

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2022

Accounting statements 2021-22 for:

Name of body: LLANBADARN FYNYDD COMMUNITY COUNCIL

	Year ending		Notes and guidance for compilers	
	31 March 2021 (£)	31 March 2022 (£)		
Statement of income and expenditure/receipts and payments				
1. Balances brought forward	8354	9826	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.	
2. (+) Income from local taxation/levy	4425	4425	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.	
3. (+) Total other receipts	280	545	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.	
4. (-) Staff costs	833	2000	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 related expenses eg. termination costs.	
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).	
6. (-) Total other payments	2400	3403	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	9826	9393	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).	
Statement of balances				
8. (+) Debtors	NIL	NIL	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.	
9. (+) Total cash and investments	9826	9393	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.	
10. (-) Creditors	NIL	NIL	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.	
11. (=) Balances carried forward	9826	9393	Total balances should equal line 7 above: Enter the total of (8+9-10).	
12. Total fixed assets and long-term assets	NIL	NIL	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.	
13. Total borrowing	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
14. Trust funds disclosure note	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, 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 2022, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have 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.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	✓		Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £ 3403 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature: <i>KL Rowlands</i></p>	<p>Minute ref: <i>G.6.</i></p>
<p>Name: <i>KATIE ROWLANDS</i></p>	<p>Chair signature: <i>Mark Watson</i></p>
<p>Date: <i>13/8/2022</i></p>	<p>Name: <i>MARK WATSON</i></p>
	<p>Date: <i>13/8/2022</i></p>

Annual internal audit report to:

Name of body: LLANBADARN FYNDDO COMMUNITY COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2022.

The internal audit has been carried out in accordance with the Council/Board/Committee'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 the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				Review of spreadsheet schedules and supporting documentation
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				Review of spreadsheet schedules and supporting documentation
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				Budgets prepared which have been reviewed, close monitoring of finances by body
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				Budgets prepared which have been reviewed
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				Review of spreadsheet schedules and supporting documentation
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				Payments to members approved. NO PAYE
8. Asset and investment registers were complete, accurate, and properly maintained.			✓		

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				Review of schedules and bank statements
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				Review of accounts prepared, supporting schedules and supporting documentation
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* 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).

** 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, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 24-08-2022.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	MITCHELL MEREDITH LIMITED
Signature of person who carried out the internal audit:	MITCHELL MEREDITH LIMITED
Date:	24-08-2022

Working out what variances need to be explained

Line in section 1	Last Year £	This Year £	Variance Increase (+) or decrease (-) (This Year minus Last Year) £	% (Variance divided by Last Year figure multiplied by 100)	Explanation required? Less than 15% - NO More than 15% - YES
Line 3 Total other receipts	280	545			
Line 4 Staff costs	833	2000	+1167	140%	YES
Line 5 Loan interest/ capital repayments	NIL	NIL			
Line 6 Total other payments	2400	3403	+1003	42%	YES
Line 8 Debtors and stock balances	NIL	NIL			
Line 9 Total cash and investments	9826	9393	-433	-4.4%	NO
Line 10 Creditors	NIL	NIL			
Line 12 Total fixed assets and long term assets	NIL	NIL			
Line 13 Total borrowing	NIL	NIL			

Suggested layout for explanations

One sheet to be prepared for **each variance** that requires explanation.

Line6.....	£
Figure in This Year column	3403
Figure in Last Year column	2400
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	+1003

Reasons (as many as are applicable)	Amount £
Reason 1 <i>Late invoice - village Hall rent</i>	- 200
Reason 2 <i>Gifts</i> <i>Late invoice website</i>	106.49 949
Reason 3 <i>Late invoice - Audits</i>	- 498.25
Reason 4 <i>Litter Signage</i>	720.00
Unexplained	33.25
Confirm unexplained amount is less than 15% of Last Year figure	1.4%

Differences due to expected invoices being delayed from last year, paid in this years accounts.

Price increase explains the 'unexplained'

Suggested layout for explanations

One sheet to be prepared for **each variance** that requires explanation.

Line <u>4</u>	£
Figure in This Year column	2000
Figure in Last Year column	833
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	+1167 1167

Reasons (as many as are applicable)	Amount £
Reason 1	Full 12 months of pay
Reason 2	
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Staff costs (clerk wage) were only put in place from Sept 2020, so last years figures are only 7 months pay rather than this years figure which includes 12 months pay.

Arrangements for making payments

Cash and bank accounts	
Does the Council operate more than one bank account?	NO
If Yes, please provide a description of the accounts operated. Please do not include account numbers at this stage	
Does the Council operate petty cash or make any payments by cash?	NO
If Yes, what records of cash receipts and payments are kept?	
Payment methods	
Does the Council make payments from its bank accounts by:	
Cheque: If Yes please describe the approval process for signing cheques (approval by council, numbers of signatories etc)	YES 2 councillor signatories
Debit card: If Yes, please describe the approval process for debit card payments and how these are recorded	NO
Direct debits and standing orders: If Yes, please describe how the Council	NO

<p>approves the setting up of the direct debit/standing order.</p>	
<p>Bank transfers; eg direct transfers using internet banking. If Yes please explain how individual payments are made and authorised</p>	<p>NO</p>
<p>Reporting payments to the Council</p>	
<p>Please describe how payments made are reported to the Council. For example:</p> <p>Does the clerk present a schedule of payments to the Council for approval before or after payments are made?</p> <p>Does the clerk report to the Council payments made using a debit card and payments made via standing order and direct debits?</p>	<p><i>Payments are agreed during meetings.</i></p>

Notice of appointment of the date for the exercise of electors' rights

Llanbadarn Fynydd Community Council

Financial year ending 31 March 2022

1. Date of announcement 14/9/2022
2. Each year the annual accounts are audited by the Auditor General for Wales. Prior to this date, any interested person has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts etc relating to them for 20 working days on reasonable notice. For the year ended 31 March 2021, these documents will be available on reasonable notice on application to:

Katie Rowlands (clerk)
Brynheulog
Llaithddu
Llandrindod Wells
Powys
LD1 6YS

Between the hours of 9:00am and 5:00pm on Monday to Friday

Commencing on 15 September 2022

And ending on 15 October 2022

3. From 12 September 2022, until the audit has been completed, Local Government Electors and their representatives also have:
 - The right to question the Auditor General about the accounts
 - The right to attend before the Auditor General and make objections to the accounts or any item in them. Written notice of an objection must first be given to the Auditor General. A copy of the written notice must also be given to the council.

The Auditor General can be contacted via: Community Council Audits, Audit Wales, 24 Cathedral Road, Cardiff CF11 9LJ or by email at communitycouncilaudits@audit.wales.

4. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and the Auditor General for Wales' Code of Audit Practice.