	£	£	£	£	£	£	£	£	£
Pump Stations												
	No. of Pumps											
Oldbury	3	867,358	18,466							541,424	307,468	848,892
Marshfield	2	577,247	18,463			394,875	163,909					558,784
Lapperditch	2	514,500	19,865	340,135	154,500							494,635
Wicks Green	2	851,854	17,417					544,618	289,819			834,437
Elmore Back	2	500,000	70,582	429,418								429,418
Saul	1	180,000	176,811	3,189								3,189
Pump Expenditure Total		3,490,959	321,604	772,742	154,500	394,875	163,909	544,618	289,819	541,424	307,468	3,169,355
												0
Plant and Vehicles												
Energreen 1500		211,946		211,946								211,946
Energreen AU11 HCH		-25,000		-25,000								-25,000
Water Level Monitoring Equipment		8,000		8,000								8,000
Claas Mower		160,000			160,000							160,000
Class Mower OU07 JXX		-10,000			-10,000							-10,000
New Holland Excavator		140,000			140,000							140,000
Hyundai WX12 CWL		-10,000			-10,000							-10,000
Energreen SPV3		400,000				400,000						400,000
Energreen VX65 HVB		-40,000				-40,000						-40,000
Kobelco Excavator		160,000					160,000					160,000
Kobelco Excavator WU16 TZM		-15,000					-15,000					-15,000
Isuzu Truck		35,000					35,000					35,000
Isuzu Truck WU17 NVD		-5,000					-5,000					-5,000
Energreen SPV2		300,000						300,000				300,000
Energreen VX65 HTA		-40,000						-40,000				-40,000
Ford Ranger Truck		40,000						40,000				40,000
Isuzu Truck VO62 RPY		-5,000						-5,000				-5,000
Loadall/Material Handler		90,000								90,000		90,000
Merlo Loadall WX08 OSY		-1,000								-1,000		-1,000
Plant and Vehicles Expenditure Total		1,393,946	0	194,946	280,000	360,000	175,000	295,000	0	89,000	0	1,393,946
												0
Capital Expenditure Total		4,884,905	321,604	967,688	434,500	754,875	338,909	839,618	289,819	630,424	307,468	4,563,301

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Pension Fund position as at 31 March 2020

The results of the Actuarial valuation at 31 March 2020 have been received

The results indicate a decrease in the unfunded liabilities compared with 31 March 2019 of £325,000.

LGPS Pension scheme deficit/reserve

	2019/20 £000's	2018/19 £000's
Value of assets	4,206	4,520
Value of liabilities	-5,157	-5,796
Net unfunded liability	-951	-1,276

Employer Contribution costs

	2019/20 £000's	2018/19 £000's
Employers contribution	84	92
Lump sum contribution	57	57
Total	141	149

Analysis of the movement in the net pension deficit for the year

	2019/20 £000's	2018/19 £000's
Net deficit at the beginning of the year	-1,276	-954
Movement in year		
Contributions paid	141	149
Current service cost	-155	-149
Interest Income	109	116
Interest cost on defined benefit obligation.	-140	-142
Return on assets excluding interest	-454	126
Changes in financial assumptions	824	-422
Net deficit at the end of the year	-951	-1,276

The Local Government Pension Scheme (LGPS) is a defined benefit scheme. This means that the retirement benefits are determined independently of the investments in the scheme. The Board has an obligation to make extra contributions where assets are insufficient to meet employee benefits.

The Board's contribution is determined by actuarial valuation every three years.

The contribution rate is calculated to achieve full funding over the average future working life of our employees in the scheme.

The latest actuarial valuation took place on 31 March 2019. This has determined the Board's contributions from April 2020.

This defined benefits scheme was closed to new employees on 31 July 2015.

Insurance Policies - 2020/21							
Insurer	Policy No	Cover	Renewal Date	Incl IPT 2020/21 Premium	Incl IPT 2019/20 Premium	Paid	Increase
Lloyds Syndicate ERS218 (Fenton Insurance Solutions)	50030626	<i>Comprehensive Cover including plant, unspecified non self propelled attached or detached implements exceeding £20,000 and trailers not exceeding £100,000. Any Items are specified . Any authorised licensed driver 25 and over on Drainage Board Business and Social Domestic & Pleasure. £100 Excess accidental damage, fire, theft, windscreen.</i>	01/04/2020	£12,265.00	£12,598.00	Mar-20	-£333.00
Zurich Municipal	XAO 272027-0033	<i>Material Damage, All Risks, Public/ Products/Pollution Liability £10,000,000, Employers Liability £10,000,000, Fidelity Guarantee £2,000,000, Personal Accident £500,000-£1,000,000. Excess £250 for Malicious Damage, Storm or Flood, escape of water, falling trees or branches. £100 theft, accidental damage. In addition Business interruption Insurance has been taken out to cover any additional costs in the event that the board's premises are not accessible (Fire, flood etc). The cover is £220,000 for the year.</i>	01/04/2020	£7,813.00	£6,928.00	Mar-20	£885.00
Please Note! We are not insured for: Money, Hirers Liability, Libel & Slander, Legal Expenses & Uninsured loss recovery, Deterioration of Stock, Legal Expenses.							
Allianz Insurance Engineering (Fentons insurance Solutions)	NZ/22726215	<i>Cover includes all pumps and related equipment. An indemnity limit of £250,000 for machinery damage/ breakdown to 12 pumps and machinery.</i>	01/04/2020	£3,171.00	£2,932.13	Mar-20	£238.87
Total premiums				£23,249.00	£22,458.13		£790.87
This Insurance Policy Schedule has been reviewed and is agreed to be sufficient for the Lower Severn (2005) Internal Drainage Boards needs.							
Signed:..... M Riddle (Chairman)			Dated:.....		Minute Number:.....		

Lower Severn (2005) Internal Drainage Board Payments to be Noted

January 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
RS COMPONENTS LTD	Hours meters	26.81
LEES MEND A SHOE	Keys Cut	16.50
Spaldings Ltd	Filters for Bowsers	72.00
Spaldings Ltd	Filters for Bowsers	72.00
Spaldings Ltd	Filters for Bowsers	72.00
The Gables Hotel	Room hire & refreshments for 11/12/19	112.50
CROMWELL GROUP HOLDINGS LTD	Spade	12.59
CROMWELL GROUP HOLDINGS LTD	Hacksaw & frames	40.90
CROMWELL GROUP HOLDINGS LTD	Lopper, Shovel & Grease Guns	185.66
CROMWELL GROUP HOLDINGS LTD	Pro-Tech Compressor	261.82
Certas Energy UK Ltd	6,000 litres Gas Oil	4,032.00
Malt House	Christmas Meal	209.50
Honey Brothers Ltd	Chainsaw Sharpener	51.16
K J Conner & Son	Cleaning for December	276.00
Pitney Bowes Ltd	Franking Machine Hire for Dec	15.54
HM Land Registry	Land Registry Search	3.00
HM Land Registry	Land Registry Search	3.00
HM Land Registry	Land Registry Search	3.00
TESCO	Water for Office	10.50
North Bristol Plumbing Services	Modifications to Bowser	107.23
ALLCAP LTD	Padlocks	399.65
GAP SUPPLIES	Light Bulbs, Lamp & Fuses	13.25
SG Bailey Paints Ltd	Assort paints & thinners	425.51
Motion Consultants Ltd	Avonmouth Consultancy for Nov 19	2,376.00
Motion Consultants Ltd	Elmore Back P/S Modifications for Nov 19	3,768.00
Motion Consultants Ltd	Marshfield P/S Modifications for Nov 19	1,656.00
Motion Consultants Ltd	Lapperditch P/S Modifications for Nov 19	1,656.00
Motion Consultants Ltd	Wicks Green P/S Modifications for Nov 19	1,656.00
Motion Consultants Ltd	Oldbury P/S Modifications for Nov 19	1,656.00
ENVIRONMENT AGENCY	Precept net of FWG	11,410.00
ASSOCIATION OF DRAINAGE AUTHORITIES	Annual Subscription for 2020	5,092.80
Amazon.co.uk	3 x Mouse Mats	11.97
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP	8.00
Spaldings Ltd	Fuel Treatment	76.80
BNP PARIBAS LEASE GROUP	Quarterly Office Telecoms Rental	414.00
Holt JCB Ltd	Service Agreement 25/10/19 - 24/01/2020	321.20
Smiths (Gloucester) Ltd	Waste Management for Dec	35.78
Skyguard Ltd	1 x Additional ManDown Annual Subscription	142.32
CROMWELL GROUP HOLDINGS LTD	Assort Burrs & Cutting Discs	80.04
ZEN INTERNET LTD	Monthly Internet Charges	46.50
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
Channel Plant	Recover stuck vehicle - AU11 HCH	84.00
Channel Plant	Recover stuck vehicle - V19 FUU	84.00
Mole Country Stores	gate Hooks, Gate PLates, Screws & Chisel	102.54
Plan Communications Ltd	Mobile Phones Bill	258.00
Moorepay Ltd	Payroll Costs for December	165.12
Miles Tyre & Exhaust Services	2 x tyres for IW Trailer	110.23
Cablestream Ltd	Office phone line rental & calls	74.66
CROMWELL GROUP HOLDINGS LTD	Spade	12.59
LISTER WILDER LTD	Top link balls & couplers for stock	39.36
Corona Energy	Elmore Back Electricity 01/12/19 - 31/12/19	309.41
Corona Energy	Saul Electricity 01/12/19 - 31/12/19	93.93
Corona Energy	Office Electricity 01/12/19 - 31/12/19	529.04
Corona Energy	Lapperditch Electricity 01/12/19 - 31/12/19	268.46
Corona Energy	Oldbury P/S Electricity 01/12/19 - 31/12/19	2,123.54
Corona Energy	Wicks Green Electricity 01/12/19 - 31/12/19	1,447.56
Corona Energy	Marshfield Electricity 01/12/19 - 31/12/19	1,103.07
Bussell Parts Ltd	Dipper Ram for WU16 TZM	2,280.00
		<u>47,368.56</u>

Lower Severn (2005) Internal Drainage Board
Payments to be Noted

January 2020

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period (Supplier Invoices) 47,368.56

Bank Payments for January 2020
NatWest

Bankline Charge & Bank Charges 58.42
Amount Paid this Period (Bank Payments) 58.42

Total Amount Paid thid Period
£47,426.98

February 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Honey Brothers Ltd	Folding Saw, Pruning Saw & replacement blades	194.61
Chainsdirect Ltd	Chainsaw guide bars	80.00
Chainsdirect Ltd	Guide bar & replacement chains for chainsaw	96.60
Konica Minolta Business Solutions (UK) Ltd	Quarterly Photo Copier Hire 17/01/20-16/04/20	83.88
Konica Minolta Business Solutions (UK) Ltd	Quarterly Copy Charge 17/10/18 - 16/01/20	107.36
Spaldings Ltd	Filters for fuel bowsers	45.00
West Oils Environmental Ltd	Collection of waste oil	412.80
CROMWELL GROUP HOLDINGS LTD	Taps, sockets & screws	67.04
TESCO	Fuel for chainsaws	25.04
www.workgloves.co.uk	Heat Resistant Gloves	150.14
MERRETT D C	Transportation of WX12 CWL	240.00
MOWER DOCTOR	Assort files for Chainsaws	28.80
Mr W J Cornock	J Cornock - Mileages for 22/01/2020	5.40
HORE MR J	J Hore - Mileages for 22/01/2020	9.90
Mr R Thatcher	R Thatcher - Mileages for 22/01/2020	31.50
LITTLETON MR G	G Littleton - Mileages for 22/01/2020	16.20
Mr C.J.N Williams	C Williams - Mileages for 22/01/2020	19.80
Water 2 Business	Water Bill for 24/07/2019 - 20/01/2020	63.36
Water Environment Ltd	Elmore Back Stage 2 Hydraulic Modelling	Invoice FYI 6,600.00
The Gables Hotel	Room hire & refreshments for 22/01/2020	115.00
CROMWELL GROUP HOLDINGS LTD	Safets Specs & dust masks	104.92
ARCO LTD	Evostik Glue	16.09
ARCO LTD	Hand Cleanser Wipes	240.48
K J Conner & Son	Cleaning for January	276.00
Just Ecology Environmental Consultancy Ltd	Slimbridge WLMP - Invoice 2	3,620.00
HM Land Registry	Land Registry Search 1	3.00
HM Land Registry	Land Registry Search 2	6.00
HM Land Registry	Land Registry Search 3	3.00
Honey Brothers Ltd	Felling Lever, Long Breaking Bar & assort File Holders	243.54
Hydroscand Ltd	Parts for Tree Shears	51.22
Hydroscand Ltd	2 x hose assemblies for tree shears	53.18
Motion Consultants Ltd	Avonmouth consultancy advice for Dec 19	Invoice FYI 2,880.00
BOC LTD	125.65	150.78
Moorepay Ltd	Payroll costs for Jan 20	153.42
TAILORMADE OFFICE SUP.LTD	Binding Combs	8.05
TAILORMADE OFFICE SUP.LTD	A4 Paper. A3 Paper, Envelopes, Binding Covers	158.49
Smiths (Gloucester) Ltd	Waste management for Jan	35.78
ZEN INTERNET LTD	Monthly internet charge	46.50
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP	8.00
Mole Country Stores	Gate eyes & hurdles	39.95
Mole Country Stores	Gate hooks, eyes, staples, springs	115.92
Molson Equipment Services Ltd	Labour on call out to WO14 OEY - Dipper Arm	480.84
Ford Fuel Oils	Assort oils, grease, screenwash	556.79
Cllr Bronwen Behan	B Behan - Mileages for 05/02/2020	26.10
LITTLETON MR G	G Littleton - Mileages for 05/02/2020	16.20
Mr R Godwin	R Godwin - Mileages for 05/02/2020	16.20
HYSLOP MR R	R Hyslop - Mileages for 05/02/2020	22.95
Mr C.J.N Williams	C Williams - Mileages for 05/02/2020	19.80
Mr J Nichols	J Nichols- Mileages for 05/02/2020	5.85
HORE MR J	J Hore - Mileages for 05/02/2020	9.90
Mrs F Collins	F Collins - Mileages for 05/02/2020	26.10
Rose Hewlett	R Hewlett - Mileages for 05/02/2020	11.25
Cllr Paul Toleman	P Toleman - Mileages for 05/02/2020	17.10
Mr P Abraham	P Abraham - Mileages for 05/02/2020	15.30
Mary Sykes	M Sykes - Mileages for 05/02/2020	18.90
Plan Communications Ltd	Mobile phones bill	258.36
Severn Controls Ltd (Rewinds Division)	SMS Device installed at Saul P/S	318.00
CROMWELL GROUP HOLDINGS LTD	Drill bits, washers steel repair kit	59.16
CROMWELL GROUP HOLDINGS LTD	Brake cleaner, WD40, Oils	106.80

February 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
CROMWELL GROUP HOLDINGS LTD	First Aid Kits, Eye pods & station	212.12
Orchard Computer Services	Dell Optiplex Computer & Software Installation	1,092.00
Orchard Computer Services	2 x Upgrades to Windows 10	924.00
Andy Gardner	Annual website hosting	196.00
Cablestream Ltd	Office phone line rental & calls	77.75
MOWER DOCTOR	Husqvarna air filter	12.17
Bussell Parts Ltd	Kick glss for WO14 OEY	115.20
Motion Consultants Ltd	Marshfield P/S Modifications - Dec 19	2,399.62
Motion Consultants Ltd	Lapperditch P/S Modifications - Dec 19	2,399.62
Motion Consultants Ltd	Wicks Green P/S Modifications - Dec 19	2,399.61
Motion Consultants Ltd	Oldbury P/S Modifications - Dec 19	2,399.65
Motion Consultants Ltd	Elmore Back P/S Modifications - Dec 19	4,079.33
Tilney Ltd	Ongoing pension consultancy 01/08/19 - 31/01/2020	620.40
The Gables Hotel	Room hire& refreshments for 05/02/2020	175.00
Citation Ltd	Legal Fees	315.52
BRITISH TELECOM	Quarterly 2nd phone line	45.54
Corona Energy	Elmore Back Electricity 01/01/20-31/01/20	323.77
Corona Energy	Office Electricity 01/01/20-31/01/20	574.79
Corona Energy	Wicks Green Electricity 01/01/20-31/01/20	1,726.78
Corona Energy	Saul Electricity 01/01/20-31/01/20	93.30
Corona Energy	Lapperditch Electricity 01/01/20-31/01/20	299.45
Corona Energy	Oldbury P/S Electricity 01/01/20-31/01/20	1,571.08
Corona Energy	Marshfield Electricity 01/12/19-31/12/19	301.62
Corona Energy	Marshfield Electricity 01/01/20-31/01/20	393.20
Butties Sandwich Bar	Sandwiches for working lunch	27.36
		<u>41,756.23</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	41,756.23
Corona Electricity Credit	<u>(1,103.07)</u>
Amount Paid this Period (Supplier Invoices)	40,653.16

Bank Payments for February 2020

NatWest	Bankline Charge & Bank Charges	54.27
	Amount Paid this Period (Bank Payments)	<u>54.27</u>

Total Amount Paid this Period
£40,707.43

Lower Severn (2005) Internal Drainage Board Payments to be Noted

March 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Halfords	Aerial for VN62 RPY	4.00
Sawbits.co.uk	2 x Ignition coils for chainsaws	79.46
LEES MEND A SHOE	New combination lock for Saul P/S	29.99
TESCO	Fuel for chainsaws	39.53
Ladders-Direct.com	Self adhesive Clow Inspection Tags	24.00
Somerset Commercials Ltd	Tech A&B Compound Tyre Rubber Fillers	28.96
Molson Equipment Services Ltd	To attend fault on WO14 OEY - Fault with arm	420.90
RS COMPONENTS LTD	Hose clamp pliers	64.40
LISTER WILDER LTD	Expansion vessel for VX65 HTA	585.60
LISTER WILDER LTD	Expansion vessel for VX65 HVB	585.60
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Orchard Computer Services	To upgrade Sage to V26 onto server	96.00
Pitney Bowes Ltd	Franking machine rental for Jan & Feb	31.08
HCL Fasteners Ltd	Assort spring band clamps	35.82
HYDRA ENGINEERING SERVICES LTD	Bomford Mower Ram Repair	748.80
HYDRA ENGINEERING SERVICES LTD	Bomford Mower Ram Reseal	475.20
Certas Energy UK Ltd	2,000 litres Derv	2,332.80
Ada Lincolnshire Branch	2020/21 White Book Subscription	50.00
K J Conner & Son	Cleaning for February	276.00
Online Safety Supplies	Assort wellingtons & waders	232.07
Barrington Ventures Ltd	Miniflex Level Controller for Elmore Back	103.10
DVLA	Licence for WX12 CWL	165.00
DVLA	Credit card charge	2.50
Safetygloves.co.uk	Assort Gloves	124.42
Motion Consultants Ltd	Avonmouth Consultancy advice for Jan 20	2,160.00
Motion Consultants Ltd	Elmore Back Pump Station Modifications - Jan 20	5,032.68
Motion Consultants Ltd	Marshfield Pump Station Modifications - Jan 20	1,675.50
Motion Consultants Ltd	Lapperditch Pump Station Modifications - Jan 20	1,675.50
Motion Consultants Ltd	Wicks Green Pump Station Modifications - Jan 20	1,675.50
Motion Consultants Ltd	Oldbury Pump Station Modifications - Jan 20	1,675.50
ZEN INTERNET LTD	Annual cPanel Bronze Charge 16/03/2020-15/03-2021	71.86
Orchard Computer Services	Annual Mimecast renewal	648.00
MERRETT D C	Tanks Emptied	180.00
ZEN INTERNET LTD	Annual Domain Charge 17/03/20 - 16/03/21	8.39
Moorepay Ltd	Payroll costs for Feb	153.42
GAP SUPPLIES	Assort silicone & sealants	39.83
Smiths (Gloucester) Ltd	Waste Management Services for Feb	35.78
Bishop Fleming LLP	Internal Audit for YE 31/03/20	3,120.00
G R Tuck	Length of box steel	18.38
Plan Communications Ltd	Mobile phones bill	258.36
MOWER DOCTOR	Stihl HL92 KC-E Hedgetrimmer	564.00
MOWER DOCTOR	Husqvarna Clamping Sleeve	30.48
MOWER DOCTOR	Chainsaw Chain	23.64
Adobe Systems Software Ireland Ltd	Annual adobe software for LR	171.84
Amazon.co.uk	Ink for Franking Machine	19.99
JOHN DAVIDSON (PIPES) LTD	AssortTwinwall Pipes & Couplers	1,524.10
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Screwfix Direct Ltd	2 x Safety Boots	179.98
ALLCAP LTD	Hand Wipes	18.05
ALLCAP LTD	Cutting Discs & Duct Tape	75.73
Citation Ltd	Legal Fees	315.52
Green Farm Seeds Ltd	Grass Seed	402.00
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMP	8.00
Mole Country Stores	Gate Hooks & Digging Fork	31.68
Mr C.J.N Williams	C Williams - Mileages for 11/03/20	23.40
Clr Fi Hance	F Hance - Mileages for 11/03/20	17.10
Cablestream Ltd	Office phone line rental & calls	82.70
Cemex UK Materials Ltd	20 x tons Limestone (To recharge)	431.83
Corona Energy	Office Electricity - 01/02/20-29/02/20	535.73
Corona Energy	Oldbury P/S Electricity - 01/02/20-29/02/20	3,452.30

Invoice FYI

" " " " " " " "

Invoice FYI

" " " " " " " "

Lower Severn (2005) Internal Drainage Board Payments to be Noted

March 2020

<u>Supplier</u>	<u>Details</u>		<u>Amount Paid this Period</u>
Corona Energy	Saul P/S Electricity - 01/02/20-29/02/20	Invoice FYI	265.98
Corona Energy	Elmore Back P/S Electricity - 01/02/20-29/02/20	" " " "	302.54
Corona Energy	Marshfield P/S Electricity - 01/02/20-29/02/20	" " " "	773.91
Corona Energy	Lapperditch P/S Electricity - 01/02/20-29/02/20	" " " "	485.58
Corona Energy	Wicks Green P/S Electricity - 01/02/20-29/02/20	" " " "	3,005.65
Zurich Insurance plc	Public Liability Insurance 2020/21	Invoice FYI	3,921.13
Zurich Insurance plc	Building & Contents Insurance 2020/21	" " " "	2,500.00
Zurich Municipal	Crime Insurance 2020/21		1,392.22
FENTON INSURANCE SOLUTIONS LTD	Motor Fleet Insurance 2020/21	Invoice FYO	12,265.20
FENTON INSURANCE SOLUTIONS LTD	Engineering & Construction Insurance 2020/21	" " " "	2,898.80
FENTON INSURANCE SOLUTIONS LTD	Insurance Premium & IPT	" " " "	680.23
FENTON INSURANCE SOLUTIONS LTD	Customer Service Charge	" " " "	75.00
Worldpay (UK) Ltd	Credit Card Set Up Misc Fees		15.00
			<u>61,888.74</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	61,888.74
Supplier write off	(0.01)
Amount Paid this Period (Supplier Invoices)	61,888.73

Bank Payments for March 2020

NatWest	Bankline Charge & Bank Charges	63.77
	Employee Long Service Award	<u>1,000.00</u>
	Amount Paid this Period (Bank Payments)	1,063.77

Total Amount Paid this Period
£62,952.50

Lower Severn (2005) Internal Drainage Board Payments to be Noted

April 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
TESCO	Petrol for Chainsaws	23.65
TESCO	Water for Office	12.60
L&S Engineers Ltd	3 x Chain & Sprocket Kits	111.78
L&S Engineers Ltd	Chain Adjustment Screw Kit	10.74
Certas Energy UK Ltd	6,532 litres Gas Oil	3,760.86
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMP	8.00
L&S Engineers Ltd	3 x Chain catchers for chainsaws	6.48
L&S Engineers Ltd	Various parts for Chainsaws	199.49
TAILORMADE OFFICE SUP.LTD	A4 Paper, Envelopes, Lever Arch Files, Crown Sheets	195.66
TAILORMADE OFFICE SUP.LTD	Trodat Stamp	32.63
LISTER WILDER LTD	U/J Joint for Noremat Mower	20.45
T.H. Chamberlayne & Son	Wicks Green Pump Attendant 2019/2020	840.00
T.H. Chamberlayne & Son	Lapperditch Pump Attendant 2019/2020	840.00
T.H. Chamberlayne & Son	Marshfield Pump Attendant 2019/2020	840.00
Hydroscand Ltd	Hose assembly for VX65 HVB	68.51
Pitney Bowes Ltd	Franking Machine Rental for Mar20	15.54
CROMWELL GROUP HOLDINGS LTD	Hi Viz Vests & Rainsuits & Paper Towels	358.71
CROMWELL GROUP HOLDINGS LTD	Containers & Lids	112.22
CROMWELL GROUP HOLDINGS LTD	Assort Nuts, Bolts, Screws, Bolt Cutters & Welding	304.73
Water Environment Ltd	Recovery Facility Hydraulic Modelling Report	4,026.00
Orchard Computer Services	Annual Multi Domain Licence	234.00
L&S Engineers Ltd	Bar Cover for Chainsaw	6.79
Galleon Supplies Ltd	Toilet Rolls & Wypall Wipes	205.20
Lidl	Shovels	38.97
Lidl	Assort Shovels	77.94
TESCO	Petrol for Chainsaws	23.12
Honey Brothers Ltd	Fibre glass Screwfit poles	273.48
DVLA	Licence for WV19 FUU	165.00
DVLA	Credit card fee	2.50
Avon Hydraulics (UK) Ltd	Hydraulic Hoses for VX65 HVB	160.20
TAILORMADE OFFICE SUP.LTD	Plates	12.71
RIDDLE MR M	M Riddle - Mileages for 01/04/19 - 31/03/2020	148.32
Motion Consultants Ltd	Avonmouth Consultancy Advice for Feb 20	3,648.00
Concept13 Ltd	Expenses for Slimbridge WLMP	180.00
K J Conner & Son	Cleaning for March 2020	276.00
Wire Watcher Co	Wire Watcher for WV19 FUU	744.00
Wire Watcher Co	Fitting of Wire Watcher to WV19 FUU	240.00
Canal & River Trust	Flap Valve Rental @ Buckholt Syphon 01/04/20 -	113.02
Glamorgan Telecom Ltd	To set up phone diverts	108.00
BARNES MR M	M Barnes - mileages for 01/04/19 - 31/03/20	167.40
BARNES MR M	M Barnes - Outside remit of Vice-Chair	108.00
Just Ecology Environmental Consultancy Ltd	Slimbridge WLMP - Final Invoice	2,970.00
Moorepay Ltd	Payroll costs for Mar 20	153.42
AVON ALARMS LTD	Annual maintenance & CCTV Monitoring from	1,362.00
Post Office	Stamps for Rates (Franking machine not working)	455.00
Amazon.co.uk	Samsung Galaxy A10 for KW (Work from home)	126.90
Amazon.co.uk	Samsung Galaxy A10 for LR (Work from home)	126.90
Motion Consultants Ltd	Marshfield P/S Modifications - Feb 20	2,184.00
Motion Consultants Ltd	Lapperditch P/S Modifications - Feb 20	2,184.00
Motion Consultants Ltd	Wicks Green P/S Modifications - Feb 20	2,184.00
Motion Consultants Ltd	Oldbury P/S Modifications - Feb 20	2,184.00
Motion Consultants Ltd	Elmore Back P/S Modifications - Feb 20	5,184.00
BNP PARIBAS LEASE GROUP	Quarterly Office Telecoms Rental	414.00
Mole Country Stores	Barbed Wire, Staples & assort nails	446.83
Worldpay (UK) Ltd	Worldpay Charges	15.00
Smiths (Gloucester) Ltd	Waste Management Charges for Mar 20	35.78
Holt JCB Ltd	Quarterly Holt JCB Service Agreement	321.20
Plan Communications Ltd	Mobile Phones Bill	258.00
Worldpay (UK) Ltd	Subscription for April	11.94

Invoice FYI
Invoices FYI

"	"	"	"
"	"	"	"
"	"	"	"
"	"	"	"

Lower Severn (2005) Internal Drainage Board Payments to be Noted

April 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
ZEN INTERNET LTD	Monthly Internet Charge	46.50
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	760.75
Corona Energy	Saul P/S Electricity 01/03/20 - 31/03/20	Invoices FYI 34.32
Corona Energy	Oldbury P/S Electricity 01/03/20 - 31/03/20	" " " " 1,485.65
Corona Energy	Marshfield P/S Electricity 01/03/20 - 31/03/20	" " " " 221.83
Corona Energy	Elmore Back P/S Electricity 01/03/20 - 31/03/20	" " " " 303.19
Corona Energy	Office Electricity 01/03/20 - 31/03/20	" " " " 489.71
Corona Energy	Wicks Green P/S Electricity 01/03/20 - 31/03/20	" " " " 2,971.86
Corona Energy	Lapperditch P/S Electricity 01/03/20 - 31/03/20	" " " " 160.91
Cablestream Ltd	Office Phone Line Rental & Calls	91.13
Citation Ltd	Legal Fees	315.52
Worldpay (UK) Ltd	Subscription for Mar (Refunded)	Credit 11.94
Spearhead Machinery Ltd	Spearhead Twiga SPV2 Prestige	Credit 1,563.43
		<u>48,183.41</u>

Please note that the amounts shown above include Vat where applicable

Amount paid this Period	48,183.41
Worldpay Credit	(11.94)
Spearhead Credit	<u>(1,563.43)</u>
Amount Paid this Period (Supplier Invoices)	46,608.04

Bank Payments for April 2020

NatWest	Bankline Charge & Bank Charges	74.97
	Ultrasonic Mouse Repellants	<u>75.92</u>
	Amount Paid this Period (Bank Payments)	150.89

Total Amount Paid this Period £46,758.93

Payments to be Noted January 2020 - April 2020

Jan 20	47,426.98
Feb 20	40,707.43
Mar 20	62,952.50
Apr 20	<u>46,758.93</u>
Total	£197,845.84

Lower Severn (2005) Internal Drainage Board Payments to be Noted

Date From : 01/01/2020

January 2020 - April 2020

Date To : 30/04/2020

Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
85073	BP	15/01/2020	2231	D/D	Jan 20 Peoples Pension Cont - Dec 19	1,421.28	0.00	1,421.28	R 31/01/2020
85074	BP	17/01/2020	2230	D/D	Glos CC - Pension Cont for Dec	13,403.27	0.00	13,403.27	R 31/01/2020
85075	BP	22/01/2020	2210	D/D	HMRC - Liability for Dec 19	12,725.44	0.00	12,725.44	R 31/01/2020
85076	BP	28/01/2020	2220	D/D	LSIDB Salary for Jan 20	30,729.94	0.00	30,729.94	R 31/01/2020
85077	BP	28/01/2020	2211	D/D	GMB - Union Cont for Jan 20	28.28	0.00	28.28	R 31/01/2020
85315	BP	17/02/2020	2231	D/D	Feb 20 Peoples Pension Cont - Jan 20	1,410.48	0.00	1,410.48	R 29/02/2020
85316	BP	19/02/2020	2230	D/D	LGPS Pension Cont - Jan 20	13,305.26	0.00	13,305.26	R 29/02/2020
85317	BP	21/02/2020	2210	D/D	HMRC Liability - Jan 20	10,780.50	0.00	10,780.50	R 29/02/2020
85318	BP	28/02/2020	2220	D/D	LSIDB Salary - Feb 20	29,279.41	0.00	29,279.41	R 29/02/2020
85319	BP	28/02/2020	2211	D/D	GMB Union - Feb 20	28.28	0.00	28.28	R 29/02/2020
85491	BP	16/03/2020	2231	D/D	Mar 20 Peoples Pension Cont - Feb 20	1,410.48	0.00	1,410.48	R 31/03/2020
85492	BP	19/03/2020	2230	D/D	LGPS Pension Cont - Feb 20	13,296.89	0.00	13,296.89	R 31/03/2020
85493	BP	20/03/2020	2210	D/D	HMRC Liability - Feb 20	12,343.83	0.00	12,343.83	R 31/03/2020
85494	BP	27/03/2020	2220	D/D	LSIDB Salary - Mar 20	29,645.26	0.00	29,645.26	R 31/03/2020
85495	BP	27/03/2020	2211	D/D	GMB Union - Mar 20	28.28	0.00	28.28	R 31/03/2020
88971	BP	15/04/2020	2231	D/D	Apr 20 Peoples Pension Cont - Mar 20	1,421.28	0.00	1,421.28	R 30/04/2020
88972	BP	17/04/2020	2230	D/D	LGPS Pension Cont - Mar 20	13,560.50	0.00	13,560.50	R 30/04/2020
88973	BP	22/04/2020	2210	D/D	HMRC Liability - Mar 20	12,772.51	0.00	12,772.51	R 30/04/2020
88974	BP	28/04/2020	2220	D/D	LSIDB Salary - Apr 20	29,404.73	0.00	29,404.73	R 30/04/2020
88975	BP	28/04/2020	2211	D/D	GMB Union - Apr 20	28.28	0.00	28.28	R 30/04/2020
						<u>227,024.18</u>	<u>0.00</u>	<u>227,024.18</u>	
						<u>227,024.18</u>	<u>0.00</u>	<u>227,024.18</u>	

Date From: 01/01/2020
Date To: 30/04/2020

January 2020 - April 2020

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec. Date
85040	CP	02/01/2020	7447	Tesco - 1 x Milk	Jan 19 1.10	0.00	1.10	R	31/01/2020
85041	CP	06/01/2020	7448	Falfield Stores - Milk	1.75	0.00	1.75	R	31/01/2020
85042	CP	06/01/2020	7449	Car Parking for JT - Cheltenham	5.00	1.00	6.00	R	31/01/2020
85043	CP	06/01/2020	7450	Car Parking for LR -	2.50	0.50	3.00	R	31/01/2020
85044	CP	07/01/2020	7451	Tesco - 1 x Milk	1.10	0.00	1.10	R	31/01/2020
85045	CP	08/01/2020	7452	Car Parking for JT - Sedgemoor	1.40	0.00	1.40	R	31/01/2020
85046	CP	13/01/2020	7453	Tesco - 2 x Milks	2.20	0.00	2.20	R	31/01/2020
85047	CP	14/01/2020	7454	Registered Postage	2.70	0.00	2.70	R	31/01/2020
85048	CP	15/01/2020	7455	Car Parking for JT - Broadmead	7.50	1.50	9.00	R	31/01/2020
85049	CP	20/01/2020	7456	Tesco - Milk & Teabags	8.19	0.00	8.19	R	31/01/2020
85050	CP	31/01/2020	7457	Registered Postage	5.70	0.00	<u>5.70</u>	R	<u>31/01/2020</u>
85208	CP	28/01/2020	7458	Tesco- 2 x Milks	Feb 20 2.20	0.00	2.20	R	29/02/2020
85209	CP	03/02/2020	7459	Tesco - Tea, Coffee, Milks	37.55	0.00	37.55	R	29/02/2020
85210	CP	07/02/2020	7460	Recorded Delivery	3.55	0.00	3.55	R	29/02/2020
85211	CP	10/02/2020	7461	Tesco - 2 x Milks	2.20	0.00	2.20	R	29/02/2020
85212	CP	17/02/2020	7462	Tesco - 2 x Milks	2.20	0.00	2.20	R	29/02/2020
85213	CP	19/02/2020	7463	Tesco - Decaf teabags,sugar	8.88	0.00	8.88	R	29/02/2020
85214	CP	19/02/2020	7463	Tesco - Toilet rolls, Air freshner,	12.58	2.52	15.10	R	29/02/2020
85322	CP	24/02/2020	7465	Tesco's - Milk	1.10	0.00	<u>1.10</u>	R	<u>29/02/2020</u>
85523	CP	02/03/2020	7466	Tesco- 2 x Milks	Mar 20 2.20	0.00	2.20	R	31/03/2020
85524	CP	05/03/2020	7467	Management meeting	22.80	4.56	27.36	R	31/03/2020
85525	CP	04/03/2020	7468	Registered Post	6.60	0.00	6.60	R	31/03/2020
85526	CP	09/03/2020	7469	Tesco- 2 x Milks	2.20	0.00	2.20	R	31/03/2020
85527	CP	15/03/2020	7470	Welcome Break - Milks	4.40	0.00	4.40	R	31/03/2020
85528	CP	18/03/2020	7471	Recorded Delivery	5.70	0.00	5.70	R	31/03/2020
85529	CP	18/03/2020	7472	Petrol for chainsaws	8.33	1.67	10.00	R	31/03/2020
85530	CP	19/03/2020	7473	Bleach sprays, kitchen towels	5.64	1.13	6.77	R	31/03/2020
85531	CP	20/03/2020	7474	Tesco - Milk	1.10	0.00	<u>1.10</u>	R	<u>31/03/2020</u>
88969	CP	24/04/2020	7475	Ink for LR Printer (No vat)	Apr 20 24.95	0.00	24.95	R	30/04/2020
Totals					£ <u>193.32</u>	<u>12.88</u>	<u>206.20</u>		

Transfers Between Accounts January 2020 - April 2020

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	09/01/2020	J1437	Tsf from Direct Res to No1 Acc	75,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	09/01/2020	J1438	Tsf from No1 Acc to No2 Acc (Re Wages)	-55,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	07/02/2020	J1443	Tsf from Direct Res to No1 Acc	65,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/02/2020	J1444	Tsf from No1 Acc to No2 Acc Re: Wages	-55,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	14/02/2020	J1445	Tsf from No1 Acc to Petty Cash	-200.00
1200	NAT WEST ACCOUNT NO 1:	JD	04/03/2020	J1451	Tsf from Direct Res to No1 Acc	80,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	04/03/2020	J1452	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	27/03/2020	J1453	Tsf from Direct Res to No1 Acc	20,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	08/04/2020	J1459	Tsf from Direct Res to no1 Account	40,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/04/2020	J1460	Tsf from No1 Acc to No2 Acc Re: Wages	-30,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	09/04/2020	J1461	Tsf from 35 Day Notice to No1 Acc	100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	15/04/2020	J1486	Tsf from No1 Acc to No2 Acc Re: Wages	-30,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/01/2020	J1438	Tsf from No1 Acc to No2 Acc (Re Wages)	55,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/02/2020	J1444	Tsf from No1 Acc to No2 Acc Re: Wages	55,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	04/03/2020	J1452	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/04/2020	J1460	Tsf from No1 Acc to No2 Acc Re: Wages	30,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	15/04/2020	J1486	Tsf from No1 Acc to No2 Acc Re: Wages	30,000.00
1230	PETTY CASH	JD	14/02/2020	J1445	Tsf from No1 Acc to Petty Cash	200.00
1257	Nat West Direct Reserve Acc	JC	09/01/2020	J1437	Tsf from Direct Res to No1 Acc	-75,000.00
1257	Nat West Direct Reserve Acc	JC	07/02/2020	J1443	Tsf from Direct Res to No1 Acc	-65,000.00
1257	Nat West Direct Reserve Acc	JC	04/03/2020	J1451	Tsf from Direct Res to No1 Acc	-80,000.00
1257	Nat West Direct Reserve Acc	JC	27/03/2020	J1453	Tsf from Direct Res to No1 Acc	-20,000.00
1257	Nat West Direct Reserve Acc	JC	08/04/2020	J1459	Tsf from Direct Res to no1 Account	-40,000.00
1261	Nat West 35 Day Notice :	JC	09/04/2020	J1461	Tsf from 35 Day Notice to No1 Acc	-100,000.00

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP Meeting

Wednesday 22nd January 2020

**The Gables Hotel, Falfield
2.00pm**

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 22 June 2016 Minute No.2349 (a)

Matters for determination by the Committee.

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.

Matters for recommendation by the Committee to the Board

10. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
11. To review the Annual Business Plan.
12. To review the Medium Term Financial Plan.
13. To monitor the Board's Treasury Management policies and practices.
14. To keep under review the Board's insurance policies.
15. To liaise with the National Audit Office or any successor or equivalent, regarding the appointment of the External Auditor.
16. To consider any letter or report issued by the External Auditor.
17. To ensure the effective monitoring and review of policies and strategies.
18. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
19. To identify any Member training needs in various aspects of the Board's responsibilities.

**Minutes of the additional Finance & General Purposes Committee of the
Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 11th December 2019 at 10.30 am
At the Gables Hotel Falfield**

Present:

Ald C Williams

Chairman

Mr J Hore

Mr G Littleton

Mr J Cornock

Cllr M Riddle

Mr G Simms

Ald M Sykes

Cllr R Griffin

Martin Dear

Accounts Officer

AO

Louise Reading

Minutes

****Please refer to your meeting papers as dated above for the documents referred to in these minutes****

2976	Election of Chairman. The AO invited nominations for Chairperson. Cllr Riddle nominated Ald Williams and this was seconded by Mr Littleton. All Members were in favour. Cllr Riddle thanked Ald Williams for his work over the last year. It was resolved unanimously that: <ul style="list-style-type: none"> • Ald Williams be elected Chair of the Committee for the coming year 	
2977	Apologies Apologies were received from Mr Barnes.	
2978	Welcomes The Chairman welcomed new Members Ald Sykes and Cllr Griffin to the Committee.	
2979	Chairman's Announcements There were no Chairman's Announcements.	
2980	Declarations of Interest There were no declarations of interest.	
2981	Minutes of the Previous Meetings It was resolved that: <ul style="list-style-type: none"> • The minutes of the Finance and General Purposes Committee meeting held on 11th September 2019 be approved. • The minutes of the Finance and General Purposes Committee meeting held on 6th November 2019 be approved. 	
2982	Precept and Foreign Water Grant It was resolved that: <ul style="list-style-type: none"> • The letter from the Environment Agency be noted, 	

	<ul style="list-style-type: none"> • The AO to respond to this letter stating that the proposed 2% increase to percept and foreign water contributions for 2020/2021 are acceptable. 	
2983	<p>Financial Reports</p> <p><u>Management Accounts 1st April 2019 – 30th September 2019</u> The AO introduced the Management Accounts up to the end of September explaining that they were still consistent with the budget. There had been no material changes in October or November. The accounts showed a surplus of £11,693 against a budget of £18,879.</p> <p>It was resolved that;</p> <ul style="list-style-type: none"> • The Management Accounted 1st April 2019 – 30th September 2019 be noted as per Appendix A. <p><u>Forecast Results for y/e 31st March 2020 & Draft Budget 2020/21</u> The AO informed Members that the predicted outturn for 2019/ 2020 was a surplus of £22,022. The budgeted figure for 2020/2021 was £9,993 based in an increase in the rate to 9.3p.</p> <p>Cllr Riddle noted that electricity had been higher this year due to higher rainfall than previous years.</p> <p>The Chair asked if balance sheets for 31st March 2020 and 2021 could be produced. The AO confirmed he could do this however figures would be provisional.</p> <p>Cllr Griffin asked if the resources were separate to trading funds.</p> <p>The Chair confirmed that the Board had reserves for its Pension, Developer Funds and Capital Programme leaving the Revenue Reserve which was the trading income. He also explained that the Board decided that the Revenue Reserves should be maintained at approximately 30% of the Boards annual expenditure.</p> <p>The AO explained that the budget for 2020/2021 included a rate increase of 0.3p.</p> <p>Mr Cornock asked what the impact would be if there was no rate rise.</p> <p>The AO explained the Budget would forecast around a £45,000 deficit.</p> <p>Cllr Riddle acknowledged that this rate increase was more inline with inflation compared to last year.</p> <p>In response to Mr Simms question, the Chair explained that the Boards 30% reserve figure was not binding. It was advisory. The AO further explained that should they need to use these fund that full explanation would be provided.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • A rate increase from 9.0p to 9.3p be submitted to the Board for approval. • The Forecast Results for y/e 31st March and Draft Budget 2020/2021 be noted as per Appendix B. <p><u>Capital Expenditure for 2019/20 and 2020/21</u> The Members reviewed the Capital Expenditure Budget.</p>	<p><u>Action 1</u> The AO to produce Balance Sheets for 31st March 2020 and 2021 at the next meeting in January 2020.</p> <p><u>Action 2</u></p>

	<p>There was some discussion as to what would happen to the old pumps. The AO explained that as they didn't comply with the New EU Eel regulations they couldn't be used. Some members enquired about the scrappage value. The AO advised he would take this back to the Engineers.</p> <p>Mr Simms expressed concerns that the Finance and General Purposes Committee was still not synchronised with the Engineering Committee.</p> <p>The Chair recognised that an additional Engineering Committee meeting had been scheduled to assist with this and suggested the Engineering Committee report to the Finance and General Purposes Committee Bi-annually, in respect of the Capital Programme particularly in reverence of being within budget and on time.</p> <p>The Members looked at the meeting schedule and concluded that after the Engineering Committee meeting in April the report could be submitted in time for the Finance and General Purposes Meeting in May. However, the October Engineering Committee meeting report would not reach the Finance and General Purposes meeting until December and thus would not account for material change that had taken place during this period.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • A request to move The Engineering Committee Meeting on 21st October 2020 to a date in November 2020 be submitted to the Engineering Committee for approval. • The Capital Expenditure for 2019/20 and 2020/21 be noted as per Appendix C. <p><u>Apportionment between charging Authorities.</u> The AO presented the Apportionment between charging authorities based on the rate increase of 9.3p for noting.</p> <p>It was resolved that;</p> <ul style="list-style-type: none"> • The Apportionment between charging authorities be noted as per Appendix D. <p><u>Medium Term Financial Plan 2020-2025</u> The AO reminded Members that 2021/22 onwards was an illustration and the figures will change. The fluctuations are predominantly down to depreciation caused by Capital Expenditure.</p> <p>In response to Cllr Griffin question, the AO confirmed that we operate a 25% reducing balance deprecation for our Machinery and the pumps are depreciated over 15 years on a straight-line basis.</p> <p>The AO also pointed out to Members that the revenue reserve has reduced following the Boards decision to transfer £200,00 to the capital Reserve. The AO stated that the accounts were healthy.</p> <p>The Chair requested adding a note in the MTFP to explain the reason for the drop in the revenue reserve.</p> <p>Mr Cornock asked about the future rises, the AO explained that it showed an example of what the figure might need to be to keep the accounts healthy however there were other avenues to explore closer to the time should the Board so wish.</p>	<p>The AO to ask Engineers about disposal of old pumps</p> <p><u>Action 3</u> The AO to add an explanatory note in the MTFP as to the reason for the drop in the revenue reserve,</p>
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	<p>Cllr Griffin asked if there was any input from the Engineering Committee as to future pump expenditure and the creation of a replacement reserve, the response from the AO was that there has not been.</p> <p>The Chair suggested creating a reserve for future pump replacements.</p> <p>Mr Simms said that the waiting for the programme to finish before addressing this would be ignorant and that it should be done so now.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • Officers to investigate on a preliminary basis a proposed reserve fund to go to the Engineering Committee Meeting in April 2020. • The Medium-Term Financial Plan 2020 – 2025 be noted as per Appendix E. <p><u>Cashflow to April 2020</u> The AO explained that the cash flow figures were actual till September and then budgeted to March.</p> <p>It was resolved that;</p> <ul style="list-style-type: none"> • The Cashflow to April 2020 be noted as per Appendix F. <p><u>Developers Funds</u> The Developers fund as at 30th September was noted.</p> <p>It was resolved that;</p> <ul style="list-style-type: none"> • The Developers Funds as at 30th September 2019 be noted as per Appendix G. 	
2984	<p>Payments to be Noted. In answer in Mr Hore's question regarding payments to Motion Consultants Ltd the AO confirmed this was related to the pump replacement.</p> <p>Mr Simms asked if payments were checked. Cllr Riddle informed Members that as Chairman of the Board, he received the information by email and authorises payments.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The payments to be confirmed be noted as per Appendix H. 	
2985	<p>Date of Next meeting Members noted that the next F&GP meeting would be held on 22nd January 2020 at 2.00pm.</p>	
	Meeting closed at 11:40 pm	

REF: MD

REPORT BY: Accounts Officer

Financial Regulations

Introduction

At the meeting of the Governance and Probity Committee, on 4 December 2019, an agenda item was the review of the Financial Regulations.

The recommendation being made by the Governance and Probity Committee, to the Board, is to approve the revised Financial Regulations, as attached. However the Governance and Probity Committee wished to give the Finance and General Purposes Committee the opportunity to make comments to the Board prior to approving revised Financial Regulations.

Recommendations

1. **To consider and make comments to the Board.**

Martin Dear

Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD
FINANCIAL REGULATIONS

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1. Introduction

1.1 Financial Regulations set out the framework of the rules for the proper financial administration of the Board and the responsibility of those charged with carrying out duties with financial implications.

1.2 These financial regulations shall govern the conduct of the financial transactions of the Board and may only be amended or varied by resolution of the Board.

1.3 The Accounts Officer (AO) is the Responsible Financial Officer (RFO), as defined in the Accounts and Audit Regulations and is responsible for ensuring that the Board complies with these Regulations, the Local Audit (Smaller Authorities) Regulations 2015 (as an opted-in authority) and the Smaller Authorities (Transparency Requirements) Regulations 2015.

1.4 The AO, under the policy direction of the Board, shall be responsible for the proper administration of the Board's financial affairs.

1.4 The AO is responsible for the overall financial control of the Board's financial affairs and the provision of financial management information.

1.5 The AO will prepare the Board's annual accounts as soon as possible after the end of the financial year. These accounts will be produced in accordance with proper practices as set out by the Joint Panel on Accountability and Governance – Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper Practices to be applied in the preparation of statutory annual accounts and governance statements.

2. Responsibility of Officers

2.1 All staff of the Board have a general responsibility for the security of the property of the Board for the avoidance of loss and for economy, efficiency and effectiveness in the use of resources.

2.2 All accounting procedures and financial records of the Board shall be determined by the AO as required by the Accounts and Audit Regulations 2015 and the Good Governance for Internal Drainage Board Members – published by the Association of Drainage Authorities (ADA).

2.3 The AO shall ensure that appropriate accounting systems are in place to meet the Board's legal requirements, including those of all funding bodies.

2.4 The AO shall be responsible for the maintenance and supervision of all accounting records. He will supply to the Board at appropriate intervals such information as is necessary to enable expenditure and income to be controlled.

2.5 The AO shall be responsible for completing the annual accounts of the Board as soon as practicable after the end of the financial year and shall submit them to the Board at a Board Meeting held before the Statutory Date in accordance with the Accounts and Audit Regulations currently in force.

3. Annual Estimates

3.1 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the AO.

3.2 The AO shall formulate and submit to the December meeting of the F&GP (Finance and General Purposes Committee) proposals in respect of revenue services and capital works for the forthcoming financial year.

3.3 The F&GP Committee shall further review these estimates at their meeting in January and submit them to the Board at the February meeting and shall recommend the precept and agricultural rate to be levied for the ensuing financial year.

3.4 The AO shall also each year produce a five year medium term financial plan.

3.5 The annual capital and revenue budget shall form the basis of financial control for the ensuing year.

4. Budgetary Control

4.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved budget. Where expenditure is required which is in excess of the approved budget then it must have the approval of the AO.

4.2 The AO may incur expenditure on behalf of the Board which is necessary, to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The AO shall report the action to the Board as soon as is practicable thereafter.

4.3 Where expenditure is incurred in accordance with regulation 4.2 above and the sum required cannot be met from savings made elsewhere within the Board's approved budget, it shall be met from the General Provision (Income and Expenditure Account).

4.4 The Board shall be kept informed by the AO of the overall financial position of the Board's finances through management accounts, forecasts and other reports as necessary.

4.5 Uncommitted provisions in the revenue budget shall not be carried forward to a subsequent year. However a general provision including a contingency should be maintained which is equivalent to approximately 30% of the Board's annual expenditure.

4.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Board are satisfied that it is contained in the capital programme and that the necessary funds are available, or the requisite borrowing approval can be obtained.

4.7 The following principle shall be observed in connection with accounting duties: the duty of providing information, calculating, checking and recording sums due to, or from, the Board should be separated as completely as possible from the duty of collecting or disbursing them.

5. Purchases of Goods and Services

5.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Copies of orders issued shall be maintained.

5.2 All Officers and Board members are responsible for obtaining value for money at all times. The person issuing an official order is to ensure as far as is reasonable and practicable that the best available terms are obtained.

6. Procurement

6.1 The Board's policy on procurement requires that decisions to award contracts or make purchases are not made on cost alone but are based on achieving 'best value for money' which includes considering cost, quality, on-going maintenance requirements, life of the product and the social and environmental impacts.

6.2 Financial Regulations shall not apply to contracts which relate to items (i) to (vii) below:

- (i) For the supply of gas, electricity water, sewerage, and telephone services.
- (ii) For specialist services such as are provided by solicitors, accountants, surveyors, planning and IT consultants.
- (iii) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
- (iv) For work to be executed or goods or materials to be supplied which constitute an extension of existing contract by the Board.
- (v) For goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
- (vi) For work to be executed, or for the purchase of goods, services or materials of a specialist nature or are obtainable from only one supplier.
- (vii) Employment contracts.

6.3 All contracts for over £250 in value shall be in writing.

6.4 Where it is proposed to enter into a contract:

- (a) For expenditure up to £10,000 in value the Principal Officer (PO)/AO/Land Drainage Engineer (LDE)/Civil Engineer (CE) shall have delegated power to contract but must demonstrate that value for money is obtained by comparing prices from alternative suppliers/contractors which are recorded, or by obtaining written quotes.
- (b) For expenditure between £10,000 and £50,000 in value, the PO/AO/LDE/CE shall invite quotations from at least three firms.
- (c) For expenditure over £50,000 in value the PO/AO/LDE/CE shall invite tenders from at least three firms.

6.5 For the avoidance of doubt, in calculating the relevant expenditure limits it is the likely expenditure over a period of a recurring nature, shall be aggregated.

6.6 Any invitation to tender shall state the general nature of the intended contract and the PO/AO/LDE/CE shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the lead officer and the last date by which such tenders should reach the office in the ordinary course of post or by email.

6.7 A detailed register of all tenders received, indicating the total sums (where available), should be formerly recorded and be duly signed, by those officiating at the review of the tenders. All sealed tenders shall be opened at the same time on the prescribed date by two officers in the presence of at least one member of the Board.

6.8 If fewer than two tenders are received for contracts value above £50,000 or if all the tenders are identical the Board may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

6.9 The Board shall not be obliged to accept the lowest or any tender or quotation.

6.10 Apart from those cases falling within Financial Regulation 3.2, where the value of the contract exceeds £10,000 and it is proposed to enter into a contract without obtaining three or more quotations or tenders, the reasons for such proposed acceptance shall be reported in writing to the Board/appropriate Committee or and shall be recorded in the minutes.

6.11 All decisions to suspend these rules should be fully documented and recorded in the Board's minutes as a formal auditable record of the decision process undertaken.

6.12 All capital works shall be administered in accordance with the Board's financial regulations relating to contracts.

7. Banking

7.1 The Board's banking arrangements shall be made by the PO/AO and approved by the Board. Bank accounts can only be opened at any of the four main clearing banks (NatWest, Lloyds, Barclays and HSBC). A current account will be opened together with one or more deposit accounts. No changes shall be made to the Board's banker or the bank mandate without prior consent of the Board.

8. Payments

8.1 Apart from petty cash payments all payments shall be effected by cheque drawn on the Board's bankers or by Bank Transfer. The exception is where arrangements have been made to make payments by direct debits to continual supplier for example, electricity, telephone, fuel, etc.

8.2 All invoices for payment shall be matched to the official purchase order, examined, verified and certified by the officer issuing the order. Before certifying an invoice that person shall satisfy himself that the work, goods or services to which the invoice relates have been received (or carried out), examined and approved.

8.3 All duly certified invoices shall be passed to the appropriate officer who shall examine them in relation to arithmetical accuracy and authorisation, and code to the appropriate expenditure head. All possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.

8.4 A schedule of all payment to suppliers in excess of £100 and together with the relevant invoices and supporting documents for amounts in excess of £5,000 be made available for inspection by Board members. A schedule of all payments and transfers will be made available at the following Board meeting.

8.5 Cheques drawn on the current bank account in accordance with the schedule referred to in the previous paragraph shall be signed by two duly authorised persons.

One, the A signatory to be the Chairman or Vice Chairman and the second, the B signatory to be the PO, AO, LDE or the CE.

8.6 Suppliers may be paid by the use of ebanking up to a value of £20,000 in one transaction. The authority to make payment will require the prior signed approval of the PO, LDE or CE and the approval of the Chairman or Vice-Chairman.

8.7 If a supplier contacts the Board purporting to have changes their bank details etc., this will be independently verified before amending the records and making any further payments to the supplier.

8.8 The inclusion of items in approved revenue estimates will constitute authority to incur such expenditure save to the extent to which the F&GP Committee or the Board shall have placed a reservation on any such items or items.

8.9 Revenue expenditure shall not normally be incurred unless provided for in annual estimates or by supplementary estimate examined by the F&GP Committee and approved by the Board. Whenever it is proposed to seek the approval of the Board to incur revenue expenditure not already sanctioned by the Board, the AO in consultation with the Chairman shall report to the F&GP Committee and the AO shall report to the full Board on the financial aspects of the proposal.

8.10 Capital expenditure shall not normally be incurred unless provision has been made within the capital budget, capital finance has been approved by the F& GP Committee and, where necessary, loan sanctions and other relevant approvals involving capital, the Board shall consider any report which the F&GP Committee may make regarding the financial effects of such proposal. Where approval of the Board is sought to incur capital expenditure not already included in the capital budget the AO, in consultation with the Chairman shall report to the F&GP Committee on the financial aspects of the scheme.

8.11 Payments on account of the contract sum shall be made within the time specified in the contract upon authorised certificates of the officer engaged to supervise the contract.

8.12 Where contracts provide for payments by instalments a record shall be maintained of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the Board.

8.13 Any variation to a contract or addition to or omission from a contract must be approved by the PO and the Board informed.

9. Income

9.1 Council Levies are to be issued as soon as possible after the rate has been set at the February meeting of the Board each year.

9.2 Agricultural Rates are to be issued as soon as possible after 1st April each year.

9.3 All other fees/amounts owed to the Board are to be issued as soon as the debt is incurred.

9.4 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the AO.

9.5 The Board will review all fees and charges annually.

9.6 All cheques and cash received shall be banked at least weekly. Disbursements shall not be made from cash received.

9.7 All cash will be held in a locked cash box within a locked filing cabinet.

9.8 Personal cheques shall not be cashed out of money held on behalf of the Board.

10. Petty Cash

10.1 Petty cash may be provided to employees for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded with a claim for reimbursement:

(a) The AO shall maintain petty cash to a limit of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

(b) The maximum claim per voucher is £50.

(c) Petty cash counts will be carried out and reconciled the cash balance to the ledger monthly.

(d) Income received must not be paid into petty cash but must be separately banked, as provided elsewhere in these regulations. Similarly disbursements shall not be made from cash received.

(e) Payments to replenish the petty cash shall be shown separately on the schedule of the payment of money presented to the Board.

11. Write Offs

11.1 The PO/AO shall have the authority to write off debts, goods, materials that are less than £100 in value. A record of the write off will be kept together with a note of the circumstances necessitating the write off.

11.2 Any write off of Debts, goods, materials that are over £100 in value requires the authority of the Board.

12. Staff

12.1 All employees of the Board shall conduct themselves in a polite, courteous and professional manner.

12.2 The PO shall keep a record of all employees to show details of the appointment, grade and payments in respect of each employee of the Board.

12.3 The Board's approval shall be required for the employment of additional permanent staff.

12.4 The PO shall have the authority to employ additional temporary staff, provided the revenue consequences are contained within the current annual estimates.

13. Salaries, Wages and Pensions

13.1 The payment of all salaries and wages shall be made from the designated bank account in accordance with the salaries and wages records maintained by Moorepay

13.2 All timesheets, other pay records and expense claims shall be in an approved form and shall be signed by the employee and shall be certified by the PO, AO, LDE or CE.

13.3 Employees annual salaries and any enhancements should be reviewed from time to time by the Staff and Pension Committee and presented to the Board for consideration.

14. Employees' Interests

14.1 Employees must declare to the PO any financial or other interest which could conflict with the Board's interests.

14.2 In terms of hospitality and gifts, only useable gifts of a small value, less than £25, may be accepted.

14.3 Hospitality which is estimated to exceed £25 must be recorded in a register of gifts and hospitality. Any acceptance of hospitality or gifts must not be seen to compromise a future decision made by an Employee.

15. Members' and Employees' Allowances

15.1 All staff claim for payment for subsistence, travelling and any other incidental expenses shall be submitted and duly certified by a responsible officer (PO, AO, LDE, CE). An officer shall not certify a claim made by him/herself.

15.2 Payments to Members, who are entitled to claim travelling or other expenses will be made upon completion of the prescribed form.

16. Fraud or Other Irregularities

16.1 Any employee who suspects fraudulent behaviour, bribery or other irregularities shall immediately notify the PO. If it concerns the PO then the Chairman must be informed.

17. Stores

17.1 All goods received shall be checked as regards quantity and/or weight and inspected as to quality and specification.

17.2 There will be a monthly physical check of all items in store. There will be a record of the value of the stock.

18. Assets

18.1 All assets over £500 in value owned by the Board shall be accounted for in an asset register maintained by the AO. The asset register shall reflect additions and disposals of assets and record the cost or valuation of the assets.

18.2 Where it is proposed to sell, part exchange or trade in Board assets where the book value or actual value (whichever greater) is estimated to exceed £50,000, the transaction shall require the prior approval of the Board, shall be publicly advertised and be by competitive tender unless otherwise determined by the Board.

18.3 Where the estimated value of the asset is between £10,000 and £50,000, the disposal shall be effected, in the most cost effective manner, including the use of EBay/PayPal, and shall be subject to the approval of the appropriate Committee.

18.4 Where the estimated value of the asset is less than £10,000, the PO/LDE are authorised to undertake the disposal, in the most cost effective manner, including the use of EBay/PayPal, under delegated powers.

18.5 If it is proposed, in any case, to accept a tender or offer other than the highest, approval from the Board or the appropriate Committee must be obtained and the reasons recorded in the minutes.

19. Treasury Management, Capital Financing and Reserves

19.1 The Treasury Sub Committee will determine the amount of cash that is available for deposit with the four main clearing banks. The AO has the flexibility to allocate funds between accounts in order to attract the best return.

19.2 The Treasury Sub Committee has the authority to invest sums received from Developers into a balanced multi asset portfolio following consultation with Smith & Williamson Investment Managers. Smith & Williamson will manage the fund on a non-discretionary basis.

19.3 Reserves will be maintained at an adequate level to support the ongoing operations of the Board. Each reserve will be reviewed, on an annual basis by the Treasury Sub Committee prior to review by the Board. Reserves will be held jointly in general cash and investment accounts of the Board.

19.4 The Board shall be responsible for raising all loans after receiving appropriate advice from the Treasury Sub Committee and the AO.

20. Audit

20.1 The F&GP Committee may appoint a body or person with the appropriate accountancy qualification to be responsible for maintaining an internal audit of the Board's accounting, financial and other operations.

20.2 It is a requirement of the Accounts and Audit Regulations 2015 that the PO shall arrange for an internal audit to take place on an annual basis.

20.3 The AO shall not be responsible for internal audit.

20.4 The Internal Auditor shall complete Page 3 (Annual Internal Audit Report) of the Annual Governance and Accountability Return Part 3.

20.5 An internal audit report, which shows the findings from the audit, together with recommendations shall be made available to the members of the F&GP Committee and to the Board.

20.6 The External Auditor is appointed by the Smaller Authorities Audit Appointments Ltd (SAAA) as the 'person specified to appoint local auditors' under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.

20.7 The Annual External Audit shall complete Page 6 (External Auditor Report and Certificate) of the Annual Governance and Accountability Return Part 3.

20.8 Any officer or member of the Board shall if required to make available to the internal and/or external auditor those documents of the Board which appear to the auditor to be

necessary for the purpose of the audit and shall supply the auditor with such information and explanations as the auditor considers necessary.

21. Insurances

21.1 Insurance cover shall be approved annually by the Board.

21.2 The AO shall effect all insurances and negotiate all claims on the Board's insurers.

21.3 The AO shall give prompt notification to the Board of all new risks which require to be insured and of any alterations affecting existing insurances.

21.4 The AO shall keep a record of all insurances effected by the Board and the property and risks covered thereby and review annually.

21.5 The AO shall be notified of any loss liability or damage or of any event likely to lead to a claim.

21.6 All appropriate employees of the Board shall be included in a suitable fidelity guarantee insurance.

21.7 Any Employee using his/her own vehicle for business purposes must ensure that it is insured for such use and has, where applicable, a valid MOT certificate.

22. Security

22.1 Each responsible officer is responsible for maintaining proper security at all times for all buildings, stores, paint, vehicles, equipment, cash, documents and information under his/her control.

23. Protection of Private Property

23.1 The Board shall not be liable for accidental loss or damage to the personal possessions which employees' use whilst on Board business, such as a car, or bring onto the Board's premises that are not included under the Board's Insurance Policies.

23.3 In the event of theft of personal items from staff, a full report shall be made as soon as the theft has been discovered. All such incidents shall be recorded and investigated.

24. Review

24.1 It shall be the duty of the Governance Committee to review the Financial Regulations of the Board from time to time and to make such recommendations to the Board as are considered necessary.

REF: MD

REPORT BY: Accounts Officer

ACCOUNTS OFFICER REPORTS

Introduction

The supporting information for items listed below are included in this section of the papers.

1. Management Accounts - 1 April 2019 to 30th November 2019.

The management accounts to 30th November 2019 shows a projected surplus of £22,253. This is against a budgeted surplus of £8,198. A positive variance of £14,055. The supporting notes explains the reasons for the variance.

2. Forecast results for the year ended 31st March 2020.

The outturn forecast shows a predicted surplus of £33,022. This is against a budgeted surplus of £9,684. A positive variance of £23,338. The supporting notes explains the reasons for the variance.

3. Draft Budget for 2020/21

The draft budget shows a surplus of £10,917. The draft budget assumes that the rate and levy is increased from 9.0p to 9.3p. The supporting notes explains the proposed increases/decreases in income and expenditure from the previous year.

4. Capital Expenditure for 2019/20 and 2020/21

The supporting papers include the proposed Capital Expenditure for 2020/21 and the actual Capital Expenditure in 2019/20 to 30th November 2019.

5. Apportionment between Charging Authorities

The annual values have been calculated as at 31 December 2019. This apportions the Special Levies between the Charging Authorities and the amount to be collected from the Agricultural Rate. A rate of 9.3p is illustrated.

6. Capital Programme 2020/28

The Capital Programme shows expenditure of £4,611,654 during the period.

7. Medium Term Financial Plan 2020/25

The Medium Term Financial Plan 2020/25 shows the following:

- In 2020/21 a surplus of £11,000;
- In 2021/22 a surplus of £21,000;
- In 2022/23 a deficit of £4,000;
- In 2023/24 a surplus of £17,000;
- In 2024/25 a surplus of £45,000.

The supporting notes explains the proposed/anticipated increases in income and expenditure for the next five years.

8. Cash Flow to April 2020

The projected cash flow to April 2020 shows a projected cash balance of £1,255,000 at the end of the year.

9. Cash Flow to April 2021

The projected cash flow to April 2021 shows a projected cash balance of £583,000 at the end of the year.

10. Developers Funds as at 30th November 2019

The schedule of Developers Funds shows the estimated balances as at 31st March 2020 and 31st March 2021.

Recommendations

1. **Management Accounts - 1 April 2019 to 30th November 2019** – be noted;
2. **Forecast results for the year ended 31st March 2020** – be noted and presented to the Board for noting;
3. **Draft Budget for 2020/21** – be agreed and presented to the Board for approval;
4. **Capital Expenditure for 2019/20 and 2020/21** – be noted and presented to the Board for noting;
5. **Apportionment between Charging Authorities** – be noted and presented to the Board for noting;
6. **Capital Programme 2020/28** – be noted and presented to the Board for noting;
7. **Medium Term Financial Plan 2020/25** – be agreed and presented to the Board for approval;
8. **Cash Flow to April 2020** - be noted;
9. **Cash Flow to April 2021** - be noted;
10. **Developers Funds as at 30th November 2019** - be noted and presented to the Board for noting.

Martin Dear

Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 30 NOVEMBER 2019

	Note	£	30/11/19 £	30/11/18 £	Variance £	31/03/19 £	Variance £
FIXED ASSETS							
Fixed Assets	1	832,569	832,569	728,489	104,080	692,402	140,167
LONG TERM ASSETS							
Investments		653,935	653,935	576,886	77,049	603,932	50,003
CURRENT ASSETS							
Stock +WiP		66,403		45,703	20,700	47,973	18,430
Trade debtors		8,470		2,030	6,440	6,773	1,697
Drainage rate debtors		190		106	84	96	94
Levy Debtors		108,266		0	108,266	0	108,266
VAT Claim		5,456		5,265	191	5,829	-373
Special Levies		3,803		3,596	207	0	3,803
Avonmouth/Severnside		0		0	0	0	0
Prepayments		12,945		13,739	-794	32,280	-19,335
Cash at bank and in hand		351,213		1,683,422	-1,332,209	852,523	-501,310
Short term deposits		1,055,675		0	1,055,675	501,013	554,662
			1,612,421	1,753,861	-141,440	1,446,487	165,934
CURRENT LIABILITIES							
Trade Creditors		-33,023		-24,284	-8,739	-38,061	5,038
Other Creditors		-29,818		-31,168	1,350	-25,341	-4,477
Accrued expenses		-4,830		-622	-4,208	-6,685	1,855
Finance Leases due within one year		-339		-886	547	-1,016	677
Prepaid Rates	2	-38,667		-36,763	-1,904	-200	-38,467
Prepaid Levies	2	-192,009		-395,054	203,045	-1,519	-190,490
Special Levies		0		0	0	0	0
Prepaid Avonmouth/Severnside		-14,145		-13,733	-412	0	-14,145
			-312,831	-502,510	189,679	-72,822	-240,009
NET CURRENT ASSETS			1,299,590	1,251,351	48,239	1,373,665	-74,075
TOTAL ASSETS LESS CURRENT LIABILITIES			2,786,094	2,556,726	229,368	2,669,999	116,095
LONG TERM LIABILITIES							
Finance Leases		0		-221	221	0	0
Pension scheme deficit		-1,276,000		-954,000	-322,000	-1,276,000	0
			-1,276,000	-954,221	-321,779	-1,276,000	0
NET ASSETS			1,510,094	1,602,505	-92,411	1,393,999	116,095
FINANCED BY:							
CAPITAL ACCOUNT			666,569	666,569	0	666,569	0
INCOME AND EXPENDITURE ACCOUNT							
Balance brought forward		572,203		523,570	48,633	523,570	48,633
Transfer to Capital Reserve		-200,000		0	-200,000	0	-200,000
Net surplus for the 8 months		22,253		1,536	20,717	48,633	-26,380
			394,456	525,106	-130,650	572,203	-177,747
Developers Reserve			922,245	887,632	34,613	914,678	7,567
Revaluation Reserve			144,583	144,583	0	144,583	0
Capital Reserve	3		541,815	332,615	209,200	371,966	169,849
Pump Station Future Depreciation Provision			116,426	0	116,426	0	116,426
Pension Reserve			-1,276,000	-954,000	-322,000	-1,276,000	0
			1,510,094	1,602,505	-92,411	1,393,999	116,095

Notes

1. Fixed Assets include purchases, sales and depreciation for 8 months to 30 November 2019.
 2. In all cases the balance sheet has been adjusted to reflect receipts and payments made in advance of the period earned or due.
 3. This Reserve is held as cash and increases by £16,667 each month.
- There is a corresponding monthly charge in the income and expenditure account.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

INCOME AND EXPENDITURE 8 MONTHS TO 30 NOVEMBER 2019

Income	Note	Actual	Budget	Variance	30 November 2018	Variance
		£	£	£	£	£
Levies charged to Authorities	1	839,382	839,382	0	790,108	49,274
Agricultural Rates	1	77,782	77,782	0	73,526	4,256
Rechargeable works		9,004	12,000	-2,996	12,636	-3,632
Application fees		1,150	2,000	-850	2,850	-1,700
Consultancy Fees Recharged		9,174	0	9,174	21,456	-12,282
Surplus on sale of assets		9,489	9,489	0	614	8,875
Miscellaneous Income		429	0	429	0	429
Foreign Water Grant		109,372	109,236	136	107,094	2,278
Avonmouth/Severnside drawdowns	1	28,291	28,291	0	27,467	824
Interest		5,203	2,000	3,203	1,793	3,410
Total		1,089,276	1,080,180	9,096	1,037,544	51,732
Expenditure						
Payroll	2	484,069	477,486	-6,583	471,224	-12,845
Office maintenance		11,227	16,766	5,539	14,336	3,109
Maintenance	3	264,189	260,964	-3,225	244,060	-20,129
EA Levy		139,799	139,799	0	137,058	-2,741
Motor travel and subsistence	4	18,927	16,990	-1,937	20,017	1,090
Communications		3,334	3,500	166	3,353	19
Administration	5	28,536	26,304	-2,232	23,825	-4,711
Engineering Consultancy fees		35,771	50,000	14,229	36,618	847
M49 culvert consultants fees		0	0	0	0	0
Legal and professional fees		3,890	2,000	-1,890	2,880	-1,010
Audit and Accountancy fees		0	0	0	0	0
Depreciation		76,173	76,173	0	80,658	4,485
Bank charges		1,108	2,000	892	1,979	871
Total		1,067,023	1,071,982	4,959	1,036,008	-31,015
Surplus for 8 months		22,253	8,198	14,055	1,536	20,717

Notes on Variances

The results for 8 months show a surplus of £22,253 against a budget surplus of £8,198.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 8 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Payroll - Increase due to annual pay award.

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation of major variances
Plant Maintenance	51,163	48,133	-3,030	Tyres, Boom Repairs, Sensor Faults
Maintenance Compensation	0	667	667	
Vehicle, Plant	57,245	56,934	-311	Diesel
Workshop Fixtures & Fittings	10,166	7,067	-3,099	Remedial Electricity works
Pump Station Electricity	8,099	10,030	1,931	
Health & Safety	4,183	4,800	617	
Capital Reserve	133,333	133,333	0	
	264,189	260,964	-3,225	

4) Administration - Increase due to long service awards.

5) Legal and Professional Fees - Increase due to Debt Recovery costs.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP January 2020

Proposed Budget 2020/21

	Budget 2019/20 9.0p	Predicted Out turn 2019/20	Variance	Notes	Proposed Budget 2020/21 9.3p	Variance	Notes
	£	£	£		£	£	
column	1	2	3(2-1)		4	5(4-2)	
Income							
Levies charged to authorities	1,259,073	1,259,073	0		1,301,042	41,969	7
Agricultural rate	116,673	116,673	0		120,427	3,754	7
Foreign Water Grant	163,854	164,058	204		167,339	3,281	12
Rechargeable works	20,000	13,500	-6,500	1	2,000	-11,500	
Application fees & wayleaves	3,000	2,000	-1,000	1	3,000	1,000	
Plan checking fees	0	0	0		0	0	
Eng. Consultancy recharged	0	22,000	22,000	1	18,000	-4,000	
Avonmouth/Severnside capital drawdown	21,218	21,218	0		21,836	618	8
Avonmouth/Severnside maintenance drawdown	21,218	21,218	0		21,836	618	8
Bank interest	3,000	6,850	3,850	1	6,000	-850	
Miscellaneous income	0	429	429		0	-429	
Book profit (loss) on plant sales	9,489	9,489	0	2	13,692	4,203	9
Total	1,617,525	1,636,508	18,983		1,675,172	38,664	
Expenditure							
Payroll	713,733	714,058	-325		731,174	-17,116	10
Office maintenance	22,475	22,475	0		22,475	0	
Plant maintenance	193,500	197,000	-3,500	3	203,500	-6,500	11
EA Levy	209,699	209,699	0		213,893	-4,194	12
Motor, travel & subsistence	26,246	26,246	0		26,246	0	
Communications	5,250	5,250	0		5,250	0	
Administration	36,680	36,680	0		37,083	-403	
Eng. Consultancy general	45,000	64,000	-19,000		45,000	19,000	
Eng. Consultancy recharged	0	0	0		0	0	
Eng. Consultancy De-maining	30,000	0	30,000	4	0	0	13
Legal & professional fees	3,000	4,000	-1,000		3,000	1,000	
Audit & accountancy fees	5,000	5,000	0		5,000	0	
Depreciation	114,258	117,078	-2,820	5	143,634	-26,556	14
Bank charges	3,000	2,000	1,000		3,000	-1,000	
Total	-1,407,841	-1,403,486	4,355		-1,439,255	-35,769	
Transfer to capital reserve	-200,000	-200,000	0		-225,000	-25,000	15
Surplus (deficit) to (from) General reserve	9,684	33,022	23,338		10,917	-22,105	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Predicted out turn

2019/20

Notes

- 1 This reflects the activity in the year to 30 November 2019.
- 2 Net effect of the sale of the New Holland Excavator.
- 3 Plant Maintenance is going to be overspent due to machinery repair costs and remedial electrical works.
- 4 The budget to cover de-maining surveys is no longer required.
- 5 The Depreciation charge higher than expected.
This is due to the purchase of a weed bucket, used 1000l Bowser, Roller Shutter Door and a computer.

Proposed Budget

2020/21

Notes

The proposed budget indicates a surplus of £10,917 if the rate is increased to 9.3p.
An increase of 1p in the rate generates additional income of £152,000.

Each budget line has been reviewed in detail with particular emphasis on cost savings.

- 7 This figure indicates a levy increase to 9.3p. Agricultural rates based on £125 Annual Value and below are deemed uneconomic to collect. This is estimated to be £2,266 in 2020/21.
- 8 Avonmouth/Severnside drawdowns are based on a 3% increase each year.
- 9 This is the assumed profit on sale of the Energreen AU11 HCH.
- 10 Payroll assumes an annual pay award of 2.5%.
- 11 Plant Maintenance has been increased by 5%, to reflect the continued pressure on this budget.
- 12 The EA levy and the Foreign Water Grant will increase by 2% per annum.
- 13 Provision for Eng. Consultancy Fees for De-maining project was for 2019/20 only.
- 14 The Depreciation Charge increase is due to the purchase of a new Energreen Machine.
- 15 The transfer to the Capital Reserve has been increased to £225,000.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 MARCH

	£	Actual 31/03/19 £	Estimated 31/03/20 £	Variance £	Estimated 31/03/21 £	Variance £
FIXED ASSETS						
Fixed Assets	<u>692,402</u>	692,402	783,903	-91,501	1,457,145	-764,743
LONG TERM ASSETS						
Investments	<u>603,932</u>	603,932	803,935	-200,003	844,132	-240,200
CURRENT ASSETS						
Stock +WiP	47,973		48,878	-905	48,878	-905
Trade debtors	6,773		8,470	-1,697	8,470	-1,697
Drainage rate debtors	96		190	-94	190	-94
VAT Claim	5,829		3,456	2,373	3,456	2,373
Prepayments	32,280		12,945	19,335	12,945	19,335
Cash at bank and in hand	852,523		198,923	653,600	231,057	621,466
Short term deposits	<u>501,013</u>		<u>1,055,675</u>	-554,662	<u>351,675</u>	<u>149,338</u>
		1,446,487	1,328,537	117,950	656,671	789,816
CURRENT LIABILITIES						
Trade Creditors	-38,061		-33,023	-5,038	-33,023	-5,038
Other Creditors	-25,341		-29,818	4,477	-29,818	4,477
Accrued expenses	-6,685		-4,500	-2,185	-4,500	-2,185
Finance Leases due within one year	-1,016		0	-1,016	0	-1,016
Prepaid Rates	-200		0	-200	0	-200
Prepaid Levies	-1,519		0	-1,519	0	-1,519
		-72,822	-67,341	-5,481	-67,341	-5,481
NET CURRENT ASSETS		1,373,665	1,261,196	112,469	589,330	784,335
TOTAL ASSETS LESS CURRENT LIABILITIES		2,669,999	2,849,034	-179,035	2,890,607	-220,608
LONG TERM LIABILITIES						
Pension scheme deficit	<u>-1,276,000</u>		<u>-1,276,000</u>	0	<u>-1,276,000</u>	0
		-1,276,000	-1,276,000	0	-1,276,000	0
NET ASSETS		1,393,999	1,573,034	-179,035	1,614,607	-220,608
FINANCED BY:						
CAPITAL ACCOUNT		666,569	666,569	0	666,569	0
INCOME AND EXPENDITURE ACCOUNT						
Balance brought forward	523,570		572,203	-48,633	405,225	118,345
Transfer to Capital Reserve	0		-200,000	200,000	0	0
Net surplus for the year	<u>48,633</u>		<u>33,022</u>	15,611	<u>10,917</u>	<u>37,716</u>
		572,203	405,225	166,978	416,142	156,061
Developers Reserve		914,678	922,245	-7,567	918,770	-4,092
Revaluation Reserve		144,583	144,583	0	144,583	0
Capital Reserve		371,966	601,748	-229,782	27,641	344,325
Pump Station Future Depreciation Provision		0	108,664	-108,664	716,902	-716,902
Pension Reserve		-1,276,000	-1,276,000	0	-1,276,000	0
		1,393,999	1,573,034	-179,035	1,614,607	-220,608

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP January 2020

Capital Expenditure Budget 2019/20

	Budget Purchases cost £	Purchase cost £	Sales book value £	Proceeds of sale £	Book profit on sale £
Plant and Machinery					
New Excavator JCB Hydradig - WV19 FUU	97,250				
Sale of Excavator New Holland - WX09 FYF			4,011	13,500	9,489
Items not included in original budget					
Purchase of used 1000l Diesel Bowser		695			
	97,250	695	4,011	13,500	9,489
Office					
Items not included in original budget					
Purchase of Roller Shutter Door		3,740			
Purchase of 1 Computer		2,240			
	0	5,980	0	0	0
Motor Vehicles					
	0	0	0	0	0
Pumps					
Saul - Hidrostal Pump	116,426				
Disposal of Saul - Gilkes Pump Number 1			0	0	0
	116,426	0	0	0	0
Total fixed asset changes	213,676	6,675	4,011	13,500	9,489

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP January 2020

Capital Expenditure Budget 2020/21

	Budget Purchases cost	Purchase cost	Sales book value	Proceeds of sale	Book profit on sale (loss)
	£	£	£	£	£
Plant and Machinery					
Energreen 1500	211,946				
Sale of Energreen - AU11 HCH			9,463	25,000	15,537
Water level Monitoring Equipment	8,000				
	219,946	0	9,463	25,000	15,537
Motor Vehicles					
	0	0	0	0	0
Pumps					
Lapperditch - eel pumps	335,000				
Disposal of Lapperditch Flygt Pumps -2			1,845	0	-1,845
Elmore Back - eel pumps	325,000				
Disposal of Elmore Back Axial Flow Gynnes Pumps-2			0	0	0
	660,000	0	1,845	0	-1,845
Total fixed asset changes	879,946	0	11,308	25,000	13,692

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

APPORTIONMENT BETWEEN CHARGING AUTHORITIES

CHARGING AUTHORITIES LEVIES ANNUAL VALUES AS AT			Proposed Levy 2020/21	Previous Levy 2019/20	Increase due to land transfers, rates to levies	Increase due to levy and rate rise of 0.3p	Total Increase
Charging Authorities	AV	31 December 2019 Percentage					
			0.093 £	0.090 £	£	£	£
Bristol City Council	7,589,404	49.65	705,814	683,046	0	22,768	22,768
South Gloucestershire Council	3,410,262	22.31	317,154	306,924	0	10,230	10,230
Stroud District Council	1,596,563	10.45	148,480	143,691	0	4,789	4,789
Gloucester City Council	729,073	4.77	67,804	65,616	0	2,188	2,188
Forest of Dean Council	450,501	2.95	41,897	40,545	0	1,352	1,352
Herefordshire Council	123,087	0.81	11,447	11,078	0	369	369
Tewkesbury Borough Council	73,933	0.48	6,876	6,654	0	222	222
Malvern Hills District Council	16,880	0.11	1,570	1,519	0	51	51
	13,989,703	91.53	1,301,042	1,259,073	0	41,969	41,969
Local Authorities	13,989,703	91.53	1,301,042	1,259,073	0	41,969	41,969
Agricultural rates	1,294,919	8.47	120,427	116,673	-130	3,884	3,754
(per DRS)	15,284,622	100.00	1,421,469	1,375,746	-130	45,853	45,723

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Expenditure Forecast for the Capital Programme - 2020/21 to 2027/28

F&GP January 2020

		Budget	Previous Years Expenditure	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total 2020/28
		£	£	£	£	£	£	£	£	£	£	£
Pump Stations												
	No. of Pumps											
Oldbury	3	867,358	11,138							548,752	307,468	856,220
Marshfield	2	577,247	11,134			402,204	163,909					566,113
Lapperditch	2	514,500	12,535	347,465	154,500							501,965
Wicks Green	2	851,854	10,086					551,949	289,819			841,768
Elmore Back	2	500,000	50,000	450,000								450,000
Saul	1	180,000	178,358	1,642								1,642
Pump Expenditure Total		3,490,959	273,251	799,107	154,500	402,204	163,909	551,949	289,819	548,752	307,468	3,217,708
												0
Plant and Vehicles												
Energreen 1500		211,946		211,946								211,946
	Energreen AU11 HCH	-25,000		-25,000								-25,000
Water Level Monitoring Equipment		8,000		8,000								8,000
Claas Mower		160,000			160,000							160,000
	Class Mower OU07 JXX	-10,000			-10,000							-10,000
New Holland Excavator		140,000			140,000							140,000
	Hyundai WX12 CWL	-10,000			-10,000							-10,000
Energreen SPV3		400,000				400,000						400,000
	Energreen VX65 HVB	-40,000				-40,000						-40,000
Kobelco Excavator		160,000					160,000					160,000
	Kobelco Excavator WU16 TZM	-15,000					-15,000					-15,000
Isuzu Truck		35,000					35,000					35,000
	Isuzu Truck WU17 NVD	-5,000					-5,000					-5,000
Energreen SPV2		300,000						300,000				300,000
	Energreen VX65 HTA	-40,000						-40,000				-40,000
Ford Ranger Truck		40,000						40,000				40,000
	Isuzu Truck VO62 RPY	-5,000						-5,000				-5,000
Loadall/Material Handler		90,000								90,000		90,000
	Merlo Loadall WX08 OSY	-1,000								-1,000		-1,000
Plant and Vehicles Expenditure Total		1,393,946	0	194,946	280,000	360,000	175,000	295,000	0	89,000	0	1,393,946
												0
Capital Expenditure Total		4,884,905	273,251	994,053	434,500	762,204	338,909	846,949	289,819	637,752	307,468	4,611,654

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

MTFP (Medium Term Financial Plan)

A) Income and Expenditure

	Rate - Pence in the Pound						
	9.0	9.3	10.0	10.5	11.0	11.5	
	No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
	Year 2020/21 Budget £000's	Year 2020/21 Budget £000's	Year 1 2021/22 Estimate £000's	Year 2 2022/23 Estimate £000's	Year 3 2023/24 Estimate £000's	Year 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Income (line10)	1,630	1,675	1,778	1,862	1,929	2,042	7,611
Expenditure (line 24)	1,664	1,664	1,757	1,867	1,912	1,997	7,533
Net surplus/-deficit (line 25)	-34	11	21	-4	17	45	78
Free reserves b/f (line26)	405	405	416	437	433	449	416
Free reserves c/f (line27)	371	416	437	433	449	494	494
Revenue reserve as % of expenditure	22.30%	25.03%	24.88%	23.18%	23.50%	24.75%	6.56%
During 2019/20 there was a transfer of £200,000 from the free reserve to the capital reserve.							

B) Working Capital - Cash Flow

	Year 2020/21 Budget £000's	Year 2020/21 Budget £000's	Year 1 2021/22 Estimate £000's	Year 2 2022/23 Estimate £000's	Year 3 2023/24 Estimate £000's	Year 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Balances b/f	535	535	481	402	259	366	481
Net cash movement	-99	-54	-79	-143	107	-18	-133
Balances c/f	436	481	402	259	366	348	348

C) Cash at Bank

	Year 2020/21 Budget £000's	Year 2020/21 Budget £000's	Year 1 2021/22 Estimate £000's	Year 2 2022/23 Estimate £000's	Year 3 2023/24 Estimate £000's	Year 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Working Capital	436	481	402	259	366	348	348
Capital Reserve	28	28	123	-4	132	-94	-94
Developers Reserve	74	74	29	-18	-66	-116	-116
	538	583	554	237	432	139	139

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			9.0	9.3	10.0	10.5	11.0	11.5	
			No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
Income and Expenditure basis	Line	Note	YEAR 2020/21 Budget £000's	YEAR 2020/21 Budget £000's	YEAR 1 2021/22 Estimate £000's	YEAR 2 2022/23 Estimate £000's	YEAR 3 2023/24 Estimate £000's	YEAR 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Income									
Levies and charges to Authorities	1	1	1,259	1,301	1,399	1,469	1,539	1,609	6,016
Agricultural rates	2	2	117	120	129	136	142	149	557
sub total +	3		1,376	1,421	1,528	1,605	1,681	1,758	6,572
Foreign Water Grant		3	167	167	170	174	177	181	702
Avonmouth/Severnside drawdown	5	4	44	44	45	47	48	50	190
Other Income	6		23	23	15	15	15	15	60
Bank interest	7	5	6	6	6	6	6	6	24
Surplus on sale of fixed assets	8		14	14	13	16	1	33	63
sub total +	9		254	254	250	257	247	284	1,039
total+	10		1,630	1,675	1,778	1,862	1,929	2,042	7,611
Expenditure									
Payroll	11	6	731	731	749	768	787	807	3,111
Office maintenance	12		22	22	22	22	22	22	88
Maintenance plant and machinery	13	7	204	204	210	216	223	230	879
EA Levy	14	3	214	214	218	223	227	232	900
Motor travel and subsistence	15		26	26	26	26	26	26	104
Communications	16		5	5	5	5	5	5	20
Administration	17	8	37	37	38	38	39	40	155
Engineering consultancy fees	18	9	45	45	45	45	45	45	180
Legal and professional fees	19		3	3	3	3	3	3	12
Audit and Accountancy fees	20		5	5	5	5	5	5	20
Depreciation	21	10	144	144	183	237	227	255	902
Bank charges	22		3	3	3	3	3	3	12
Transfer to capital reserve	23	11	225	225	250	275	300	325	1,150
total	24		1,664	1,664	1,757	1,867	1,912	1,997	7,533
Net estimated +surplus -deficit	25		-34	11	21	-4	17	45	78
Free reserves	26	b/f	405	405	416	437	433	449	416
Free reserves	27	c/f	371	416	437	433	449	494	494
Adjust for non cash items									
Depreciation	28	10	144	144	183	237	227	255	902
Surplus on sale on fixed assets	29		-14	-14	-13	-16	-1	-33	-63
Cash items not included									
Plant purchases net of sales receipts	30	12	-195	-195	-270	-360	-135	-285	-1,050
Adjustment for cash flow purposes	31		-65	-65	-100	-139	91	-63	-211
Net creditors/debtors	32		0	0					
Net cash flow movement	33		-99	-54	-79	-143	107	-18	-133
Working Capital	34	b/f	535	535	481	402	259	366	481
Working Capital	35		436	481	402	259	366	348	348
Add Capital reserve	36		28	28	123	-4	132	-94	-94
Add Developers Reserve	37		74	74	29	-18	-66	-116	-116
Bank balances	38	c/f	538	583	554	237	432	139	139

Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,266 due to under 125 AV not collected.
- EA have informed the Board that a net annual payment of £45,000 will increase by 2% per annum
- Assumes a 3% increase per annum.
- Bank interest assumed at current level.
- Based on current headcount. 2.5% annual pay increase 2020 to 2025.
- Assumes a 3% increase in costs per annum.
- Assumes that Business Rates and Utility bills increase by 3% per annum.
- De-mainig surveys budget of £30,000 was for 1 year only (2019/20).
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Capital Reserve increases by £25,000 per annum. Final year is 2027/28.
- Plant purchases/sales include :-
In 2020/21 Energreen 1500, £212k less proceeds Energreen AU11 HCH £25k = £187k.
Water Level Monitoring Equipment, £8k. Total for the year £195k.
In 2021/22 Claas Mower £160k, less proceeds Claas 697 OU07 JXX £10k = 150k
New Holland Excavator £140k, less proceeds Hyundai WX12 CWL £10k = £130k. Total for the year £280k
In 2022/23 Energreen SPV3 £400k, less proceeds Energreen VX65 HVB £40k = £360k.
In 2023/24 New Kobelco Excavator £160k , less proceeds Kobelco Excavator WU16 TZM £15k = £145k.
New Isuzu £35k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £175k.
In 2024/25 Energreen SPV2 £300k, less proceeds Energreen VX65 HTA £40k = £260k
New Ford Ranger £40k, less proceeds Isuzu VO62 RPY £5K = £35k. Total for the year £295k.
In 2025/26 There are no programmed plant purchases.

Lower Severn (2005) Internal Drainage Board

2019/20

CASH FLOW

	Note	2019										2020		
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
			actual	actual	actual	actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast
NatWest No 1 A/c														
Balance b/f			50	138	98	91	74	60	56	49	135	64	38	64
Other income	3		4	0	11	1	0	0	1	3	1	1	1	1
Plant Sales			16	0	0	0	0	0	0	0	0	0	0	0
VAT			5	0	23	11	8	10	23	6	3	3	3	3
Levies	1		20	612	7	0	0	0	0	284	334	0	0	0
Rates	2		63	26	7	12	2	1	0	0	0	0	0	0
sub total			158	776	146	115	84	71	80	342	473	68	42	68
Expenditure	3		-33	-30	-37	-43	-31	-54	-38	-32	-39	-44	-48	-49
Plant			-111	0	0	0	0	0	0	0	0	0	0	0
Pump Expenditure			-6	-1	-3	-22	-13	-21	-91	-15	-15	-15	-20	-20
EA Levy			0	-12	0	-11	0	0	-12	0	0	-11	0	0
Transfer to No. 2 A/c for Salaries			-55	-35	-65	-65	-65	-65	-80	-60	-55	-60	-60	-60
Net transfers	3		185	-600	50	100	85	125	190	-100	-300	100	150	100
sub total			-20	-678	-55	-41	-24	-15	-31	-207	-409	-30	22	-29
Balance c/f		50	138	98	91	74	60	56	49	135	64	38	64	39
Other balances														
NatWest														
No 2 Account		38	38	18	25	31	35	32	41	36	30	30	30	30
Direct Reserve	4	765	280	880	580	480	395	270	80	180	280	180	130	130
Deposit	5	100	400	400	651	651	652	652	652	653	853	853	753	653
Lloyds Deposit	6	401	401	401	401	402	402	402	403	403	403	403	403	403
Total		1,304	1,119	1,699	1,657	1,564	1,484	1,356	1,176	1,272	1,566	1,466	1,316	1,216
All LSIDB balances		1,354	1,257	1,797	1,748	1,638	1,544	1,412	1,225	1,407	1,630	1,504	1,380	1,255

The Capital reserve as at 31/03/2019 is £371,966. There are transfers to this reserve of £400,000 in 2019/20.

The forecast spend in year is £170,218. Forecast Capital Reserve at 31/03/2020 is £601,748.

Capital Reserve as at 30/11/2019 is £541,815.

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

4. Direct Reserve - instant access earns 0.2% interest

5. Deposit Account - 35 Day Notice earns 0.75% interest

6. Deposit Account - 32 Day Notice earns 0.75% interest

Lower Severn (2005) Internal Drainage Board

Reconciliation of cash as per the Balance Sheet and the Cash Flow Statement

	£	£	
Balance Sheet as at 30 November 2019			
Cash at bank and in hand	351,213		
Short term Deposits	1,055,675		
Less Petty Cash	234		
Cash at Bank	<u>1,406,654</u>		
 LSIDB Working Cash	 596,529		 535
Capital Reserve	541,815		602
Developers Reserve	268,310		118
	<u>1,406,654</u>		<u>1,255</u>

Investments

As at 30 November 2019

	£
Capital	
Amount through Smith & Williamson (net)	500,000
Market value	644,416
Change in value	<u>144,416</u>
Income	9,519
Total return	<u>153,935</u>
 Portfolio return since 31 December 2018	 16.98%
Note: Market Index Movements	
MSCI WMA Balanced NR	14.77%
MSCI World NR	22.05%

Developers Funds as at 30 November 2019

	£
Developers Reserve as per Balance Sheet	<u>922,245</u>
Funds held as:	
Investments	653,935
Cash held at Bank	268,310
	<u>922,245</u>

Lower Severn (2005) Internal Drainage Board

CASH FLOW

2020/21

	Note	2020											2021		
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	
		forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	
NatWest No. 1 A/c															
Balance b/f			39	21	47	38	49	54	46	10	43	72	32	62	
Other income	3		2	2	2	3	2	3	2	3	2	3	2	3	
Plant Sales			0	0	25	0	0	0	0	0	0	0	0	0	
VAT			5	10	27	67	23	23	9	9	15	23	41	14	
Levies	1		0	661	0	0	0	0	0	640	0	0	0	0	
Rates	2		0	120	0	0	0	0	0	0	0	0	0	0	
sub total			46	814	100	109	74	81	57	662	60	97	75	79	
Expenditure	3		-34	-34	-34	-34	-34	-34	-34	-34	-34	-34	-34	-34	
Plant			0	-10	-254	0	0	0	0	0	0	0	0	0	
Pump Expenditure			-25	-120	-120	-110	-110	-25	-25	-60	-100	-216	-25	-24	
EA Levy			-12	0	0	-12	0	0	-13	0	0	-12	0	0	
Salaries (paid via No.2 A/c)			-54	-54	-54	-54	-75	-75	-75	-75	-54	-54	-54	-54	
Net transfers	3		100	-550	400	150	200	100	100	-450	200	250	100	100	
sub total			-25	-767	-62	-60	-20	-35	-48	-620	12	-66	-13	-12	
Balance c/f		39	21	47	38	49	54	46	10	43	72	32	62	67	
Other balances															
NatWest															
No 2 Account		30	30	30	30	30	30	30	30	30	30	30	30	30	
Bonus Saver	4	130	132	682	282	132	132	232	234	384	184	134	234	134	
Deposit Account	5	653	551	551	551	551	351	151	151	451	451	251	251	251	
Lloyds Deposit	6	403	403	403	403	403	403	403	301	301	301	301	101	101	
Total		1,216	1,116	1,666	1,266	1,116	916	816	716	1,166	966	716	616	516	
All LSIDB balances		1,255	1,137	1,713	1,304	1,165	970	862	726	1,209	1,038	748	678	583	
LSIDB Working Cash		535	419	1,076	749	682	604	498	363	877	771	642	574	481	
Capital Reserve		602	600	519	437	365	292	290	287	256	192	30	28	27	
Developer Reserve		118	118	118	118	118	75	75	75	75	75	75	75	75	
		1,255	1,137	1,713	1,304	1,165	970	862	726	1,209	1,038	748	678	583	

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

4. Direct Bonus Saver earns 0.2% interest

5. Deposit Account - 35 Day Notice earns 0.75% interest

6. Deposit Account - 32 Day Notice earns 0.75% interest

Reconciliation to Annual Budget 2020/21

	£000's		£000's
Cash Received	1,742	Closing Cash	583
Cash Spent	-2,414	Opening Cash	-1,255
Net Cash Movement	-672		-672
Adjust			
Plant and Vehicles			
Purchases	220		
Sales	-25		
P&L non cash - Book Profit on	14		
	209		
Pump Stations			
Purchases	799		
P&L Non cash - Provision	-225		
	574		
Avonmouth/Sevenside			
Purchases	0		
Income			
P&L Non cash - Income	44		
	44		
Depreciation			
P&L Non cash - Provision	-143		
	12		
Budget 2020/21	11		
Difference	1		

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Developers Funds November 2019

	£			
Balance at 1 April 2019	914,678			
Increase in value of investments	50,003			
Developers Contributions - received	0			
Transfer to Board 2019/20 Maintenance and Capital	-42,436			
Current Balance	922,245	split		£
			Investments	653,935
			Cash at Bank	268,310
Estimated balance 31/03/2020	922,245	split		£
			Investments	803,935
			Cash at Bank	118,310
Transfer to Board 2020/21 Maintenance and Capital	-43,672			
Estimated Increase in value of investments	40,197			
Estimated balance 31/03/2021	918,770	split		£
			Investments	844,132
			Cash at Bank	74,638

COMMITTEE: F & GP

MEETING DATE: 22.01.2020

REF: KW/R4/2020

REPORT BY: Principal Officer

AUTHORITY TO ATTEND COURT

Introduction

At the Committee meeting held on 6 September 2017, Members approved the authorisation of a number of named officers to represent the Board at Court proceedings for debt recovery.

[Minute 2549 refers.]

Following a change in personnel, it is necessary to authorise the Board's latest appointment to attend Court for these purposes.

Recommendation:

That Louise Reading, Admin & Ratings Officer, be authorised to act on behalf of the Board in Court proceedings.

Kieran Warren

Principal Officer

January 2020

Payments to be **Noted****November 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterley Maintenance Cover	389.00
Holt JCB Ltd	Parts for 500 hour service	400.84
Tallis Amos Group Ltd	Alternator for AU11 HCH	418.84
Globe Hotel	Overnight accomodation for LR - DRS User Group,	79.00
Chartered Institution of Water & Environmental	Annual Membership for JT	142.00
Chartered Institution of Water & Environmental	Annual Membership for JD	142.00
Molson Equipment Services Ltd	Filters for WU16 T2M	67.01
Hydroscand Ltd	2 x hose assemblies for WU16 T2M	87.24
Hydroscand Ltd	Flat face carrier for VX65 HTA	85.37
Hydroscand Ltd	Flat face probe for VX65 HTA	52.04
Hydroscand Ltd	Hose assembly for VX54 HTA	190.27
K J Conner & Son	Carpet cleaning for 2 x downstairs offices	198.00
DVLA	Licence for VN62 RPY	260.00
DVLA	Credit card fee	2.50
HYDRA ENGINEERING SERVICES LTD	Ram re-seal on VX65 HTA	388.80
Konica Minolta Business Solutions (UK) Ltd	Quarterley Photocopier Hire	83.88
Konica Minolta Business Solutions (UK) Ltd	Quarterley Copy Charge	92.26
HM Land Registry	Land Registry Search	6.00
Pitney Bowes Ltd	Franking Machine Rental for Oct	15.54
Certas Energy UK Ltd	2000 litres Derv	2,433.36
RS COMPONENTS LTD	Spare Bulbs	8.96
LISTER WILDER LTD	PTO Yoke & U Joints for Bomford Mower	104.80
Holt JCB Ltd	Service Agreement 25/04/19 - 24/10/19	642.40
Mr W J Cornock	J Cornock - Mileages for 24/10/19	5.40
Rose Hewlett	R Hewlett - Mileages for 24/10/19	11.25
HYSLOP MR R	R Hyslop - Mileages for 24/10/19	22.95
LITTLETON MR G	G Littleton - Mileages for 24/10/19	16.20
Mr G Simms	G Simms - Mileages for 24/10/19	8.55
The Gables Hotel	Room hire & refreshments for 24/10/19	115.00
K J Conner & Son	Cleaning for Oct	276.00
CROMWELL GROUP HOLDINGS LTD	VariousTrousers	39.91
CROMWELL GROUP HOLDINGS LTD	Assort Trousers & Hi-viz jackets	487.18
CROMWELL GROUP HOLDINGS LTD	Hinges	47.23
Miles Tyre & Exhaust Services	Wheelbarrow tyre & tube	24.24
Demon Tweeks	Silicone hose for VX65 HTA	24.25
TESCO	Fuel for WP18 GXY	80.29
Claas Western Ltd	Rear window for WX14 LGO	635.56
NATWEST	Card Fee for AT	35.00
NATWEST	Card Fee for JD	35.00
NATWEST	Card Fee for JT	35.00
NATWEST	Card Fee for PD	35.00
GAP SUPPLIES	Cement, Sand, Con Mix, 10mm to Dust	1,543.45
Motion Consultants Ltd	Avonmouth Consultancy Advice for Sep	2,304.00
Motion Consultants Ltd	Marshfield P/S Eel Regs Design	2,022.24
Motion Consultants Ltd	Lapperditch P/S Eel Regs Design	2,022.24
Motion Consultants Ltd	Wicks Green P/S Eel Regs Design	2,022.24
Motion Consultants Ltd	Oldbury P/S Eel Regs Design	2,022.26
Motion Consultants Ltd	Elmore Back P/S Eel Regs Modifications	4,800.94
Motion Consultants Ltd	Saul P/S Contract Management	2,352.00
CROMWELL GROUP HOLDINGS LTD	Welding Rods. Black Tape	245.77
FILTRATION LTD	Filters for Gas Oil Tank	40.03
Smiths (Gloucester) Ltd	Waste Management Services for Oct	35.78
Thomas Silvey Ltd	7000 litres Gas Oil	4,632.60
Moorepay Ltd	Payroll costs for Oct	141.72
The Red Lion	Lunch for Arlingham Visit	66.80
Plan Communications Ltd	Mobile phones bill	259.95
PW & DP Round & Son	Elmore Back Pump Attendant Fees 2018/19 & 2019/20	1,247.40
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Barcan & Kirby	Debt Recovery	638.40
Claas Western Ltd	Long Life Grease	502.20

Invoice FYI

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Payments to be **Noted****November 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
ALLCAP LTD	Nuts & bolts for VX54 HVB	46.61
ALLCAP LTD	Nuts & bolts for VX54 HTA	46.61
ALLCAP LTD	Nuts & bolts for AU11 HCH	46.60
M J FEWS LTD	Air filter for VN62 RPY	55.24
SWADA	Swada meeting lunch for 3 x delegates	36.00
RIDDLE MR M	Chairmans Honorarium for 2019/20	3,890.00
Mr C.J.N Williams	C Williams - Mileages for 06/11/19	19.80
Mr W J Cornock	J Cornock - Mileages for 06/11/19	5.40
LITTLETON MR G	G Littleton - Mileages for 06/11/19	16.20
Mr R Thatcher	R Thatcher - Mileages for 06/11/19	31.50
Mr G Simms	G Simms - Mileages for 06/11/19	8.55
HORE MR J	J Hore - Mileages for 06/11/19	9.00
Cllr Fi Hance	F Hance - Mileages for 06/11/19	14.40
HYSLOP MR R	R Hyslop - Mileages for 06/11/19	22.95
Cllr M Williams	M Williams - Mileages for 06/11/19	25.20
Rose Hewlett	R Hewlett - Mileages for 06/11/19	11.25
Mr J Nichols	J Nichols - Mileages for 06/11/19	5.40
Mr I Ractliffe	I Ractliffe - Mileages for 06/11/19	18.90
Cllr Bronwen Behan	B Behan - Mileages for 06/11/19	26.10
Mary Sykes	M Sykes - Mileages for 06/11/19	18.90
Mr P Burford	P Burford - Mileages for 06/11/19	27.00
Mr R Godwin	R Godwin - Mileages for 06/11/19	15.30
Citation Ltd	Legal Fees	309.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
Cadcorp	nnual Map Editor Maintenance (01/12/19 - 30/11/20)	618.00
Mole Country Stores	Gate plates, hooks, catches, wire	133.49
The Gables Hotel	Room hire, refreshments & lunch for 06/11/19	35.00
MERRETT D C	Transportation of WU16 TZM	120.00
Severn Controls Ltd (Rewinds Division)	Fault with Oldbury P/S	876.60
LISTER WILDER LTD	Assort shackles	19.97
Cablestream Ltd	Office phone line rental & calls	88.06
Ford Fuel Oils	Assort Oils & Lubricants	959.10
Corona Energy	Office Electricity 01/10/19 - 31/10/19	351.59
Corona Energy	Saul P/S Electricity 01/10/19 - 31/10/19	24.93
Corona Energy	Oldbury P/S Electricity 01/10/19 - 31/10/19	1,119.72
Corona Energy	Elmore Back P/S Electricity 01/10/19 - 31/10/19	462.89
Corona Energy	Lapperditch P/S Electricity 01/10/19 - 31/10/19	271.14
Corona Energy	Wicks Green P/S Electricity 01/10/19 - 31/10/19	1,521.50
Corona Energy	Marshfield P/S Electricity 01/10/19 - 31/10/19	415.75
BRITISH TELECOM	Quarterly bill for 2nd phone line	45.47
Mole Country Stores	Water Trough	24.90
		47,713.66

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	47,713.66
Gables Credit	(35.00)
JCB Credit	(400.84)
Mole Country Credit	(24.90)
Amount Paid this Period (Supplier Invoices)	47,252.92

Bank Payments for November 2019

NatWest	Bankline Charge & Bank Charges	63.97
	Amount Paid this Period (Bank Payments)	63.97

Total Amount Paid this Period
£47,316.89

Payments to be Noted

December 2019

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
HYDRA ENGINEERING SERVICES LTD	Awaiting Credit (Charged on old & new system)	369.60
HYDRA ENGINEERING SERVICES LTD	Awaiting Credit (Charged on old & new system)	369.60
Honey Brothers Ltd	Fibreglass replacement screwfit pole & pole ends	189.48
Honey Brothers Ltd	HB Glassfibre Park Screwfit Pole Set	299.94
LEES MEND A SHOE	Keys cut for padlocks	34.00
The Gables Hotel	Room hire, refreshments & lunch for 06/11/19	329.00
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Thornbury Motors	Petrol for chainsaws	46.47
TESCO	Water for office	8.40
Water Environment Ltd	Plots M and N Modelling - Final Invoice	Invoice FYI 5,055.60
MERRETT D C	Transportation of WX12 CWL	240.00
BBL BATTERIES	Battery for WX08 OSY	94.20
Hydroscand Ltd	Hose assembly for VX65 HTA	56.54
Batsford Timber Ltd	Assort stakes, rails, gates & barbed wire	4,361.37
Pitney Bowes Ltd	Franking machine hire for Nov	15.54
Nisbets	Water Boiler for Kitchen	311.98
K J Conner & Son	Cleaning for November	276.00
CROMWELL GROUP HOLDINGS LTD	Assort gloves	26.88
CROMWELL GROUP HOLDINGS LTD	Assort nails & screws	268.12
CROMWELL GROUP HOLDINGS LTD	Assort gloves	87.60
TAILORMADE OFFICE SUP.LTD	Logitech Mouse x 2	20.09
TAILORMADE OFFICE SUP.LTD	Binding Combs	7.38
TAILORMADE OFFICE SUP.LTD	Crown Sheets, Notebooks & Diary	71.14
G R Tuck	Lengths of steel	40.81
Avon Hydraulics (UK) Ltd	Hose assembly for Ridding Bucket - AU11 HCH	48.00
Avon Hydraulics (UK) Ltd	Hose assembly for Ridding Bucket - WX12 CWL	48.00
Avon Hydraulics (UK) Ltd	Hose assembly for Ridding Bucket - WO14)EY	48.00
Avon Hydraulics (UK) Ltd	Hose assembly for Ridding Bucket - VX65 HTA	48.00
Avon Hydraulics (UK) Ltd	Hose assembly for WX12 CWL	72.00
Avon Hydraulics (UK) Ltd	Spare Parts for stock	204.00
Avon Hydraulics (UK) Ltd	2 x Hose assemblies for WX12 CWL	144.00
LISTER WILDER LTD	Assort Chainsaw Gloves	99.00
LISTER WILDER LTD	Chainsaw Helmet	36.91
Severn Controls Ltd (Rewinds Division)	Attending fault on Oldbury P/S	587.40
Moorepay Ltd	Payroll costs for Nov	141.72
Bristol Angling Centre	Tide Timetable for 2020	45.50
Thornbury Motors	Petrol for Chainsaws	23.12
Avon Turf Contractors	Turf	24.00
FILTRATION LTD	Filters for Yard Fuel Pump	100.08
FILTRATION LTD	Filters for Fuel Bowser	69.98
FILTRATION LTD	Filters for VX65 HVB	72.89
FILTRATION LTD	Filters for OU07 JXX	78.94
FILTRATION LTD	Filters for WX12 CWL	153.78
Motion Consultants Ltd	Consultancy services for Avonmouth - Oct 19	Invoice FYI 2,496.00
Avon Fire Systems Ltd	Replacement emergency lights	300.00
Smiths (Gloucester) Ltd	Waste management services for Nov 19	35.78
ZEN INTERNET LTD	Monthly Internet Charge	46.50
ClIr Bronwen Behan	B Behan - Mileages for 04/12/19	26.10
Mrs F Collins	F Collins - Mileages for 04/12/19	26.10
Mr K Withers	K Withers - Mileages for 04/12/19	13.50
Plan Communications Ltd	Monthly mobile phone bill	258.00
SAGE UK LTD	Annual Sage Cover 01/12/19 - 30/11/20	2,439.36
Mole Country Stores	Water Trough	83.94
Mole Country Stores	Shovels & Drags	94.20
Mole Country Stores	Brush	7.79
CROMWELL GROUP HOLDINGS LTD	Lamp, Chisel, Tape, Assort Files	137.44
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
MERRETT D C	Transportation of WU16 TZM	180.00
Hawkins Of Thornbury	Assort Fuses	4.55

Payments to be Noted

December 2019

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Motion Consultants Ltd	Marshfield Eel Friendly Pump Design - Oct 19	Invoices FYI 2,184.00
Motion Consultants Ltd	Lapperditch Eel Friendly Pump Design - Oct 19	" " " " " 2,184.00
Motion Consultants Ltd	Wicks green Eel Friendly Pump Design - Oct 19	" " " " " 2,184.00
Motion Consultants Ltd	Oldbury Eel Friendly Pump Design - Oct 19	" " " " " 2,184.00
Motion Consultants Ltd	Elmore Back Eel Friendly Pump Design - Oct 19	" " " " " 5,760.00
The Gables Hotel	Room hire & refreshments for 04/12/19	102.50
MERRETT D C	Transportation of WO14 OEY	180.00
Cablestream Ltd	Office phone line rental & calls	81.36
Mr W J Cornock	J Cornock - Mileages for 11/12/19	5.40
Mr CJN Williams	C Williams - Mileages for 11/12/19	19.80
Mary Sykes	M Sykes - Mileages for 11/12/19	18.90
LITTLETON MR G	G Littleton - Mileages for 11/12/19	16.20
HORE MR J	J Hore - Mileages for 11/12/19	10.80
Orchard Computer Services	Annual Firewall & Eset Anti-Virus Protection	850.80
Mr G Simms	G Simms - Mileages for 11/12/19	8.55
Corona Energy	Elmore Back Electricity 01/11/19 - 30/11/19	313.99
Corona Energy	Office Electricity 01/11/19 - 30/11/19	1,691.84
Corona Energy	Saul Electricity 01/11/19 - 30/11/19	76.25
Corona Energy	Oldbury P/S Electricity 01/11/19 - 30/11/19	475.57
Corona Energy	Lapperditch Electricity 01/11/19 - 30/11/19	377.54
Corona Energy	Wicks Green Electricity 01/11/19 - 30/11/19	2,023.39
Corona Energy	Marshfield Electricity 01/11/19 - 30/11/19	720.84
		<u>43,697.57</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	43,697.57
Hydra Engineering Services Credit	(739.20)
Amount Paid this Period (Supplier Invoices)	42,958.37

Bank Payments for December 2019

NatWest	Bankline Charge & Bank Charges	63.67
	Amount Paid this Period (Bank Payments)	63.67

Total Amount Paid this Period
£43,022.04

Payments to be Noted November 2019 - December 2019

Nov 19	47,316.89
Dec 19	43,022.04
Total	£90,338.93

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Date From : 01/11/2019

November 2019 - December 2019

Date To : 31/12/2019

Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
84633	BP	15/11/2019	2231	D/D	Nov 19 Peoples Pension Cont - Oct 19	1,397.17	0.00	1,397.17	R 30/11/2019
84634	BP	19/11/2019	2230	D/D	Glos CC - Pension Cont for Oct	15,277.73	0.00	15,277.73	R 30/11/2019
84635	BP	22/11/2019	2210	D/D	HMRC - Liability for Oct 19	16,855.13	0.00	16,855.13	R 30/11/2019
84636	BP	28/11/2019	2220	D/D	LSIDB Salary for Nov 19	31,695.06	0.00	31,695.06	R 30/11/2019
84637	BP	28/11/2019	2211	D/D	GMB - Union Cont for Nov 19	28.28	0.00	28.28	R 30/11/2019
84872	BP	16/12/2019	2231	D/D	Dec 19 Peoples Pension Cont - Nov 19	1,517.83	0.00	1,517.83	R 31/12/2019
84873	BP	19/12/2019	2230	D/D	Glos CC - Pension Cont for Nov	14,096.26	0.00	14,096.26	R 31/12/2019
84874	BP	20/12/2019	2210	D/D	HMRC - Liability for Nov 19	14,204.00	0.00	14,204.00	R 31/12/2019
84875	BP	20/12/2019	2220	D/D	LSIDB Salary for Dec 19	29,467.94	0.00	29,467.94	R 31/12/2019
84876	BP	20/12/2019	2211	D/D	GMB - Union Cont for Dec 19	28.28	0.00	28.28	R 31/12/2019
						<u>124,567.68</u>	<u>0.00</u>	<u>124,567.68</u>	
						<u>124,567.68</u>	<u>0.00</u>	<u>124,567.68</u>	

Petty Cash

Lower Severn (2005) Internal Drainage Board

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Payments to be Noted

Date From: 01/11/2019
Date To: 31/12/2019

November 2019 - December 2019

No	Type	Date	Ref	Details		Net £	Tax £	Gross £	B	Bank Rec.	Date
84570	CP	04/11/2019	7436	Tesco - Coffee, Tea, Sugar	Nov 19	24.81	0.00	24.81	R	30/11/2019	
84571	CP	11/11/2019	7437	Tesco - Milk		1.09	0.00	1.09	R	30/11/2019	
84572	CP	13/11/2019	7438	Train travel for JD - Ada		39.70	0.00	39.70	R	30/11/2019	
84573	CP	13/11/2019	7439	Car Parking for KW - Ada		7.25	1.45	8.70	R	30/11/2019	
84574	CP	18/11/2019	7440	Tesco - Milk		1.09	0.00	1.09	R	30/11/2019	
84575	CP	21/11/2019	7441	Calendars		2.97	0.59	3.56	R	30/11/2019	
84576	CP	25/11/2019	7442	Tescos - 2 x Milks		2.18	0.00	2.18	R	30/11/2019	
84880	CP	02/12/2019	7443	Tescos - 2 x Milks	Dec 19	2.18	0.00	2.18	R	31/12/2019	
84881	CP	02/12/2019	7443	Card for LR		1.67	0.33	2.00	R	31/12/2019	
84882	CP	03/12/2019	7444	Postage		5.70	0.00	5.70	R	31/12/2019	
84883	CP	09/12/2019	7445	Tescos - 2 x Milks		2.18	0.00	2.18	R	31/12/2019	
84884	CP	18/12/2019	7446	Milk & Teabags		8.19	0.00	8.19	R	31/12/2019	
84885	CP	18/12/2019	7446	Card for AT & Paracetamols		1.92	0.38	2.30	R	31/12/2019	
Totals						£	<u>100.93</u>	<u>2.75</u>		<u>103.68</u>	

Transfers Between Accounts November 2019 - December 2019

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JC	08/11/2019	J1418	Tsf from No1 acc to No2 acc Re : Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/11/2019	J1419	Tsf from No1 Acc to Direct Res	-100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	20/11/2019	J1423	Tsf from No1 Acc to Petty Cash	-100.00
1200	NAT WEST ACCOUNT NO 1:	JD	06/12/2019	J1428	Tsf from 35 day Acc to No1 Acc (S&M invest)	150,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	11/12/2019	J1429	Tsf from No1 Acc to S&W (Chq 010921)	-150,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/12/2019	J1430	Tsf from No1 Acc to No2 Acc (Re Wages)	-55,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/12/2019	J1431	Tsf from No1 Acc to Dir Res	-100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/12/2019	J1432	Tsf from No1 Acc to 35 Day Acc	-200,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/11/2019	J1418	Tsf from No1 acc to No2 acc Re : Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	12/12/2019	J1430	Tsf from No1 Acc to No2 Acc (Re Wages)	55,000.00
1230	PETTY CASH	JD	20/11/2019	J1423	Tsf from No1 Acc to Petty Cash	100.00
1257	Nat West Direct Reserve Acc	JD	08/11/2019	J1419	Tsf from No1 Acc to Direct Res	100,000.00
1257	Nat West Direct Reserve Acc	JD	12/12/2019	J1431	Tsf from No1 Acc to Dir Res	100,000.00
1258	Smith & Williamson	JD	11/12/2019	J1429	Tsf from No1 Acc to S&W (Chq 010921)	150,000.00
1261	Nat West 35 Day Notice :	JC	06/12/2019	J1428	Tsf from 35 day Acc to No1 Acc (S&M invest)	-150,000.00
1261	Nat West 35 Day Notice :	JD	12/12/2019	J1432	Tsf from No1 Acc to 35 Day Acc	200,000.00