

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2020

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

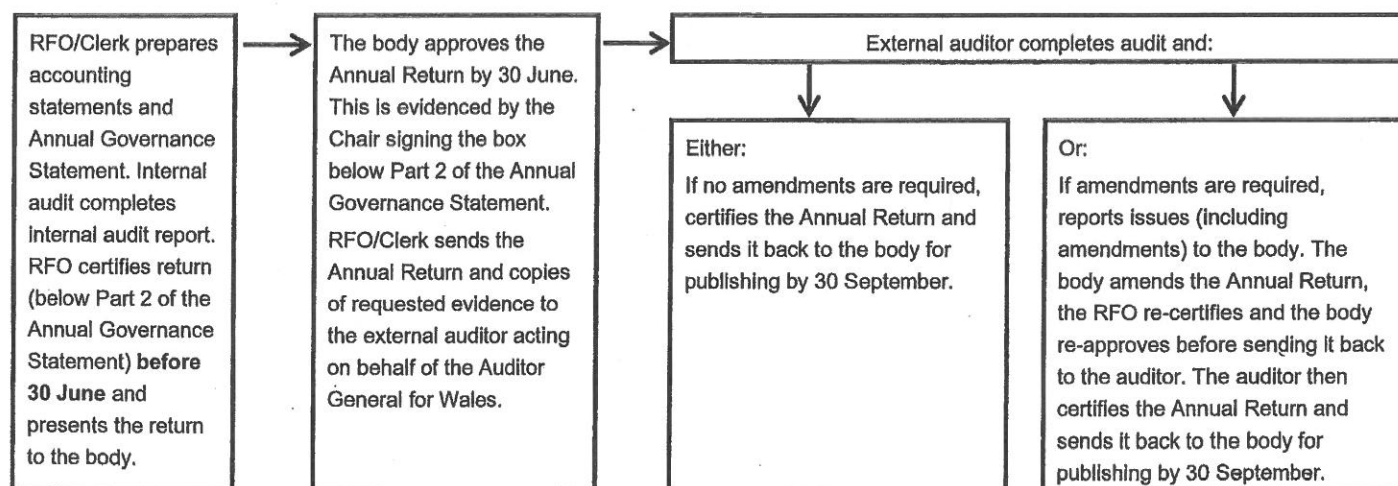
| | Yes | No | | Yes | No | | Yes | No |
|---------|-------------------------------------|--------------------------|-------|--------------------------|-------------------------------------|-------------|--------------------------|-------------------------------------|
| ENGLISH | <input checked="" type="checkbox"/> | <input type="checkbox"/> | WELSH | <input type="checkbox"/> | <input checked="" type="checkbox"/> | BILINGUALLY | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted pink including BOTH sections of the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2019-20 for:

Name of body: **MICHAELSTON-LE-PIT AND LECKWITH COMMUNITY COUNCIL**

| | Year ending | | Notes and guidance for compilers |
|--|-------------------|-------------------|----------------------------------|
| | 31 March 2019 (£) | 31 March 2020 (£) | |

Statement of income and expenditure/receipts and payments

| | | | |
|---|------|------|--|
| 1. Balances brought forward | 5161 | 6297 | 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 | 5985 | 6075 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies. |
| 3. (+) Total other receipts | 9 | 779 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants. |
| 4. (-) Staff costs | 2908 | 4210 | 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 | 1950 | 3736 | 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 | 6297 | 5205 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |

Statement of balances

| | | | |
|---|------|------|---|
| 8. (+) Debtors and stock balances | 0 | 0 | Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end. |
| 9. (+) Total cash and investments | 6297 | 5205 | 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 | 6297 | 5205 | Total balances should equal line 7 above: Enter the total of (8+9-10). |
| 12. Total fixed assets and long-term assets | 1800 | 2142 | 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). |
| | | | ✓ | | | ✓ | |

Annual Governance Statement (Part 1)

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 2020, that:

| | Agreed? | | 'YES' means that the Council/Board/Committee: | PG Ref |
|--|---------|-----|---|----------|
| | Yes | No* | | |
| <p>1. We have put in place arrangements for:</p> <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 |
| <p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p> | ✓ | | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. | 6, 7 |
| <p>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.</p> | ✓ | | 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 |
| <p>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.</p> | ✓ | | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit. | 6, 23 |
| <p>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.</p> | ✓ | | Considered the financial and other risks it faces in the operation of the body and has dealt with them properly. | 6, 9 |
| <p>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.</p> | ✓ | | 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 |
| <p>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.</p> | ✓ | | Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant. | 6 |
| <p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p> | ✓ | | Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors. | 6, 8, 23 |
| <p>9. Trust funds – in our capacity as trustee, we have:</p> <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. | Yes | No | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. | 3, 6 |
| | | N/A | | |
| | | ✓ | | |

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

Annual Governance Statement (Part 2)

| | Agreed? | | | 'YES' means that the Council/Board/Committee: |
|---|---------|-----|-----|--|
| | Yes | No* | N/A | |
| 1. We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee. | ✓ | | | Has kept and approved minutes in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972. |
| 2. We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically. | ✓ | | | Has made arrangements for the minutes to be available for public inspection in accordance with section 228 of the Local Government Act 1972 and has published the minutes on its website in accordance with section 55 of the Local Government (Democracy) (Wales) Act 2013. |

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

| Certification by the RFO | Approval by the Council/Board/Committee |
|---|---|
| I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020. | I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: |
| RFO signature: <i>Jeanette Haigh</i> | Minute ref: ITEM 6 - 30.06.2020 |
| Name: JEANETTE HAIGH | Chair signature: <i>Dewi Jones</i> |
| Date: 18.05.2020 | Name: DEWI JONES |
| | Date: 30/6/20 |

Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

| Certification by the RFO | Approval by the Council/Board/Committee |
|---|---|
| I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020. | I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: |
| RFO signature: | Minute ref: |
| Name: | Chair signature: |
| Date: | Name: |
| | Date: |

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

Michaelston Community Council

External auditor's report

On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated 30 November 2020.

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

Internal Auditor Engagement Letter

We note that the Council has received an engagement letter from the Internal Auditor, however, the engagement letter does not outline the roles and responsibilities of the internal auditor or state their independence.

In future years, we recommend the Council receive an engagement letter which states the responsibilities of the Internal Auditor and their independence.

Accounting Statement, Box 4 – Staff Costs

We note that payments to the clerk for CiLCA Training Course totalling £234 have been included in Box 4 of the Annual Return. Please note that staff costs should comprise all payments made in relation to the employment of staff, including employment expenses which are benefits (e.g. mileage, travel etc) but not items of reimbursement of postage, stationery or other outlays on behalf of the Council.

In addition, we note that there has been an overpayment to the previous clerk of £275 which has subsequently been refunded and is included within Box 3 and Box 4 on the Annual Return. This is incorrect. The refunded amount should be netted off against the original payment, all in Box 4.

Therefore, Box 3 on the Annual Return is incorrectly stated as "£779". The correct figure should read "£504".

Box 4 on the Annual Return is incorrectly stated as "£4,210". The correct figure should read "£3,701".

In addition, Box 6 on the Annual Return is incorrectly stated as "£3,736". The correct figure should read "£3,970".

The Council should restate the 2020 figures on next year's Annual Return and write "restated" beneath the £ sign on the 2020 column.

External auditor's name: Grant Thornton UK LLP, 3 Callaghan Square, Cardiff, CF10 5BT

External auditor's signature: *Grant Thornton UK LLP*

Date: 30 November 2020

For and on behalf of the Auditor General for Wales

Annual internal audit report to:

Name of body: **MICHAELSTON AND LECKWITH 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 2020.

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 TRANSACTIONS CHECKED BY INVOICE AND TO CASH BOOK / CHEQUE BOOK |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for. | ✓ | | | | ALL PAYMENTS PROPERLY AUTHORISED AND SUPPORTED BY INVOICES. VAT WAS ACCOUNTED FOR. |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | | ✓ | | | CLERK/RFD ADVISED THAT RISK REGISTER WAS UNDER PREPARATION AND WHEN APPROVED WOULD BE REVIEWED ANNUALLY. |
| 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. | ✓ | | | | BUDGET PREPARED WHICH ADEQUATELY INFORMED DECISION ON PRECEPT. QUARTERLY BUDGET MONITORING REPORTS CONSIDERED. |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for. | ✓ | | | | NO ISSUES IDENTIFIED. |
| 6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for. | | | ✓ | | NO PETTY CASH IMPREST ACCOUNT |
| 7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied. | ✓ | | | | SALARY PAID IN ACCORDANCE WITH CONTRACT OF EMPLOYMENT ADVISED OF NEEDS FOR ANNUAL INCREASES BEING APPROVED. |
| 8. Asset and Investment registers were complete, accurate, and properly maintained. | ✓ | | | | VERY LITTLE IN WAY OF ASSETS. NEW NOTICE BOARD TO BE ADDED. |

| | 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. | ✓ | | | | THESE WERE INSPECTED & FOUND TO BE 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. | ✓ | | | | RANDOM CHECKS UNDERTAKEN AND NO ERRORS IDENTIFIED. |
| 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 19/5/20.] * 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 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: PAUL R. EGAN
 Signature of person who carried out the internal audit: [Signature]
 Date: 19/5/20