

Audit Notice

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

Llandow Community Council

Financial year ending 31 March 2024

1. Date of announcement: 14th June 2024
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 2024, these documents will be available on reasonable notice on application to:

David-Lloyd Jones, Clerk to the Council
47 Cefn Road, Cefn Cribwr, Bridgend. CF32 0BA.
01656 741354 / 07747 151205
davidlloyd.jones@btinternet.com
www.llandow.org.uk

By appointment between the hours of 9am and 5pm Monday to Friday
commencing on 1st July 2024
and ending on 26th July 2024

3. From 12 September 2024, 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, 1 Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ 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.

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2024

Accounting statements 2023-24 for:

Name of body: Llandow Community Council

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	5,525	5,407	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	10,000	10,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	0	1	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	7,828	8,140	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	2,290	2,881	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	5,407	4,387	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	5,407	4,387	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	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	5,407	4,387	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	915	915	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, 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 2024, that:

	Agreed?			'YES' means that the Council:	PG Ref
	Yes	No*	N/A		
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. 	X			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.	X			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 to conduct its business or on its finances.	X			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.	X			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 and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X			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.	X			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 and, where appropriate, have included them on the accounting statements.	X			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.	X			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 – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
			X		

* 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 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £932.64 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 approval and certification

The Council 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.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
	Minute ref:
RFO signature:	Chair signature:
Name: David-Lloyd Jones	Name: Catharine Bray
Date: 6 th June 2024	Date: 6 th June 2024

Annual internal audit report to:

Name of body: **Llandow Community Council**

The Council'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 2024.

The internal audit has been carried out in accordance with the Council'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.

	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.	X				CHECKED ALL BOOK BACK TO INDIVIDUAL RECORDS. ALL KEPT IN EXCELLENT MANNER
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	X				NOT VAT REGISTERED SO ALL RECORDS OF PAYMENTS CHECKED TO DOCUMENTS ALL FOUND ACCURATELY CORRECT
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	X				CHECKED ON AN ONGOING BASIS TO MONITOR AGAINST BUDGET. AT COUNCIL MEETINGS
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.	X				CHECKED PRECEPT CAME IN AND WAS MONITORED AGAINST THE BUDGET. ALL FOUND CORRECT
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	X				FOR ALL RECORDS CORRECT AND ALL INCOME RECEIVED IN A TIMELY MANNER
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			X		N/A
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	X				ALL AND EMPLOYEE RECORDS CHECKED TO WAGE RECORD ALL RECORDED AND PAID OUT IN TIMELY MANNER
8. Asset and investment registers were complete, accurate, and properly maintained.	X				ASSET REGISTER CHECKED AND VALUE FAIR

	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.	X				CHECKED TO BANK STATEMENTS AND FOUND CORRECT. EXCELLENT RECORDS KEPT
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.	X				AUDITED ALL RECORDS FOUND KEPT IN EXCELLENT WAY. OPINION IS GIVE A TRUE AND FAIR VIEW OF CURRENT ACCOUNTING RECORDS ALL RECORDS KEPT TO CORRECT ACCOUNTING METHODS
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			X		N/A

For any risk areas identified by the Council (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.					No
13.					Risk area found
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 are included in my detailed report to the Council dated _____.] * 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 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Robin Charlton

Signature of person who carried out the internal audit: *R. Charlton*

Date: *1/6/24*

LLANDOW COMMUNITY COUNCIL
BANK RECONCILIATION STATEMENT
FOR THE FINANCIAL YEAR TO 31ST MARCH 2024

Bank Statement Balances as at the 01/04/23				£	£			
	Community Account - 20103969				5,355.60			
	Premium Account -50801631				51.58			
Opening Balance						5,407.18		
Income Received								
Bank Account Interest				0.62				
Annual Precept				10,000.00				
Total Other Income				-				
Total						10,000.62		
						15,407.80		
Expenditure								
Staff Costs				8,139.96				
Total Other Payments				2,881.03				
Total Expenditure						11,020.99		
Closing balance						4,386.81		
Bank Statement Balances as at the 31/03/24								
Community Account - 20103969						4,334.61		
Premium Account -50801631						52.20		
Total						4,386.81		-
David-Lloyd Jones								
Clerk and Responsible Financial Officer								

LLANDOW COMMUNITY COUNCIL
Cash Book Comparison Against Budget
Period Ending 31st March 2024

		Budget	Actual to Date	
		2023/24	2023/24	
Bank Statement Balances as at the 01/04/22		£	£	
Community Account - 20103969		£ 5,355.60	£ 5,355.60	<i>Opening</i>
Premium Account -50801631		£ 51.58	£ 51.58	<i>Balances</i>
		£ 5,407.18	£ 5,407.18	
INCOME:				
Precept		£10,000.00	£ 10,000.00	
Other Income			£ 0.62	
		£10,000.00	£ 10,000.62	
EXPENDITURE:				
Clerks Salary		£ 5,420.04	£ 5,503.68	
HMRC		£ 1,355.05	£ 1,375.80	
Pension		£ 1,355.00	£ 1,260.48	
Election Fees			£ -	
Sigingstone Hall		£ 150.00	£ -	
Llandow Hall		£ 150.00	£ -	
Community Grants		£ 1,500.00	£ 932.64	
Audit Fees		£ 500.00	£ 518.00	
Fees		£ 200.00	£ 116.00	
Insurance		£ 200.00	£ 232.37	
Refill Grit Bins		£ 250.00	£ -	
Website Maintenance		£ 200.00	£ 191.87	
Telephone & Broadband		£ 336.00	£ 336.00	
Expenses		£ 430.00	£ 414.15	
Member's Allowance		£ 300.00	£ -	
Training		£ 600.00	£ 140.00	
		£ 12,946.09	£ 11,020.99	
Cash at Bank		£ 2,461.09	£ 4,386.81	

Explanation of Variances

LLANDOW COMMUNITY COUNCIL YEAR ENDING 31st MARCH 2024

Please find below any variance of more than 15% between totals for the individual boxes.

I am not required to explain variance of less than £200, however in some cases there may be

'compensating' variances which leave the overall total for a box relatively unchanged.

In such cases I have provided an explanation of movements within each box.

Section 1	2022/23	2023/24	Variance	Variance	Detailed Explanation of variance
	£	£	(+/-) £	%	(with amounts £)
Box 2 <i>Annual Precept</i>	10,000	10,000	0	0.0	NA
Box 3 <i>Other Receipts</i>	0	0	0	0	NA
Box 4 Staff Costs	7,828	8,140	312	4.0	This increase is due to the revision of the NALC Pay Scale
Box 5 Loan Interest/ Capital	nil	nil	nil	na	NA
Box 6 Other Payments	2,291	2,881	590	25.8	This is mainly due to an increase of £443 for Audit Fees. The remaining difference of £147 is accounted for by marginal increases in most categories (Grants: £56, Fees: £10, Insurance: £62, Website: £32. There was also a decrease of £136 in expenses. An analysis is enclosed
Box 7 Balances Carried Forward	5,407	4,387	-1,020	-18.9	Reserves have reduced as anticipated in the budget.
Box 8 Debtors	nil	nil	na	na	NA
Box 9 Total Cash & Investments	5,407	4,387	-1,020	-18.9	See note 7 above
Box 10 Creditors	0.0	0.00	0.00	0.0	NA
Box 11 Balances carried forward	5,407	4,387	-1020	-18.9	See note 7 above
Box 12 Fixed & Long Term Assets	915	915	-	0.0	NA
Box 13 Total Borrowings	nil	nil	na	na	NA

LLANDOW COMMUNITY COUNCIL

VARIANCE ANALYSIS

Expenditure	2022/23	2023/24	Variance
Clerks Salary	£ 5,219.22	£ 5,503.68	£ 284.46
HMRC	£ 1,438.97	£ 1,375.80	-£ 63.17
Pension	£ 1,169.33	£ 1,260.48	£ 91.15
Toytal Staff Costs	£ 7,827.52	£ 8,139.96	£ 312.44
Election Fees	£ 17.43		-£ 17.43
Sigingstone Hall			£ -
Llandow Hall			£ -
Community Grants	£ 875.76	£ 932.64	£ 56.88
Audit Fees	£ 75.00	£ 518.00	£ 443.00
Fees	£ 106.00	£ 116.00	£ 10.00
Insurance	£ 170.23	£ 232.37	£ 62.14
Refill Grit Bins			£ -
Website Maintenance	£ 159.90	£ 191.87	£ 31.97
Telephone & Broadband	£ 336.00	£ 336.00	£ -
Expenses	£ 550.30	£ 414.15	-£ 136.15
Member's Allowance			£ -
Training		£ 140.00	
Total Other Payments	£ 2,273.19	£ 2,881.03	£ 607.84
TOTAL	£10,100.71	£11,020.99	£ 920.28