

# Audit notice

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

## Llandow Community Council

Financial year ending 31 March 2022

1. Date of announcement: 13<sup>th</sup> June 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:

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

By appointment between the hours of 9am and 5pm Monday to Friday

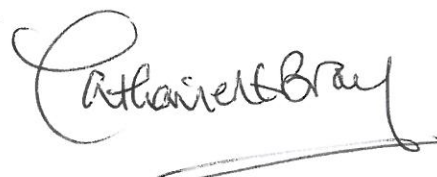
commencing on 4 July 2022

and ending on 29 July 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](mailto: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 2022

## Accounting statements 2021-22 for:

Name of body: **LLANDOW COMMUNITY COUNCIL**

	Year ending		Notes and guidance for compilers				
	31 March 2021 (£)	31 March 2022 (£)					
<b>Statement of income and expenditure/receipts and payments</b>							
1. Balances brought forward	4,285	4,504	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	0	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.				
4. (-) Staff costs	6,962	6,574	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	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).				
6. (-) Total other payments	2,819	2,405	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	4,504	5,525	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).				
<b>Statement of balances</b>							
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.				
9. (+) Total cash and investments	4,504	5,525	<b>All accounts:</b> 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	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.				
11. (=) Balances carried forward	4,504	5,525	<b>Total balances should equal line 7 above:</b> 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).				
14. Trust funds disclosure note	Yes	No	N/A	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).
			X			X	



## 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*	N/A		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	Yes			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.	Yes			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.	Yes			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.	Yes			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.	Yes			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.	Yes			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.	Yes			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.	Yes			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"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>			X	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 £\_\_\_\_\_ 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.

Certification by the RFO	Approval by the Council/Board/Committee
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.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref: 47/22/C
Name: David-Lloyd Jones	Chair signature: 
Date: 7 <sup>th</sup> July 2022	Name: Catharine Bray
	Date: 7 <sup>th</sup> July 2022



## Annual internal audit report to:

Name of body: **LLANDOW 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.	✓				ALL ENTRIES CHECKED AND ALL KEPT ACCURATELY
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				NOT VAT REGISTERED ALL EXPENDITURE CHECKED TO INVOICES AND PAY RECORDS ALL OKAY
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				RISKS WERE REVIEWED AND MONITORED ON A REGULAR BASIS
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.	✓				PRECEPT RECEIVED AND BALANCE REVIEW ON REGULAR BASIS
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				ONLY INCOME ANNUAL PRECEPT RECEIVED IN INSTALMENTS
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		NO PETTY CASH USED.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				ALL SALARIES CHECKED TO WAGE RECORD AND CHEQUE PAYMENTS.
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				CHECKED ONLY CHAIR OF OFFICE as ASSET



	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.	✓				BANK STATEMENTS CHECKED ALL CORRECT
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.	✓				ALL RECORDS CHECKED AND ACCOUNT ALL CORRECT AND GIVE A TRUE AND FAIR VIEW ALL RECORDS KEPT EXCELLENTLY
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	✓				ALL RESPONSIBILITIES MET

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. No RISKS IDENTIFIED					NOT
13. IDENTIFIED					REQUIRED
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 \_\_\_\_\_.] \* 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.

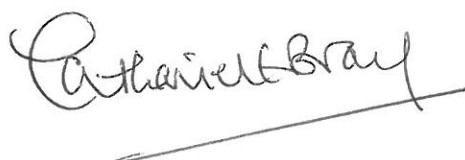
Name of person who carried out the internal audit:	Robin Charlton
Signature of person who carried out the internal audit:	<i>R Charlton</i>
Date:	4/7/2022

**LLANDOW COMMUNITY COUNCIL  
BANK RECONCILIATION STATEMENT  
FOR THE FINANCIAL YEAR TO 31ST MARCH 2022**

<b>Bank Statement Balances as at the 01/04/21</b>	£	£
Community Account - 20103969		4,452.78
Premium Account -50801631		51.47
<b>Opening Balance</b>		<u>4,504.25</u>
<b>Income Received</b>		
Bank Account Interest	-	
Annual Precept	10,000.00	
Total Other Income	-	
<b>Total</b>		<u>10,000.00</u>
		<u>14,504.25</u>
<b>Expenditure</b>		
Staff Costs	6,574.36	
Total Other Payments	2,404.68	
Total Expenditure		<u>8,979.04</u>
<b>Closing balance</b>		<u><u>5,525.21</u></u>
<b>Bank Statement Balances as at the 31/03/22</b>		
Community Account - 20103969		5,473.74
Premium Account -50801631		51.47
<b>Total</b>		<u><u>5,525.21</u></u>



David-Lloyd Jones  
Clerk and Responsible Financial Officer



## Bank Interest and Balance

### Community Account - 20103969

#### *Bank Balances*

Balance as at 1st April 2021	£ 4,452.78
Balance as at 31st March 2022	£ 5,473.74

#### *Interest payments received*

Total £ -

#### Income-IN

£ -

#### Transfers - IN

£ -

#### Precept - IN

28.04.21	£ 3,333.00
27.08.21	£ 3,333.00
31.12.21	£ 3,334.00

£ 10,000.00

#### Transfers - OUT

*Dh/ones*

*Catharine Bray*



**Bank Interest and Balance**

**Premium Account -50801631**

*Bank Balances*

Balance as at 1st April 2021	£	51.47
Balance as at 31st March 2022	£	51.47

*Interest payments received*

Apr-21		
May-21		
Jun-21		
Jul-21		
Aug-21		
Sep-21		
Oct-21		
Nov-21		
Dec-21		
Jan-22		
Feb-22		
Mar-22	<u>£</u>	<u>-</u>

**Income-IN**

£ -

**Transfers - IN**

£ -

**Transfers - OUT**

£ -

*Dh/ones*

*Catherine Bray*

## Explanation of Variances

LLANDOW COMMUNITY COUNCIL YEAR ENDING 31st MARCH 2022

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	2020/21 £	2021/22 £	Variance (+/-) £	Variance %	Detailed Explanation of variance (with amounts £)
Box 2 Annual Precept	10,000	10,000	0	0.0	NA
Box 3 Other Receipts	0	0	0	0	NA
Box 4 Staff Costs	6,962	6,574	-388	-5.6	NA
Box 5 Loan Interest/ Capital	nil	nil	nil	na	NA
Box 6 Other Payments	2,819	2,405	-414	-14.7	This variance is caused by an overall decrease in expenditure in several areas, however it should be noted there were also some compensating increases too - a schedule is included.
Box 7 Balances Carried Forward	4,504	5,525	1,021	22.7	NA
Box 8 Debtors	nil	nil	na	na	NA
Box 9 Total Cash & Investments	4,504	5,525	1,021	22.7	There was an overall decrease in expenditure against budget during the accounting period which has caused an increase in Council's reserves.
Box 10 Creditors	0.0	0.00	0.00	0.0	
Box 11 Balances carried forward	4,504	5,525	1,021	22.7	See box 9 above.
Box 12 Fixed & Long Term Assets	915	915	-	0.0	NA
Box 13 Total Borrowings	nil	nil	na	na	NA

*Dh/ons*

*Catherine Bray*



Other Payments	2020/21	2021/22	Variance
	£	£	
Election Fees			
Sigingstone Hall		300.00	- 300.00
Llandow Hall			-
Community Grants	740.00	909.14	- 169.14
Audit Fees	719.00	75.00	644.00
Fees	98.00	102.00	- 4.00
Insurance	170.23	170.23	-
Refill Grit Bins			-
Website Maintenance	156.90	156.90	-
Telephone & Broadband	336.00	336.00	-
Expenses	598.79	355.41	243.38
Member's Allowance			-
	<u>2,818.92</u>	<u>2,404.68</u>	<u>414.24</u>

*Dh/ow*

*Catharine Bray*

**LLANDOW COMMUNITY COUNCIL**  
**Cash Book Comparison Against Budget**  
**Period Ending 31st March 2022**

	Budget		Actual to Date	
	2021/22		2021/22	
<b>Bank Statement Balances as at the 01/04/21</b>	<b>£</b>		<b>£</b>	
Community Account - 20103969	£ 4,452.78	£	4,452.78	<i>Opening Balances</i>
Premium Account -50801631	£ 51.47	£	51.47	
	<b>£ 4,504.25</b>	£	<b>4,504.25</b>	

**INCOME:**

Precept	£ 10,000.00		£ 10,000.00	
Other Income			£ -	
	<b>£ 10,000.00</b>	£	<b>10,000.00</b>	

**EXPENDITURE:**

Clerks Salary	£ 4,475.00		£ 4,383.60	
HMRC	£ 1,120.00	£	1,094.80	
Pension	£ 1,120.00	£	1,095.96	
Election Fees		£	-	
Sigingstone Hall	£ 150.00	£	300.00	
Llandow Hall	£ 150.00	£	-	
Community Grants	£ 1,500.00	£	909.14	
Audit Fees	£ 500.00	£	75.00	
Fees	£ 200.00	£	102.00	
Insurance	£ 200.00	£	170.23	
Refill Grit Bins	£ 250.00	£	-	
Website Maintenance	£ 200.00	£	156.90	
Telephone & Broadband	£ 336.00	£	336.00	
Expenses	£ 430.00	£	355.41	
Member's Allowance	£ 300.00	£	-	
	<b>£ 10,931.00</b>	£	<b>8,979.04</b>	

Cash at Bank

	<b>£ 3,573.25</b>		<b>£ 5,525.21</b>	
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*Dh/...*

*Catharine Bray*



# Llandow Community Council

<b>Cash and bank accounts</b>	
Does the Council operate more than one bank account?	<b>Yes</b>
If Yes, please provide a description of the accounts operated. Please do not include account numbers at this stage	<b>Barclays Community Account – This is the current account.</b> <b>HSBC Business Premium Account – This is a deposit account.</b>
Does the Council operate petty cash or make any payments by cash?	<b>No</b>
If Yes, what records of cash receipts and payments are kept?	<b>NA</b>
<b>Payment methods</b>	
Does the Council make payments from its bank accounts by:	
<b>Cheque:</b> If Yes please describe the approval process for signing cheques (approval by council, numbers of signatories etc)	<b>Yes</b> <b>The Clerk presents a schedule of payments for the month to Full Council for approval. Once the payments are approved the Clerk writes the cheques and passes the cheque book to two of the authorised signatories for signature.</b> <b>Two signatures are required for every payment.</b> <b>At present there are only four Councillors who are signatories to the Councils bank accounts.</b>

*DH/ons*

*Catharine Brief*

# Llandow Community Council

<p><b>Debit card:</b> If Yes, please describe the approval process for debit card payments and how these are recorded</p>	<p>No</p>
<p><b>Direct debits and standing orders:</b> If Yes, please describe how the Council approves the setting up of the direct debit/standing order.</p>	<p><b>Yes</b> When a new direct debit or standing order is required the Clerk present it to full Council. If they authorise it then two of the account signatories sign the mandate and give it back to the Clerk to process.</p>
<p><b>Bank transfers;</b> eg direct transfers using internet banking. If Yes please explain how individual payments are made and authorised</p>	<p>No</p>
<p><b>Reporting payments to the Council</b></p>	
<p>Please describe how payments made are reported to the Council. For example: Does the clerk present a schedule of payments to the Council for approval before or after payments are made? Does the clerk report to the Council payments made using a debit card and payments made via standing order and direct debits?</p>	<p>The Clerk presents a schedule of payments for the month including direct debits and standing orders to Full Council for approval. Once the payments are approved the Clerk writes the cheques and passes the cheque book to two of the authorised signatories for signature. The Council does not have a debit card.</p>

*Dh/ons*

*Cathryn Bay*