

## **Financial Regulations (June 2018)**

### **Waveney Lower Yare & Lothingland Internal Drainage Board**

The following regulations apply for the Internal Drainage Board administered from the offices of Nicholsons at 23 Alexandra Road, Lowestoft, Suffolk NR32 1PP.

#### **1. Money Received**

All cheques received will be sorted with Nicholsons other post and handed to Mr Blower on the morning of receipt. Mr Blower will pass the cheques direct to Mrs Lovegrove. Cheques received will be banked where possible on the day of receipt and in any event within two working days of receipt.

Postings to the income report for each Board will be made when the money is banked.

Any BACS payment received will be posted to the income report for the relevant Board on confirmation of receipt of that money by the bank.

#### **2. Tendering/Payments Out/Bills**

Where contractors are to be engaged to perform services for the Board steps will be taken to ensure that (save in emergency) a tendering process is used which is appropriate to the value of the service to be performed. For the avoidance of doubt the requirement for tendering need not be applied to every individual service for which an outside contractor is to be engaged so long as the prices charged by a particular contractor are, so far as is practicable, checked against those charged by other contractors for similar work. By way of example tenders will not be sought for routine dyke work provided that contractors familiar with the area and conditions are used and so long as their charge rates are in line with those of other contractors used by the Board. The purpose of the exercise is to ensure that the Board consistently obtains good value from contractors taking into account the overall cost of providing the service including the cost of engaging and supervising the contractor and checking the quality of the works performed. On placing any order with a Supplier for goods or services, surveyors have been asked to issue a purchase order to the Supplier and send a copy to the Clerk's office. It is recognised that this will not always happen so where a bill received does not match a purchase order held by the Clerk the bill received will be sent to the relevant surveyor for checking and approval. Where a bill received matches a purchase order held by the Clerk, the Clerk will check with the relevant surveyor that the goods have been received or the service performed prior to arranging payment.

Payment of approved bills, either by a cheque run, by BACS or other electronic payment will be carried out once a month or more frequently if required. If by cheques, these will be sent with copies of the relevant invoices to the chairman or vice chairman of the Board for signature with a stamped addressed envelope for return. On their return Mr Blower will sign the cheques and the invoices will be paid immediately. Copies of the cheques will be retained and stapled to the relevant invoice. If by BACS or electronic payment, a list of payees will be prepared and sent with copies of the relevant invoices to the chairman or vice chairman of the Board who will sign the list as being approved and return to Mr Blower. Mrs Lovegrove will then arrange for the payments to be made immediately and a copy of the approved list will be attached to the invoices.

Where any payment is made electronically a print out of the payment confirmation received from the Bank will be checked against the details held by the Board for the relevant payee to ensure that the payment was credited to the correct account. Copies of the payment confirmations signed by the Clerk shall be retained as evidence of the check. Depending on the number of electronic payments being made these checks shall be undertaken against all or a suitable sample at the discretion of the Clerk.

### **3. Direct Debits**

Any payments to be drawn by direct debit will be notified to the relevant surveyor for each level immediately and if there is any objection raised payment will be stopped,

### **4. Bank Reconciliations**

Bank reconciliations will be carried out periodically.

### **5. Budgets/Rates/Special Levy**

In October/November the Clerk will seek confirmation from surveyors for each level as to their estimate of expenditure on maintenance in the following financial year. On receipt of estimated expenditure the estimate sheets shall be prepared showing, as well as total estimated expenditure, the estimated contribution from the Environment Agency and the estimated balance at the end of the current financial year and illustrating a range of rates in the pound which the Clerk considers will produce a satisfactory revenue balance at the end of the year for the level taking into account the matters referred to above.

The estimate sheets for each Board will be circulated to the relevant Board members with the agenda for the annual rate meeting in January/February. The Clerk will present the figures at the meeting and the Board will make the rate and special levy based on such estimates as they may approve. The policy of the Board is to maintain the rate for each level at a reasonably consistent sum to cover anticipated expenditure for that level and to provide an appropriate reserve to be used in case of emergency.

### **6. Insurance**

Insurance is arranged to provide cover for:-

- (a) the buildings of the pumping station (as appropriate)
- (b) the pumps (as appropriate)
- (c) public liability
- (d) employer's liability (as appropriate)

In addition professional liability is arranged through J E Sills Ltd.

The amount of the insurance is as recommended by the surveyor for each level as approved by the Board. Insurance is arranged as recommended by the Board's brokers J E Sills & Sons Ltd.

Any potential insurance claim is notified to the brokers immediately the Clerk is made aware of the relevant circumstances

### **7. Internal Audit**

The Board has appointed Cunninghams Accountants of Lowestoft to carry out the annual internal audit. Terms of reference, which also comprise an audit plan, shall be reviewed from time to time by the Board. A committee of the Board shall meet as required to review the terms of reference and to review the internal audit and to ensure that it remains effective.