

# Upper Medway Internal Drainage Board

## Notice of conclusion of the audit and right to inspect the Annual Return Annual Return for the year ended 31 March 2014

Section 14 of the Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011 (SI 2011/817)

	Notes
1. The audit of accounts for <b>Upper Medway Internal Drainage Board</b> for the year ended 31 March 2014 has been concluded.	
2. The Annual Return is available for inspection by any local government elector of the area of <b>Upper Medway Internal Drainage Board</b> on application to:  (a) <u>M WATSON</u> <u>17 ALBION PLACE</u> <u>MAIDSTONE</u> <u>KENT, ME14 5EQ</u>	(a) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
3. Copies will be provided to any local government elector on payment of £ <u>4</u> (b) for each copy of the Annual Return.	(b) Insert a reasonable sum for copying costs
Announcement made by: (c) <u>MICHAEL WATSON - CLERK + ENGINEER</u>	(c) Insert name and position of person placing the notice
Date of announcement: (d) <u>18 9 14</u>	(d) Insert date of placing of the notice

# Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: **UPPER MEDWAY**

Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	574,880	675,703	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Rates and special levies	467,987	464,008	Total amount of direct rates on landowners and special levies on local authorities received or receivable in the year.
3 (+) All other income	211,368	241,154	Total income or receipts as recorded in the cashbook less the rates and special levies (line 2). Include all grants and contributions from EA here.
4 (-) Watercourses and pumping stations	215,301	197,582	Total expenditure or payments including capital spending and employment costs on construction and maintenance of watercourses and pumping stations.
5 (-) Loan interest/ capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the Board's borrowings (if any).
6 (-) All other payments	363,231	423,751	Total payments or expenditure as recorded in the cashbook less watercourses and pumping stations (line 4) and loan interest/ capital repayments (line 5). Include all contributions to EA here.
7 (=) Balances carried forward	675,703	759,532	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	676,386	730,712	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	406,142	416,447	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the Board as at 31 March.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

Signed by Responsible Financial Officer:

*M. D. Watson*

Date **29/05/2014**

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

**29/05/2014**

and recorded as Board minute reference:

**ITEM 6**

Signed by Chair of meeting approving these accounting statements:

*[Signature]*

Date **29/05/2014**

## Section 2 – Annual governance statement 2013/14

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

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

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

ITEM 5

dated 29/05/2014

Signed by:

Chair

dated 29/05/2014

Signed by:

Clerk

dated 29/05/2014

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

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

## Certificate

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

UPPER MEDWAY

Internal Drainage Board

## Respective responsibilities of the board and the auditor

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

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

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

## External auditor report

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

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

Revised guidance in respect of the treatment of fixed assets will be communicated on behalf of the Association of Drainage Authorities to all Internal Drainage Boards in 2014. The Guidance indicates that assets should be recorded at their original cost (or a proxy such as insurance value where this is not known) and no adjustment is required until disposal. Please ensure the figures on the 2014/15 Annual Return in respect of 2014/15 and 2013/14 are amended accordingly.

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

14-9-14

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