

Haddenham Level Drainage Commissioners

Notice of conclusion of the audit

Annual Governance & Accountability Return for the year ended 31st March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015 /234)

1 The Audit of accounts for the Haddenham Level Drainage Commissioners for the year ended 31st March 2021 has been completed and the accounts have been published.

2 The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Haddenham Level Drainage Commissioners on application to:

The Clerk
Haddenham Level Drainage Commissioners
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

between the hours of 9.00am and 4.00pm on Mondays to Fridays (excluding public holidays), when any local elector may make copies of the Annual Return.

3 Copies will be provided to any local elector on payment of £2.40 for each copy of the Annual Return

Announcement made by:


D C Thomas - Clerk to the Board

Date of Announcement:

17th September 2021

Annual Internal Audit Report 2020/21

HADDENHAM LEVEL DRAINAGE COMMISSIONERS

ENTER PLEASE WWW.MIDDLELEVEL.GOV.UK IN SPACE ADDRESS

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

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (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

17/05/2021 19/05/2021 25/05/2021

Name of person who carried out the internal audit

Whiting & Partners

Signature of person who carried out the internal audit

M. Haydon - Whiting & Partners

Date

25/05/2021

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

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

Haddenham Level Drainage Commissioners

Year Ended 31st March 2021

Supplementary Schedule to Annual Internal Audit Report 2020-21 (page 3 of Annual Governance and Accountability Return 2020-21 (AGAR))

– Regarding Cyclical Procedures Carried Out

Internal Control Objective Section	Date of most recent summary audit work carried out on this area	Date of most recent detailed audit work carried out on this area	Date when next planned detailed audit work will commence
A	Year ended 31/03/2021	Year ended 31/03/2021	Year ending 31/03/2022
B	Year ended 31/03/2021	Year ended 31/03/2020	Year ending 31/03/2023
C	Year ended 31/03/2021	Year ended 31/03/2021	Year ending 31/03/2024
D	Year ended 31/03/2021	Year ended 31/03/2020	Year ending 31/03/2023
E	Year ended 31/03/2021	Year ended 31/03/2019	Year ending 31/03/2022
F	Year ended 31/03/2021	N/A – no petty cash	N/A – no petty cash
G	Year ended 31/03/2021	Year ended 31/03/2020	Year ended 31/03/2023
H	Year ended 31/03/2021	Year ended 31/03/2021	Year ending 31/03/2024
I	Year ended 31/03/2021	Year ended 31/03/2021	Year ending 31/03/2022
J	Year ended 31/03/2021	Year ended 31/03/2019	Year ending 31/03/2022
K	Year ended 31/03/2021	Authority had a limited assurance review of its 2019/20 AGAR	
L*	Year ended 31/03/2021	Authority had a limited assurance review, see note below (*)	
M	Year ended 31/03/2021	Year ended 31/03/2021	Year ending 31/03/2022
N	Year ended 31/03/2021	Year ended 31/03/2021	Year ending 31/03/2022

*Due to the IDB undertaking a limited assurance review it is not considered necessary to include the internal audit report on the website as required by the Transparency code, as they publish the External auditors report and certificate.

PARTNERS

Mark N Haydon CA
James D Cater FCA
Andrew P Winearts FCA
Christopher D Ridgeon FCCA

Ian G C Piper FCA
Barbara Nicholas CTA
Andrew R Band FCA
Trina J Nunn FCA

Keith J Day FCCA
Amanda E Newman FCA
Jonathan P Moore ACCA
Paul M Jefferson FCA

ASSOCIATES

Richard A Alecock ATT
Stephen D Malkin ACA
Ben Beech ACA
Scott Bishop FCA

Hannah Wisbey ACA
Nick Edgley CTA

PRACTICE MANAGER
Janet Frostick

Registered to undertake audit work in the UK; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales.

Our internal review work for the year ended 31st March 2021 is based on a combination of annual whole system review, annual analytical review and other works; this is in addition to the more detailed sampling methodology outlined above, carried out on a planned cyclical basis as modified if appropriate in light of the current year assessment.

This document is to be regarded as confidential to Haddenham Level Drainage Commissioners. It has been prepared for the sole use of the board and the Middle Level Commissioners. No responsibility is accepted to any other person in respect of the whole or part of its contents. Before this document, or any part of it, is disclosed to a third party, our written consent must first be obtained.

Conclusion

From our work carried out, the internal control objectives listed above are satisfactory for the year ended 31/03/2021.

Name of person who carried out the internal audit – WHITING & PARTNERS

Signature of person who carried out the internal audit – M. Haydon – Whiting & Partners

.....
M. Haydon - Whiting & Partners

Date

.....
25-5-2021

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

HADDENHAM LEVEL DRAINAGE COMMISSIONERS

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

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

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

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

22/04/21

and recorded as minute reference:

MINUTE C.403

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

Chairman

M SIGNATURE REQUIRED

Clerk

S SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2020/21 for

HADDENHAM LEVEL DRAINAGE COMMISSIONERS

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	283,325	227,698	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	187,156	187,369	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	84,646	23,164	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	38,977	36,633	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	39,872	43,343	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	248,580	120,792	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	227,698	237,463	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	244,896	244,808	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	2,489,030	2,489,030	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	333,348	301,957	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (Including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

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

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

Date

8th April 2021

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

22/04/21

as recorded in minute reference:

MINUTE C.405 ENCE

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

M. Chard

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **HADDENHAM LEVEL DRAINAGE COMMISSIONERS – DB0035**

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 2021; 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 2020/21

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 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

12/09/2021

* 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)