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

Accounting statements 2021-22 for:

Name of body: LLANGYNIDR COMMUNITY COUNCIL, POWYS

	Year ending		Notes and guidance for compilers
	31 March 2021 (£)	31 March 2022 (£)	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	20047	12924	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	14000	20000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	1058	3629	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	4294	5203	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	17887	15297	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	12924	16053	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	12924	16053	**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			**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	12924	16053	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).

	Yes	No	N/A	Yes	No	N/A	
14. Trust funds disclosure note			✓			✓	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).

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: • 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

	Yes	No	N/A		
9. Trust funds – 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.			✓	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.

Annual internal audit report to:

Name of body: LLANGYNIDR COMMUNITY COUNCIL, POWYS

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.	✓				ORGANISED FILE CONTAINING PAPERWORK PROVIDED.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				MINUTES OF MEETINGS AGREE EXPENDITURE, INVOICES CHECKED AND VAT AGREED
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				BUDGETS GENERALLY ACCURATE. MINUTES OF MEETINGS SHOW A PERCEPTIVE APPROACH TO SPENDING.
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.	✓				THE ANNUAL PRECEPT REQUIREMENT REFLECTS THE COSTS REQUIRED TO MAINTAIN COMMUNITY SPENDING.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				INCOME RECEIVED AND BANKED PROMPTLY, VAT ACCOUNTED FOR
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.	✓				PAYSLIPS AND PAYE RECORDS PROVIDED. P60 TO SUMMARISE, ASSUMED PAYE PAID POST Y/E.
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				ASSET REGISTER PREPARED WITH NO CHANGES.

	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 REC MATCHED TO STATEMENTS + ACCURATE.
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.	✓				THE ACCOUNTS FILE IS COMPREHENSIVE AND CONTAINS ALL INCOME + EXPENDITURE APPEARS WELL ORGANISED AND PREPARED APPROPRIATELY
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 ____________________.] * 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:	GRAHAM MASON
Signature of person who carried out the internal audit:	G. Mason
Date: 24/06/2022	

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 £ 2892.00 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: Minute ref: 7/7/2022 5
RFO signature: Susan Dale	Chair signature:
Name: SUSAN DALE	Name: J. MARK V. BRIAN
Date: 7th July 2022	Date: 7th JULY 2022

Check for significant variances, Explanation of...

	Last year	This year	Difference	Difference %	Explain	Explanation and Reasons
Other receipts	£1,058.00	£3,628.00	**-£2,570.00**	-242.91%	Y	Increase due to;1. grant from pcc (£1886) and 2. VAT refund (£696.47)
Staff Costs	£4,294.00	£5,203.00	**-£909.00**	-21.17%	Y	Increase due to; 1. increase in hours worked recognition, an extra 10 hours per month (£1278) and 2. back dated pay rise (£91.20)
Loan interest etc	£0.00	£0.00	**£0.00**	0.00%	N	
Total other payments	£17,887.00	£15,297.00	**£2,590.00**	14.48%	N	
Debtors and stock balances	£0.00	£0.00	**£0.00**	0.00%	N	
Total Cash and investments	£12,924.00	£16,053.00	**-£3,129.00**	-24.21%	Y	1. Grant (£1886)and VAT(696.47) not spent in this year inflating the bank accounts. 2.Also the budget was under spent by (£2536.32).
Creditors	£0.00	£0.00	**£0.00**	0.00%	N	
Total fixed term and long term assets	£9,857.00	£9,857.00	**£0.00**	0.00%	N	
total borrowing	£0.00	£0.00	**£0.00**	0.00%	N	

Arrangements for making payments

Cash and bank accounts	
Does the Council operate more than one bank account?	**Yes**
If Yes, please provide a description of the accounts operated. Please do not include account numbers at this stage	**Buisness Current Account** **Buiness Reserve Account** **Business Reserve Account**
Does the Council operate petty cash or make any payments by cash?	**Toilet and Car Park donations are made in cash, collected and counted by the Chairperson, checked and banked by the clerk.** **No payments are made.**
If Yes, what records of cash receipts and payments are kept?	**A record of the sums involved is kept in the finance file and there is the sum on the bank statement**
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, Councillors are presented with a list of** **amounts and payees, these are approved and signed by 2 signatories.**
Debit card: If Yes, please describe the approval process for debit card payments and how these are recorded	**None**
Direct debits and standing orders: If Yes, please describe how the Council approves the setting up of the direct debit/standing order.	**Yes, SO for Clerks pay and stationary allowance varied by letter signed by 2 signatories.** **DD – for car park rates set up before I was clerk.**
Bank transfers; eg direct transfers using internet banking. If Yes please explain how individual payments are made and authorised	**Not sure what you mean, we occassionally use, bank transfers by authorised tetter signed by 2 signatories**
Reporting payments to the Council	
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?	**The list of cheques for payment is put on the agenda. The clerk writes the cheques and presents them for 2 signatories to sign after approval. However some cheques are signed in advance of a meeting if the payment has been authorised in the minutes and payment is due. These are still listed in the minutes but noted as approval only. Car Park rates payments are**

	not listed on the agenda but are reported as part of the monthly budget v actual payments.