

# Audit Notice

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

## LLANDOW COMMUNITY COUNCIL

Financial year ending 31 March 2023

1. Date of announcement: 1<sup>st</sup> June 2023
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 2023, these documents will be available on reasonable notice on application to:

David-Lloyd Jones, Clerk to the Council

47 Cefn Rd, Cefn Cribwr, Bridgend. CF32 0BA.

[davidlloyd.jones@btinternet.com](mailto:davidlloyd.jones@btinternet.com) 07747 151205

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

commencing on 3 July 2023

and ending on 28 July 2023

3. From 11 September 2023, 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](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 2023

### Accounting statements 2022-23 for:

Name of body: **Llandow Community Council**

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.

#### Statement of income and expenditure/receipts and payments

1. Balances brought forward	4,504	5,525	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	6,574	7,828	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	2,405	2,290	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	5,525	5,407	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	5,525	5,407	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	5,525	5,407	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/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 2023, 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"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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 body 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.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	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 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £ \_\_\_\_\_ under section 137. These payments are included within 'Other payments' in the Accounting Statement.


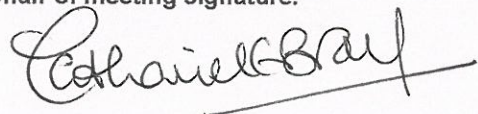
2.

3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements 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.

<b>Certification by the RFO</b> 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 2023.	<b>Approval by the Council</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature: 	Minute ref: 23-26-D.
Name: DAVID LEWIS JONES	Chair of meeting signature: 
Date: 1st June 2023	Name: CATHARINE BRAY
	Date: 1st June 2023

	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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	BANK BALANCES AGREED TO BANK STATEMENTS ALL KEPT WERE FIRST RATE
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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NO DEBTOR OR CREDITORS ALL RECORDS WERE WELL KEPT AND PROVIDED AND AT TRAIL FOR ALL RECORDS WERE MAINTAINED TO GIVE A TRUE AND FAIR VIEW
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	COUNCIL MET RESPONSIBILITIES AND MONITORED FINANCES WELL

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. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	risk areas found. All records kept excellently
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

\* 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 2021-22 and 2022-23. 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:	27/5/2023

## Annual internal audit report to:

Name of body: **Llandow Community Council**

The Council/Board/Committee 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 2023.

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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ALL BOOKS EXAMINED AND KEPT EXCELLENTLY
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ALL PAYMENTS CHECKED TO INVOICES AND RECORDS VAT N/A GAVE TRUE AND FAIR VIEW
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	COUNCIL REGULARLY MONITORED AGAINST BUDGET, NO EXCESSIVE EXPENDITURE
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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PRECEPT CHECKED TO BANK STATEMENTS AND ADEQUATE FUNDING IN PLACE AT ALL TIMES
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ONLY INCOME WAS PRECEPT AND RECORDED CORRECTLY
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	NO PETTY CASH USED ALL RECORDS THROUGH BANK
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	SALARY RECORDED CORRECTLY AND ALL RECORDS CHECKED.. ALSO APPROVED BY COUNCIL
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ASSET REGIST CHECKED ONLY ONE ITEM NO DEPRECIATION

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
		Yes	No
<b>Accounts</b>	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2023 agree to Line 9?		
<b>Approval</b>	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2023?		
	Has the body approved the accounting statements before 30 June 2023 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
	If no to either of the above, has the body published the notice required by the Accounts and Audit (Wales) Regulations 2014? Please provide a copy of the notice with the audit papers.		
<b>All sections</b>	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided.		

**LLANDOW COMMUNITY COUNCIL  
BANK RECONCILIATION STATEMENT  
FOR THE FINANCIAL YEAR TO 31ST MARCH 2023**

<b>Bank Statement Balances as at the 01/04/22</b>	£	£
Community Account - 20103969		5,473.74 ✓
Premium Account -50801631		51.47

<b>Opening Balance</b>		<u>5,525.21</u>
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**Income Received**

Bank Account Interest	0.11 ✓	
Annual Precept	10,000.00 ✓	
Total Other Income	-	
<b>Total</b>		<u>10,000.11</u>
		<u>15,525.32</u>

**Expenditure**

Staff Costs	7,827.52 ✓	
Total Other Payments	2,290.62 ✓	
Total Expenditure		<u>10,118.14</u>
<b>Closing balance</b>		<u><u>5,407.18</u></u>

**Bank Statement Balances as at the 31/03/23**

Community Account - 20103969		5,355.60 ✓
Premium Account -50801631		51.58
<b>Total</b>		<u><u>5,407.18</u></u>

*Dh Jones*

David-Lloyd Jones  
Clerk and Responsible Financial Officer

*Catharina Bray*  
1-June-2023



**LLANDOW COMMUNITY COUNCIL**  
**Cash Book Comparison Against Budget**  
**Period Ending 31st March 2023**

	Budget 2022/23	Actual to Date 2022/23	
<b>Bank Statement Balances as at the 01/04/22</b>			
	£	£	
Community Account - 20103969	£ 5,473.74	£ 5,473.74	<i>Opening</i>
Premium Account -50801631	£ 51.47	£ 51.47	<i>Balances</i>
	<u>£ 5,525.21</u>	<u>£ 5,525.21</u>	
 <b>INCOME:</b>			
Precept	£ 10,000.00	£ 10,000.00	
Other Income		£ 0.11	
	<u>£ 10,000.00</u>	<u>£ 10,000.11</u>	
 <b>EXPENDITURE:</b>			
Clerks Salary	£ 4,475.00	£ 5,219.22	
HMRC	£ 1,120.00	£ 1,438.97	
Pension	£ 1,120.00	£ 1,169.33	
Election Fees		£ 17.43	
Sigingstone Hall	£ 150.00	£ -	
Llandow Hall	£ 150.00	£ -	
Community Grants	£ 1,500.00	£ 875.76	
Audit Fees	£ 500.00	£ 75.00	
Fees	£ 200.00	£ 106.00	
Insurance	£ 200.00	£ 170.23	
Refill Grit Bins	£ 250.00	£ -	
Website Maintenance	£ 200.00	£ 159.90	
Telephone & Broadband	£ 336.00	£ 336.00	
Expenses	£ 430.00	£ 550.30	
Member's Allowance	£ 300.00	£ -	
	<u>£ 10,931.00</u>	<u>£ 10,118.14</u>	
 <b>Cash at Bank</b>			
	<u>£ 4,594.21</u>	<u>£ 5,407.18</u>	

*Dk/jones*

*Catharine Bay*  
*1 June 2023*

## Bank Interest and Balance

### Community Account - 20103969

#### *Bank Balances*

Balance as at 1st April 2022 £ 5,473.74

Balance as at 31st March 2023 £ 5,335.60

#### *Interest payments received*

Total £ -

#### Income-IN

£ -

#### Transfers - IN

£ -

#### Precept - IN

29.04.22 Vale of Glamorgan CBC £ 3,333.00

31.08.22 Vale of Glamorgan CBC £ 3,333.00

28.12.22 Vale of Glamorgan CBC £ 3,334.00

£ 10,000.00

#### Transfers - OUT

*Dh/uns*

*Catherine Boyd*  
1-June-2023

**Bank Interest and Balance**

**Premium Account -50801631**

*Bank Balances*

Balance as at 1st April 2022	£	51.47
Balance as at 31st March 2023	£	51.58

*Interest payments received*

Apr-22		
May-22		
Jun-22		
Jul-22		
Aug-22		
Sep-22	£	0.02
Oct-22		
Nov-22		
Dec-22	£	0.03
Jan-23		
Feb-23		
Mar-23	£	0.06
	<u>£</u>	<u>0.11</u>

**Income-IN**

£     -

**Transfers - IN**

£     -

**Transfers - OUT**

£     -

*Dk/ons*

*Catharine Bay*  
*1-June-2023*



## *Explanation of Variances*

**LLANDOW COMMUNITY COUNCIL YEAR ENDING 31st MARCH 2023**

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	2021/22 £	2022/23 £	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	6,574	7,828	1,254	19.1	This increase is due to the revision of the NALC PayScale for both 21/22 and 22/23 happening during this financial period.
Box 5 Loan Interest/ Capital	nil	nil	nil	na	NA
Box 6 Other Payments	2,405	2,291	-114	-4.8	NA
Box 7 Balances Carried Forward	5,525	5,407	-118	-2.1	NA
Box 8 Debtors	nil	nil	na	na	NA
Box 9 Total Cash & Investments	5,525	5,407	-118	-2.1	NA
Box 10 Creditors	0.0	0.00	0.00	0.0	NA
Box 11 Balances carried forward	5,525	5,407	- 118	-2.1	NA
Box 12 Fixed & Long Term Assets	915	915	-	0.0	NA
Box 13 Total Borrowings	nil	nil	na	na	NA

*DH/pwr*

*Catharine Brazell*  
1 June 2023

**LLANDOW COMMUNITY COUNCIL**  
**Budget 2023/24**

	Budget	Revised Budget Forecast Nov 2020	Budget
	2022/23	2022/23	2023/24
<b>Opening Bank Statement Balances</b>	£	£	£
Community Account - 20103969	£ 5,473.74	5,473.74	£ 4,939.43
Premium Account -50801631	£ 51.47	£ 51.47	£ 51.49
	<u>£ 5,525.21</u>	<u>£ 5,525.21</u>	<u>£ 4,990.92</u>
<b>INCOME:</b>			
Precept	£ 10,000.00	£ 10,000.00	£ 10,000.00
Other Income		£ 0.02	£ 0.08
	<u>£ 10,000.00</u>	<u>£ 10,000.02</u>	<u>£ 10,000.08</u>
<b>EXPENDITURE:</b>			
Clerks Salary	£ 4,475.00	£ 5,219.22	£ 5,420.04
HMRC	£ 1,120.00	£ 1,438.89	£ 1,355.05
Pension	£ 1,120.00	£ 1,169.33	£ 1,355.00
Election Fees		£ 17.43	
Sigingstone Hall	£ 150.00		£ 150.00
Llandow Hall	£ 150.00		£ 150.00
Community Grants	£ 1,500.00	£ 1,000.00	£ 1,500.00
Audit Fees	£ 500.00	£ 500.00	£ 500.00
Fees	£ 200.00	£ 106.00	£ 200.00
Insurance	£ 200.00	£ 170.23	£ 200.00
Refill Grit Bins	£ 250.00		£ 250.00
Website Maintenance	£ 200.00	£ 156.90	£ 200.00
Telephone & Broadband	£ 336.00	£ 336.00	£ 336.00
Expenses	£ 430.00	£ 420.29	£ 430.00
Member's Allowance	£ 300.00	£ -	£ 300.00
Training			£ 600.00
	<u>£ 10,931.00</u>	<u>£ 10,534.29</u>	<u>£ 12,946.09</u>
<b>Cash at Bank (Surplus / Deficit)</b>	<u>£ 4,594.21</u>	<u>£ 4,990.92</u>	<u>£ 2,044.83</u>

Precept: Tax base 2022/23 = £432

A precept of £9,000 would levy a charge of £20.83 per property

A precept of £10,000 would levy a charge of £23.14 per property

A precept of £11,000 would levy a charge of £25.46 per property

*D. Jones*

*Catharine Bay*  
1-June-2023