

# **BLACK SLUICE**

**INTERNAL DRAINAGE BOARD**



## **Executive Committee Meeting**

**Wednesday, 9<sup>th</sup> May 2018 at 2pm**

**Station Road, Swineshead, Lincolnshire PE20 3PW**



# Black Sluice Internal Drainage Board

Station Road  
Swineshead  
Boston  
Lincolnshire  
PE20 3PW

01205 821440

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

Our Ref: IW/DPW/B10\_1

Your Ref:

Date: 2<sup>nd</sup> May 2018

## To the Chairman and Members of the Executive Committee

Notice is hereby given that a Meeting of the Executive Committee will be held at the Offices of the Board on Wednesday, 9<sup>th</sup> May 2018 at 2pm at which your attendance is requested.

Chief Executive

## AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. A presentation by James Scott, Brewin Dolphin on Portfolio Management Options.
4. To receive and if correct sign the Minutes of the Executive Meeting held on 5<sup>th</sup> March 2018 (**pages 1 & 2**)
5. **CONFIDENTIAL** - To receive and if correct sign the Confidential Minutes of the Executive Meeting held on the 5<sup>th</sup> March 2018 (**pages 3 - 11**)
6. Matters Arising.
7. To consider Period 12 Management Accounts (**pages 12 - 16**)
8. To receive 2017/18 Unaudited Financial Statements (**under separate cover**)
9. To receive the Annual Return for the year ended 31<sup>st</sup> March 2018 (**pages 17- 22**)
10. To receive the 2017/18 Annual Internal Audit Report (**pages 23 - 34**)
11. To review and approve accounts of Bourne Fen Farm Account (**pages 35 & 36**)
12. Any Other Business.

# BLACK SLUICE INTERNAL DRAINAGE BOARD

## MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on  
5<sup>th</sup> March 2018 at 1:30pm

### Members

Chairman - \* Mr K C Casswell

\* Cllr P Bedford                      \* Cllr M Brookes  
\* Mr J Fowler                        \* Mr P Holmes  
\* Mr M Rollinson

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)  
Mr P Nicholson (Operations Manager)

#### 1233 APOLOGIES FOR ABSENCE

There were no apologies.

#### 1234 DECLARATION OF INTEREST

There were no declarations of interest.

The Chief Executive stated that he has invited the Operations Manager to attend the meeting today due to the topic on the agenda.

#### 1235 MINUTES OF THE LAST MEETING

Minutes of the last meeting held on 13<sup>th</sup> December 2017, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

#### 1236 MATTERS ARISING

##### (a) Report on the RFCC meeting on 15<sup>th</sup> November 2017 - Minute 1213

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 2 of the Public Bodies (Admission to Meetings) Act 1960.

#### 1237 TO DISCUSS THE BLACK SLUICE PUMPING STATION (BOSTON) TRANSFER - Agenda Item 6

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 2 of the Public Bodies (Admission to Meetings) Act 1960.

1238 TO CONSIDER BSIDB APPROACH TO THE EA MEETING ON THE 9<sup>TH</sup> MARCH 2018 REGARDING THE BLACK SLUICE (BOSTON) PUMPING STATION - Agenda Item 7

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 2 of the Public Bodies (Admission to Meetings) Act 1960.

1239 ANY OTHER BUSINESS - Agenda Item 8

(a) Inspection Tour Netherlands

The Chief Executive informed Members that he has 13 Members confirmed including the Officers for the tour. Royal Smals have helped with negotiations for three banding price ranges, one for 13 people, one for 15 people or for 18 people and between 13 – 18 it is c100 euro's total cost difference. He asked how important is it for the Board to find other guests, we originally told them 18 so they went to the hotels and obtained costs for 18, they will hold the rooms for up to 6 weeks before we go. We would still need to get the additional people on a flight, but there is another flight later on that day and we will be in and around Schiphol so they can join us later in the day.

The Chairman asked if there was anybody that might be useful to invite, the only thought he had was ADA have employed a new person, Ryan Dixon as Publication & Communications Officer. The Chief Executive stated he would speak with Innes Thompson with a view to inviting Ryan.

There being no further business the meeting closed 15:23pm.

# Black Sluice Internal Drainage Board

## Project Summary

### 2017/18

Period 12 - March 2018

Description	Period Current Year			Year To Date			Last Year			
	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Variance	Actual YTD	Variance to Current Year
Rates & Levies	130	1,284	(1,154)	2,073,657	2,053,347	20,310	2,072,342	1,315	2,058,353	15,304
Interest & Grants	37,758	(1,243)	39,001	38,803	4,999	33,804	710	38,093	17,735	21,068
Development Fund	4,025	5,000	(975)	88,830	5,000	83,830	5,000	83,830	5,000	83,830
Other Income	1,430	4,227	(2,797)	16,888	19,202	(2,314)	18,448	(1,560)	23,300	(6,412)
Rechargeable Profit	28,411	0	(28,411)	58,182	0	58,182	0	58,182	11,282	46,901
Solar Panel Income	1,379	1,346	33	15,996	15,555	441	16,269	(273)	15,960	35
<b>Total Income</b>	<b>73,133</b>	<b>10,614</b>	<b>5,697</b>	<b>2,292,356</b>	<b>2,098,103</b>	<b>194,253</b>	<b>2,112,769</b>	<b>179,587</b>	<b>2,131,630</b>	<b>160,726</b>
Schemes	26,460	0	(26,460)	145,366	127,000	(18,366)	53,048	(92,318)	164,541	19,176
Pumping Station Schemes	7,425	0	(7,425)	91,647	83,000	(8,647)	80,230	(11,417)	143,897	52,250
Pumping Station Maintenance	43,085	48,002	4,822	268,800	370,004	28,441	361,765	20,202	219,582	(1,069)
Electricity	95			72,764					120,913	0
Drain Maintenance	87,716	34,110	(53,606)	673,851	710,001	36,150	708,936	35,085	696,522	22,672
Environmental Schemes	8,030	6,903	(1,127)	16,492	20,001	3,509	18,947	2,455	11,926	(4,566)
Administration & Establishment	48,648	53,769	5,121	487,569	498,520	10,951	498,056	10,487	466,904	(20,664)
EA Precept	0	0	0	276,552	276,552	0	276,552	0	276,552	0
Solar Panel Expenses	1,629	0	(1,629)	2,696	2,268	(428)	2,833	137	640	(2,056)
<b>Total Expenditure</b>	<b>223,088</b>	<b>142,784</b>	<b>(80,304)</b>	<b>2,035,735</b>	<b>2,087,346</b>	<b>51,611</b>	<b>2,000,367</b>	<b>(35,368)</b>	<b>2,101,478</b>	<b>65,743</b>
<b>Surplus / (Deficit)</b>	<b>(149,955)</b>	<b>(132,170)</b>	<b>(17,785)</b>	<b>256,621</b>	<b>10,757</b>	<b>245,864</b>	<b>112,402</b>	<b>144,219</b>	<b>30,152</b>	<b>226,469</b>
<b>Movement on reserves</b>										
Plant Reserve	125,120	146,853	21,733	0	1	1	0	0	0	0
Wages oncost Reserve	(1,813)	0	1,813	0	0	0	0	0	0	0
<b>Surplus / (Deficit)</b>	<b>(273,263)</b>	<b>(279,023)</b>	<b>(41,330)</b>	<b>256,621</b>	<b>10,756</b>	<b>245,863</b>	<b>112,402</b>	<b>144,219</b>	<b>30,152</b>	<b>226,469</b>

# Black Sluice Internal Drainage Board

## Drainage Rates & Special Levies

2017/18

Period 12 - March 2018

### Drainage Rates & Special Levies Due

#### Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,056,623.10	
Land/Property - Value Decreased	(21,571.31)	
Land/Property - Value Increased	20,547.09	
New Assessment	1,024.22	
Write Offs & Irrecoverables	(1,208.29)	
Summons Collection Costs	325.00	
Credit Due	(1.64)	
Costs Due	25.00	
<b>Balance</b>	1,055,763.17	50.91%

#### Special Levies

Boston Borough Council	773,179.60	
South Holland District Council	126,086.96	
North Kesteven District Council	60,514.40	
South Kesteven District Council	58,113.22	
	1,017,894.18	49.09%

<b>Total Due</b>	<b>2,073,657.35</b>	<b>100.00%</b>
------------------	---------------------	----------------

### Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	1,578.42	
Payments Posted	1,044,936.49	100.00%
Bourne North Fen Trust Contribution	9,248.64	
Special Levies Received	1,017,894.18	100.00%
<b>Total Received</b>	<b>2,073,657.73</b>	

### Drainage Rates & Special Levies Debtors

Special Levy Outstanding	0.00	0.00%
Drainage Rates Outstanding	(0.38)	0.00%
	<b>(0.38)</b>	
	<b>2,073,657.35</b>	

**Black Sluice Internal Drainage Board  
South Forty Foot Scheme Summary  
2017/18  
Period 12 - March 2018**

Account	Account Description	2016 11	2016 12	2017 1	2017 2	2017 3	2017 4	2017 5	2017 6	2017 7	2017 8	2017 9	2017 10	2017 11	2017 12	Total To date
1001	Basic Pay				561											561
3008	H&S			318			560									878
3010	Hire Plant		73,441	(3,906)	46,430	810	2,731	9,749				500				129,755
3011	Misc					28	885	(800)								113
3012	Small Tools		13,000	(13,000)	6	150										156
3013	Insurance				449		(39)									409
3015	Hire LL		304	(304)	577			607								1,184
3018	Computer Costs		3,295													3,295
4001	Materials	5,047	9,976	80		14,200	570	273								30,146
4002	Concrete				80	80										160
4004	Timber		330	140	45	934	166									1,615
4101	Pipes				164	232										396
4104	Kidids		273				65									338
4105	Stock		3,047			(1,536)	152								4,239	5,902
5004	Plant Parts		283				86									370
5005	Plant Oils & Lubricants		22	1												24
5006	Plant Fuel	443	6,587	4,129	1,325	385	901				530					14,300
6001	Contractors		79,320	15,850	1,764	142,680	71,416			132,121	10,098				25,935	478,984
6002	Consultants							2,050								2,050
6005	Leg & Prof							5,000				1,000				6,000
7001	Labour	7,804	2,866	47,380	(61,950)	246,111	(86,439)	41,875	(137,121)	(65,629)		(1,860)		127,700	162	120,998
7060	Workshop		915	195	120		18	36								1,230
9013	Forklift			54												258
9047	Small Plant	220			901											1,121
9057	Chief TI LL		611	228	187	193	264	99								1,579
9058	Chief TI Dump		24		64	152	396									636
9080	Unimog (A/J58VDN)	150	4,365	2,910	1,785	1,485	2,415	495			360					13,965
9082	JCB JS130		713	1,755	75	45	60									2,848
9088	JCB JS160		383					653								1,035
9093	Vauxhall Vivaro (LN12 YPY)		86	99	19		77									280
9094	JCB Teleporter (YN12 DXD)		925	375	575	125	275									2,275
9095	Vauxhall Movano Tipper (UN12 GUH)	180	145	251	274	179	99									1,136
9096	JCB 145HD		2,610	1,988	2,265	600										7,463
9097	JCB JS130 (YS14 WBO)					1,770	788									2,558
9100	Nissan Navara Visa - FX15 TJA						36									36
9101	Nissan Navara Visa - FX15 TUH		60				1,088									1,148
9102	Nissan Navara Acenta-FY15 RBU		44													44
9103	Twiga SPV2 (WA15 LFG)	1,125	653	248			1,125									3,150
9104	2016 Twiga		293													293
9105	Hitachi		794	92	104	1,426	1,852									4,267
9106	Vibrating Pile Hammer		460	160		480										1,120
9108	Aebi TT211					455	420									875
9110	Kubota F3090 Ride on Mower						15									15
		<b>14,976</b>	<b>205,942</b>	<b>58,840</b>	<b>(4,000)</b>	<b>411,000</b>	<b>0</b>	<b>55,000</b>	<b>(55,000)</b>				<b>127,700</b>	<b>30,336</b>		<b>844,795</b>
<b>8005: Recoverable</b>		<b>(73,500)</b>	<b>(147,420)</b>	<b>(58,840)</b>	<b>4,000</b>	<b>(411,000)</b>	<b>(55,000)</b>		<b>55,000</b>				<b>(202,640)</b>			<b>(889,400)</b> (44,604)

**Current Board Exposure** -£44,604.20

**Outstanding Costs**  
Royal Smalls Dammurage to End March 2018  
5% Recovery £45,365

**TOTAL EXPENDITURE EXPECTED** £ 864,063  
**MONIES RECEIVED FROM EA** £ 889,400  
**FURTHER FUNDING REQUIRED FROM EA** -£ 25,337

**Future Costs**  
Lagoon 1 Rent 1 Year £6,000  
Lagoon 2 Rent 5 Years £21,500  
Lagoon 3 Rent 5 Years £22,100  
Level Lagoon 2 & 3 £10,000  
Spread & Level vegetation £15,000  
BSIDB Resources £8,000  
Field testing Lagoon 2 & 3 £1,500  
Crop loss £500  
Land Agent Fees £4,000

**Black Sluice Internal Drainage Board**  
**Income & Expenditure Summary**  
**2017/18**  
**Period 12 - March 2018**

	2017/18	2016/17	Variance
Drainage Rates	1,055,763	1,059,300	(3,537)
Special Levies	1,017,894	999,053	18,841
Recoverable	853,807	362,989	490,817
Misc Income	146,243	48,140	98,103
Solar Panel Income	15,996	15,960	35
	3,089,703	2,485,443	604,260
Employment Costs	1,100,770	1,048,536	(52,234)
Property	120,550	195,251	74,701
General Expenses	252,686	271,148	18,462
Materials / Stock	33,100	58,976	25,875
Motor & Plant	173,938	163,294	(10,644)
Miscellaneous	981,782	591,329	(390,453)
Recharges	(247,746)	(278,475)	(30,729)
Plant	418,002	405,232	(12,769)
<b>Total Expenditure</b>	<b>2,833,082</b>	<b>2,455,290</b>	<b>(377,791)</b>
<b>Net Surplus / (Deficit)</b>	<b>256,621</b>	<b>30,152</b>	<b>226,469</b>



**Black Sluice Internal Drainage Board**  
**Balance Sheet at Period End**  
**2017/18**  
**Period 12 - March 2018**

	<u>2017/18</u>		<u>2016/17</u>	
	£	£	£	£
Operational Land & Buildings Cost	739,350		739,350	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	130,000		130,000	
Vehicles, Plant & Machinery Cost	763,003		719,338	
<b>Fixed Assets</b>		<u>5,493,707</u>		<u>5,450,042</u>
Stock	31,916		26,217	
Debtors Cont	85,763		23,500	
VAT	(15,062)		55,164	
Grants Debtor	0		20,000	
Car Loans	25,672		13,706	
Prepayments	74,636		65,483	
Draw Acc	(70,132)		10,000	
Call Acc	310,450		612,441	
Petty Cash	252		451	
Rechargeable Work in Progress	7,377		38,341	
Natwest Government Procurement C	(885)		(1,215)	
Reserve Account	1,081,991		661,610	
<b>Total Current Assets</b>		<u>1,532,180</u>		<u>1,525,380</u>
Trade Creditors	(162,179)		(317,232)	
PAYE & NI Control Account	0		(16,637)	
Superannuation Contrl Account	0		(14,221)	
Union Subs Control Account	0		(99)	
AVC Control Account	0		0	
Accruals	(154,710)		(193,178)	
Suspense	(0)		0	
<b>Total Liabilities</b>		<u>(316,889)</u>		<u>(541,367)</u>
Pension Liability		(3,353,000)		(3,343,000)
		<u><b>3,355,998</b></u>		<u><b>3,091,055</b></u>
Capital Outlay	5,493,709		5,450,044	
Pension Reserve	(3,353,000)		(3,343,000)	
<b>Total Capital</b>		<u>2,140,709</u>		<u>2,107,044</u>
General Reserve	910,190		880,038	
Development Reserve	126,773		126,420	
Plant Reserve	(118,398)		(87,474)	
Wage On-Cost Reserve	40,103		34,874	
Surplus/Deficit in Period	256,621		30,152	
<b>Total Reserves</b>		<u>1,215,289</u>		<u>984,011</u>
		<u><b>3,355,998</b></u> 0		<u><b>3,091,055</b></u>
<b><u>Cash &amp; Bank Balances</u></b>				
Drawings Account		(70,132)		
Call Account		10,450	310,450	
Natwest Reserve Account @ 0.01%		1,081,991		
Petty Cash		252		
Chargecard		(885)		
Monmouthshire BS @ 0.15%		300,000	30 Day Notice	
		<u><u>1,321,676</u></u>		

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

## Annual Governance and Accountability Return 2017/18 Part 3

---

### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

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 before 2 July 2018.
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 requesting a limited assurance review, must send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including Section 3 – External Auditor Report and Certificate will be returned to the authority.

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 must publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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 Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- 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 (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return 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 prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance 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 explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the 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.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
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 provided?		
	The bank reconciliation as at 31 March 2018 is agreed 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 is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.		

\*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2017/18

## Black Sluice 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 2018.

The internal audit for 2017/18 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.			
<b>K. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DDMMYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DDMMYY

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

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

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### Black Sluice 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 2018, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE  
dated 30/05/2018

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

Chairman SIGNATURE REQUIRED  
Clerk SIGNATURE REQUIRED

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

Authority web address

www.blacksluiceidb.gov.uk AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2017/18 for

### Black Sluice Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1,219,413	984,012	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	2,058,353	2,073,657	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	424,984	1,014,324	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	1,048,536	1,100,770	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,580,202	1,755,932	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	984,012	1,755,932	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	1,283,286	1,321,676	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	5,450,042	5,493,707	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

SIGNATURE

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

SIGNATURE

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Black Sluice 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 2018; 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 2017/18

(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 2017/18

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 2018.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/M/YYYY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



## Black Sluice Internal Drainage Board

---

### Assurance Review of the Governance, Risk and Control Arrangements

2017/18



## Executive Summary

### OVERALL ASSURANCE ASSESSMENT



### OVERALL CONCLUSION

- Overall the Black Sluice Internal Drainage Board has good systems in place and the governance, risk and control arrangements are working well.**
- All matters arising from the previous internal audit report in 2017/18 have been satisfactorily resolved.
  - Some minor changes to Financial Regulations are recommended to further improve the control framework.

### RATIONALE AND SCOPE

The audit review covered the following key areas as described in the Practitioners Guide for Smaller Authorities:

- Governance
- Risk Management
- Accounting Records
- Expenditure
- Budget
- Income
- Petty Cash
- Payroll
- Assets
- Bank
- Accounting Systems

### ACTION POINTS

Urgent	Important	Routine	Operational
0	0	2	3

## Management Action Plan - Priority 1, 2 and 3 Recommendations

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
1	Directed	It was noted in Financial Regulation 5.5 that the level of drainage rates collected, although shown within the management accounts, may not have identified the actual level collected at the time of the Board meeting. It is therefore suggested that the Ledger Summary of the drainage accounts (with some explanatory narrative) be reported to each Board meeting. This would then identify the total rates due, the sum collected to date, writes offs etc as well as the sum still to be collected. This would then provide the Board with meaningful drainage rate collection data at each of its meetings.	To comply with Financial Regulation 5.5, a report on the level of drainage rates collected be included on the agenda for each Board meeting.	3	The Management Accounts will be amended from the new financial year to show more detail in the collection of drainage rates.	01/04/18	Finance Manager

PRIORITY GRADINGS

**1** URGENT  
Fundamental control issue on which action should be taken immediately.

**2** IMPORTANT  
Control issue on which action should be taken at the earliest opportunity.

**3** ROUTINE  
Control issue on which action should be taken.

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
2	Compliance	The majority of income is the penny rate and the levy on local authorities. A number of transactions, particularly those relating to staff (sale of PC to Chief Executive), were reviewed and found to be in order including the treatment of VAT. As good governance, it would be appropriate to have a procedure for disposing of surplus equipment to staff to avoid any adverse criticism in this regard.	A procedure for disposing of surplus equipment to staff be developed and included within Financial Regulations.	3	The Financial Regulations will be presented to the Audit & Risk Committee on 25/04/18 with this amendment proposed.	25/04/18	Finance Manager

PRIORITY GRADINGS

1	<b>URGENT</b>	Fundamental control issue on which action should be taken immediately.
2	<b>IMPORTANT</b>	Control issue on which action should be taken at the earliest opportunity.
3	<b>ROUTINE</b>	Control issue on which action should be taken.

## Operational Effectiveness Matters

Ref	Risk Area	Item	Management Comments
1	Directed	Financial Regulation 5.1 be expanded to include procedures for the collection of income.	<i>The Financial Regulations will be presented to the Audit &amp; Risk Committee on 25/04/18 with this amendment proposed.</i>
2	Compliance	A separate Credit Card policy and procedure be developed and included within Financial Regulations.	<i>The Financial Regulations will be presented to the Audit &amp; Risk Committee on 25/04/18 with this amendment proposed.</i>
3	Compliance	The policy for reserves be included within Financial Regulations.	<i>The Financial Regulations will be presented to the Audit &amp; Risk Committee on 25/04/18 with this amendment proposed.</i>

ADVISORY NOTE

Operational Effectiveness Matters need to be considered as part of management review of procedures, rather than on a one-by-one basis

## Detailed Findings

### INTRODUCTION

1. This review was carried out in January 2018 as part of the planned internal audit work for 2017/18. Based on the work carried out an overall assessment of the overall adequacy of the arrangements to mitigate the key control risk areas is provided in the Executive Summary.

### BACKGROUND

2. Black Sluice Internal Drainage Board requires an annual internal audit in accordance with Governance and Accountability for Smaller Authorities in England Practitioners Guide.

### MATERIALITY

3. The annual turnover for the Black Sluice Internal Drainage Board is some £2.4 million.

### KEY FINDINGS & ACTION POINTS

4. The key control and operational practice findings that need to be addressed in order to strengthen the control environment are set out in the Management and Operational Effectiveness Action Plans. Recommendations for improvements should be assessed for their full impact before they are implemented.

### SCOPE AND LIMITATIONS OF THE REVIEW

5. The audit review covered the following key areas as described in the Practitioners Guide for Smaller Authorities:

• Governance	• Petty Cash
• Risk Management	• Payroll
• Accounting Records	• Assets
• Expenditure	• Bank
• Budget	• Accounting Systems
• Income	

**DISCLAIMER**

6. The matters raised in this report are only those that came to the attention of the auditor during the course of the internal audit review and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

**RISK AREA ASSURANCE ASSESSMENTS**

7. The definitions of the assurance assessments are:

Substantial Assurance	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
Reasonable Assurance	The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved.
Limited Assurance	The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved.
No Assurance	There is a fundamental breakdown or absence of core internal controls requiring immediate action.

**ACKNOWLEDGEMENT**

8. We would like to thank staff for their co-operation and assistance during the course of our work.

**RELEASE OF REPORT**

9. The table below sets out the history of this report.

Date draft report issued:	29 <sup>th</sup> January 2018
Date management responses received:	12 <sup>th</sup> February 2018
Date final report issued:	15 <sup>th</sup> February 2018

10. The following matters were identified in reviewing the Key Risk Control Objective:

**Directed Risk: Failure to direct the process through approved policy & procedures.**

10.1 From the previous Internal Audit completed in April 2017 four recommendations were made:

**Recommendation 1:** Agree and Introduce an Anti-Bribery Policy. The Anti-Bribery Policy was introduced and agreed by the Board at its meeting on 14<sup>th</sup> June 2017.

**Recommendation 2:** When the 2017/18 pay award is reported to Executive/Board ensure that the additional 0.4% is recorded as a one-off discretionary payment in addition to the 1% even though it was a one-off for 2016/17. It should also be reported that it breaches the Government public sector pay cap. To help ensure no conflict of interest criticism can be made there should be no officer recommendation in this report. This matter was resolved at the Board meeting on 14<sup>th</sup> June 2017.

**Recommendation 3:** Consider a governance awareness training session for Members and staff. This matter has been referred to the new Internal Auditor to consider. Based on the 2017/18 plan and data reviewed the new Internal Auditor is not of a view that training is required at this time.

**Recommendation 4:** Ensure the integrity of the Whistleblowing policy is maintained. A Whistleblowing Confidential Reporting Code Policy was adopted by the Board at its meeting on the 14<sup>th</sup> June 2017. In addition, the Board agreed that the Whistleblowing Policy integrity is being maintained.

10.2 The following Policies and Procedures were reviewed:

- Standing Orders;
- Financial Regulations; and
- Procurement Policy.

10.3 It was noted in Financial Regulations 5.1 that procedures for the collection of all income due were missing. The Finance Manager agreed to insert these into the next revision.

**Operational Effectiveness Matter: 1**

**Financial Regulation 5.1 be expanded to include procedures for the collection of income.**

- 10.4 It was noted in Financial Regulation 5.5 that the level of drainage rates collected although shown within the management accounts may not have identified the actual level collected at the time of the Board meeting. It is therefore suggested as an example that the Ledger Summary of the Drainage Accounts (as adapted and with some explanatory narrative) be reported to each Board meeting. This would then identify such matters as the total rates due; the sum collected to date; writes offs; etc as well as the sum still to be collected. This would then provide the Board with meaningful drainage rate collection data at each of its meetings.

**Recommendation: 1**

**Priority: 3**

**To comply with Financial Regulation 5.5, a report on the level of drainage rates collected be included on the agenda for each Board meeting.**

- 10.5 Board agendas and minutes for 2017 were reviewed. These were found to be comprehensive and clear with detailed minutes being taken. They represented a good example of what should be reported to the Board and their content demonstrated that financial procedures were in order and that good governance was apparent.
- 10.6 Committee agendas and minutes for 2017 were reviewed. These were found to be comprehensive and clear with detailed minutes being taken. They represented a good example of what should be reported to a Committee and their content demonstrated that financial procedures were in order and that good governance was apparent.
- 10.7 The Risk Management Policy and Strategy was reviewed. It was noted that this was last approved by the Board on 14<sup>th</sup> June 2017. The Policy and Strategy is reviewed annually by the Board.
- 10.8 The risk register is comprehensive and covers the main risks associated with a drainage board. The Risk Register is reviewed at every Board meeting.

**Compliance Risk: Failure to comply with approved policy and procedure leads to potential losses.**

**Accounting Records**

- 10.9 The Accounting Records for Black Sluice IDB were reviewed and found to be in order.
- Accounts Payable (Creditors)**
- 10.10 A sense check was carried out on all creditor payments from 4<sup>th</sup> April 2017 to 20<sup>th</sup> December 2017. All payments looked reasonable and the payments related to the activities of a drainage board. Five creditor payments were selected for a more detailed review. These five creditor payments were in order and had been appropriately authorised.



- 10.11 From the sample of five creditor payments above these had been correctly paid and VAT had been correctly applied. All transactions had been properly approved in accordance with Financial Regulations.
- Purchase Orders**
- 10.12 The Purchase Ordering system was reviewed and it was confirmed that goods received had been confirmed and invoices had been matched back to the purchase order.
- Credit Cards**
- 10.13 Each member of the Management Team (3 people) at Black Sluice IDB hold a company credit card. Each card has an individual credit limit. The credit card statements are reconciled monthly and all transactions are posted to the appropriate accounts. While credit cards are referred to both in the Procurement Policy (Section 5) and in Financial Regulations (Section 9.6) there is no specific policy for the use of credit cards. It would be good practice to have a Credit Card Policy which would give guidance for the use of the cards to avoid any misunderstanding.

#### **Operational Effectiveness Matter: 2**

##### **A separate Credit Card policy and procedure be developed and included within Financial Regulations**

- 10.14 Credit Card transactions for November 2017 were reviewed. These were found to be in order with the monthly statement reconciled and all transactions posted to their correct accounts. VAT had also been correctly accounted for.
- Budgetary Control**
- 10.15 There is a good system of budgeting in place and for 2018/19 it was noted that the budget was showing a small deficit. The budget was also projecting a working balance of some £1 million after this deficit was taken into account.
- 10.16 Management Accounts are produced every month which show the actual income/spend against the budget and the variance. It also shows the year to date figures.
- Drainage Rates and Levies**
- 10.17 The drainage rate and levies were reviewed and found to be in order. It was noted the low level of drainage rate income that was still outstanding represented just 0.1% of the total income due from drainage rates i.e. some 99.9% of drainage rate income had been collected in 2017/18.
- Reserves**
- 10.18 Estimated reserves for 2018/19 were expected to be circa £1 million, however, the policy is for reserves to be a level around 20% of expenditure. It would be good practice to have within Financial Regulations a policy statement on reserves.

**Operational Effectiveness Matter: 3**

**The policy for reserves be included within Financial Regulations**

**Future Forecasting**

10.19 Future year's forecasting over a ten-year period shows the estimated reserves to be reducing year on year down to around 25% of expenditure by 2027/28. This is acceptable to avoid a potential budget deficit in 10 years' time.

**Accounts Receivable (Debtors)**

10.20 Miscellaneous accounts are issued as required to identify income due to the IDB. A collection procedure for this income should be stated within Financial Regulations in an expanded Section 5.1. (Operational Effectiveness Matter 1 refers).

10.21 Debt collection procedures for the Drainage Rate is clearly defined and flows from the date the invoices are sent out (usually April) with court action being instigated normally around September each year for non-payment.

10.22 Write offs are presented to the Board and will inevitably be for drainage rates that cannot be collected.

**Income**

10.23 The majority of income is received via a bank transfer. Cash is normally retained and used as petty cash. Cheques are banked at the local Post Office as and when received. The recording and banking of income was working well.

10.24 The majority of income comes from the penny rate and the levy on local authorities. A number of transactions particularly those relating to staff (sale of PC to Chief Executive) were reviewed and found to be in order including the treatment of VAT. As good governance it would be appropriate to have a procedure for disposing of surplus equipment to staff to avoid any adverse criticism in this regard.

**Recommendation: 2**

Priority: 3

**A procedure for disposing of surplus equipment to staff be developed and included within Financial Regulations.**

**Petty Cash**

10.25 Petty cash is maintained on a rolling basis with cash received added to the petty cash and cash payments made as required. The petty cash is reconciled monthly and signed off by the Finance Manager.

- 10.26 The petty cash was checked and verified to be correct. Receipts are given for cash received and receipts obtained for cash given out. VAT is accounted for as required.
- Payroll**
- 10.27 The payroll system is well established. A review of the December 2017 payroll identified discretionary payments to the management team. These were approved by the Chair of the Board and were in accordance with the "White Book".
- 10.28 A sample of five employees was checked and it was confirmed that their pay data was in order.
- 10.29 Monthly payments in accordance with HMRC requirements are made. Receipts via the HMRC Gateway were confirmed.
- Asset Register:**
- 10.30 The Asset Register is current as at the 31 March 2018. The register is comprehensive and includes all IDB assets e.g. Land, Buildings, Plant, Equipment and Pumping Stations.
- Bank reconciliations**
- 10.31 These have been regularly undertaken. November 2017 bank reconciliations were examined and confirmed to be in order.
- Financial statements**
- 10.32 These are undertaken and these reconcile to the cash book.
- 10.33 Data feeding into the accounting statements was confirmed to be correct.

-----

## Bourne Fen Farm Trust Fund

### Revenue Account for Year Ended 31st March 2018

<i>Income</i>	2018	2017
	£	£
Investment Income	16,023	14,026
 <i>Expenditure</i>		
Contribution to Rates	9,249	9,249
Bank Charges	60	68
Contribution to Administration	4,808	4,462
	14,117	13,779
<b>Surplus</b>	<b>1,906</b>	<b>247</b>

### Balance Sheet as at 31st March 2018

<i>Capital Assets</i>	<i>Note</i>	2018	2017
Investments	A	345,446	352,434
 <i>Current Assets</i>			
Bank Account		12,862	9,456
Debtors		1,487	1,487
		14,349	10,943
 <i>Current Assets</i>			
Creditors		1,500	0
<b>Net Current Assets</b>		<b>358,295</b>	<b>363,377</b>

### *Fund Balances & Reserves*

Revaluation Reserve	246,383	253,371
Capital Fund	104,120	104,120
Revenue Reserve	7,792	5,886
	358,295	363,377
<b>Reserves</b>	<b>358,295</b>	<b>363,377</b>

The above represents a trust fund which was vested in the Black Sluice IDB to fund rate alleviations to the rate payers in the area of Bourne North Fen.

# Bourne Fen Farm Trust Fund

Valuation By Brewin Dolphin Stockbrokers

## NOTE A

	2018	2017	2018	2017
	% of	% of		
Analysis By Sector	Value	Value	Value £	Value £
UK Equities	31.68	32.71	109,454	115,277
Overseas Equities	25.83	28.27	89,231	99,621
Qualifying Corporate Bonds	25.37	22.58	87,632	79,576
Overseas Bonds	4.57	0.00	15,776	0
Absolute Return	4.01	4.23	13,866	14,912
Property	3.95	3.77	13,635	13,275
Other Investments	3.89	0.00	13,450	0
Cash	0.70	0.53	2,402	1,884
UK Government Securities	0.00	7.91	0	27,889
<b>TOTALS</b>	<b>100.00</b>	<b>100.00</b>	<b>345,446</b>	<b>352,434</b>