

PANEL CYLLID CYNGOR TREF MACHYNLLETH **FINANCE PANEL OF MACHYNLLETH TOWN COUNCIL**

Gwysir chi i fynychu cyfarfod o Banel Cyllid Cyngor Tref Machynlleth yn ystafell Vane Tempest ar **Dydd Llun Gorffennaf 18fed** am 6:30yh.

You are summoned to attend a meeting of the Finance Panel of Machynlleth Town Council In the Vane Tempest Room on **Monday 18th July** at 6:30pm.

Agenda	
1.	<u>ETHOL CADEIRYDD / TO ELECT A CHAIR</u>
2.	<u>YMDDIHEURIADAU / APOLOGIES</u> I dderbyn ymddiheuriadau fel y cawsant eu adrodd i'r Clerc cyn y cyfarfod. To receive apologies as reported to the Clerk before the meeting.
3.	<u>DATGANIAD O FUDDIANT / DECLARATION OF INTEREST</u> I dderbyn unrhyw ddatganiad o fuddiant. / To receive any declarations of interest.
4.	<u>ADRODDIAD AWDITOR A CYFRIFON AWDURDODEDIG / AUDITOR REPORT AND AUDITED ACCOUNTS.</u> Clerc i gyflwyno cyfrifon am 2019-20, 2020-21 a 2021-22 ynghyd ac adroddiadau yr awdior mewnol am yr un blynnyddoedd. Clerk to present accounts for 2019-20, 2020-21 and 2021-22 along with the report of the internal auditor for those years .
5.	<u>DATGANIAD CYFRIFYDDU A LLYWODRAETHU FLYNYDDOL / ANNUAL RETURN AND GOVERNANCE STATEMENT</u> I adolygu'r datganiad cyfrifyddu a llywodraethu blynnyddol er mwyn eu cymeradwyo i'r Cyngor Llawn. To review the annual return and governance statement in order to commend it to Full Council.
6.	<u>ADOLYGIAD CYLLIDOL / BUDGET REVIEW</u> I adolygu gwariant yn erbyn y gyllideb a gytunwyd. / To review spending to date compared to the budget set.
7.	<u>DYDDIAD Y CYFARFOD NESAF / DATE OF THE NEXT MEETING</u> 17/10/22

Machynlleth Town council
Year ended 31 March 2020

Information for return

	2019	2020	Variance	Variance	Requires
	£	£	£	%	Explanation? Over 15%
<u>STATEMENT OF INCOME AND EXPENDITURE</u>					
Box 1	29,928.27	- 35,824.12	65,752.39	184%	
Box 2	147,500.00	172,000.00	24,500.00	14%	NO
Box 3	204,364.87	236,869.75	32,504.88	14%	NO
Box 4	- 227,909.96	- 204,261.24	23,648.72	-12%	NO
Box 5	-	-	-	#DIV/0!	NO
Box 6	- 189,707.30	- 169,710.02	19,997.28	-12%	NO
Box 7	- 35,824.12	- 925.63	34,898.49	-3770%	
<u>STATEMENT OF BALANCES</u>					
Box 8	14,054.59	13,627.40	427.19	-3%	NO
Box 9	3,497.95	24,489.69	20,991.74	86%	YES
Box 10	- 53,376.66	- 39,042.72	14,333.94	-37%	YES
Box 11	- 35,824.12	- 925.63	34,898.49	-3770%	
Box 12	566,509.76	566,509.76	-	0%	NO
Box 13	-	-	-	#DIV/0!	

Machynlleth Town Council
Year ended 31 March 2021

Information for return

	2020 £	2021 £	Variance £	Variance %
STATEMENT OF INCOME AND EXPENDITURE				
Box 1 Balance B/Fwd	-	925.63	34,898.49	-3770%
Box 2 Income from local taxation/levy	172,000.00	189,000.00	17,000.00	9%
Box 3 Total other receipts	236,869.75	170,820.46	-66,049.29	-39%
Box 4 Staff costs	-	207,629.81	-3,368.57	2%
Box 5 Loan interest/capital repayments	-	-	-	#DIV/0!
Box 6 Total other payments	-	102,572.64	67,137.38	-65%
Box 7 Balance C/Fwd	-	48,692.38	49,618.01	102%
STATEMENT OF BALANCES				
Box 8 Debtors & Stock balance	13,627.40	18,035.26	4,407.86	24%
Box 9 Total cash and investments	24,489.69	40,737.08	16,247.39	40%
Box 10 Creditors	-	10,079.96	28,962.76	-287%
Box 11 Balance C/Fwd	-	48,692.38	49,618.01	102%
Box 12 Total fixed assets & long term assets	566,509.76	569,730.74	3,220.98	1%
Box 13 Total borrowing	-	-	-	#DIV/0!

Machynlleth Town Council
Year ended 31 March 2022

Information for return

STATEMENT OF INCOME AND EXPENDITURE

	2021 £	2022 £	Variance £	Variance %
Box 1 Balance B/Fwd	-	48,692.38	49,618.01	102%
Box 2 Income from local taxation/levy	189,000.00	191,475.00	2,475.00	1%
Box 3 Total other receipts	170,820.46	182,482.60	11,662.14	6%
Box 4 Staff costs	-	167,499.42	40,130.39	-24%
Box 5 Loan interest/capital repayments	-	-	-	#DIV/0!
Box 6 Total other payments	-	157,621.32	55,048.68	35%
Box 7 Balance C/Fwd	48,692.38	97,529.24	48,836.86	50%

STATEMENT OF BALANCES

Box 8 Debtors & Stock balance	18,035.26	23,577.53	5,542.27	24%	YES
Box 9 Total cash and investments	40,737.08	94,632.39	53,895.31	57%	YES
Box 10 Creditors	-	20,680.68	10,600.72	51%	YES
Box 11 Balance C/Fwd	48,692.38	97,529.24	48,836.86	50%	
Box 12 Total fixed assets & long term assets	569,730.74	570,887.03	1,156.29	0%	
Box 13 Total borrowing	-	-	-	#DIV/0!	



WR
Partners

Machynlleth Town Council

Management Letter Points
Years ended 31 March 2020 and 31
March 2021

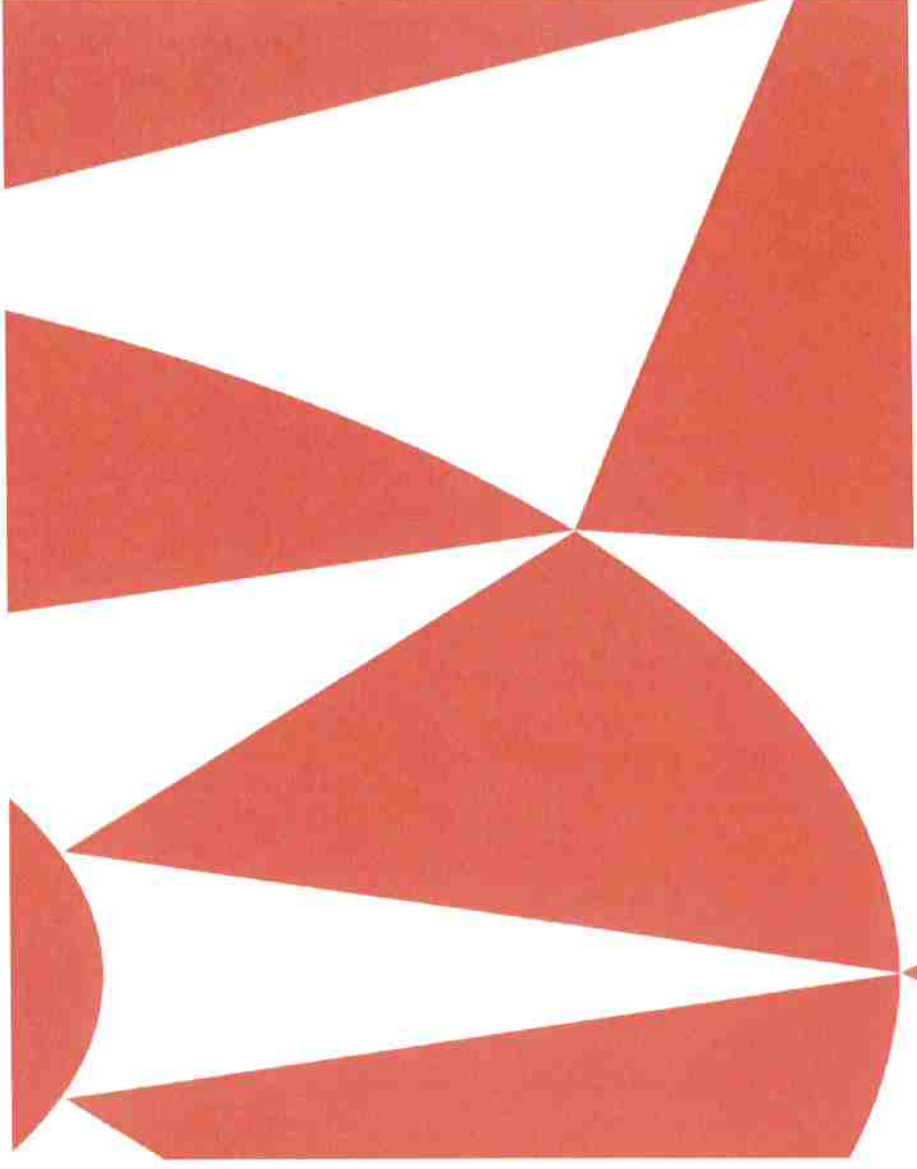
21 June 2022

Service Team

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1. Purpose of work

The internal audits for 2020 and 2021 were not conducted during the relevant timescales. We have been asked to provide retrospective internal audits for both years.

Scope of review

We have performed an internal audit based on the Accounts and Audit (Wales) Regulations using the tests set out in the Town and Community Councils Annual Return.

Background information

The 2020 and 2021 years were severely impacted by Covid and the staff who were in position during the period have now left. There has been a period of transition as the new team now in place did not have any formal handover. They were not in post at any time during the period we have reviewed in this report.

We understand that the internal audit section of the annual return will be left blank in the 2020 and 2021 returns as the work was not completed in those years. In order to provide the Council with an understanding of the work completed we have used the proforma questions as set out in the Community and Town Councils in Wales Annual Return, Internal Audit Report, to report on whether, in all significant respects, the control objectives set out on pages 2-5 were being achieved throughout both financial years to a standard adequate to meet the needs of the Council.

Overall Conclusion

There were a number of control deficiencies during the period reviewed as noted on pages 2-5. Internal control recommendations are set out on pages 6-8

2. Work performed 2020

Objectives of internal control	Agreed			Work Undertaken
	Y	N	N/a	
1. Appropriate books of account have been properly kept throughout the year.		X		Lack of audit trail throughout the year - client was unaware of where the data was held, and the records were not organised in a manner that made them easy to find.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.		X		We tested a sample of 30 items of expenditure. There was one invoice for which the source document could not be found. There is also another instance where we could not verify that an invoice had cleared the bank as the statements were unavailable. Of the 30 invoices selected, only 15 had evidence of Council approval for payment.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	X			
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			
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.		X		We tested a sample of 30 receipts. There was one sales invoice that could not be vouched back to the income being received in the bank. There was also a sales invoice which was still outstanding, which the finance officer is planning to write off.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.				Not separately covered - included in expenditure testing

2. Work performed 2020 (continued)

Objectives of internal control	Agreed			Work Undertaken
	Y	N	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		We noted the payroll details for payroll for each month in the year and agreed to bank payment and checked that the payment had been authorised. Wages were not approved by The Council from December to March in 2020. They were approved by the nominated councillor for every month except March. We selected a sample of 8 employees and agreed back to contract. None of the contracts were signed.
8. Asset and investment registers were complete, accurate, and properly maintained.				Asset register not maintained
9. Periodic and year-end bank account reconciliations were properly carried out.	X			Year end bank reconciliation agrees. We were not able to test if reconciliations had taken place on a timely basis throughout the year.
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		Correct accounting statements prepared post year end. Audit trail was difficult to follow as noted in Section 3
11. Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.				

2. Work performed 2021

Objectives of internal control	Agreed				Work Undertaken
	Y	N	N/a	Not covered	
1. Appropriate books of account have been properly kept throughout the year.		X			Lack of audit trail throughout the year - client unaware of where the data is held and records were not organised in a manner that made them easy to find.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.		X			We tested a sample of 30 items of expenditure. No payments were authorised by the Council. We identified one instance of an invoice on the system not having any source document to back it up.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		X			There were no board minutes available for the majority of the year.
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			There were no board minutes for the majority of the year. It was noted by Councillors that they were not being kept up to date with the financial situation.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	X				We tested a sample of 30 receipts. There was one instance where a sales invoice was still showing as a debtor and the finance officer advised this needs to be written off.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.				X	Not separately covered - included in expenditure testing

2. Work performed 2021 (continued)

Objectives of internal control	Agreed				Work Undertaken
	Y	N	N/a	Not covered	
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.		X			We noted the payroll details for payroll for each month in the year and agreed to bank payments and checked that the payment had been authorised. Wages were not authorised by The Council or the nominated councillor prior to payment for any month in 2021. The payroll details did not agree to the payment made in January-March. We selected a sample of 8 employees and agreed back to contract. None of the contracts were signed.
8. Asset and investment registers were complete, accurate, and properly maintained.				X	Asset register not maintained
9. Periodic and year-end bank account reconciliations were properly carried out.	X				Year end bank reconciliation agrees. We were not able to test if reconciliations had taken place on a timely basis throughout the year.
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			Correct accounting statements prepared post year end. Audit trail was difficult to follow as noted in Section 3
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.				X	

3. Design & operating effectiveness of controls – 2020 and 2021



This section of our report includes recommendations for improvements in systems or controls that were identified during the course of our internal audit work:




Low Risk – Matters that are not considered fundamental but where improvements can be made





Medium Risk – Matters that are considered significant that should be addressed within 3 – 6 months

High Risk – Matters that are considered fundamental against which management should take action as soon as possible

Observation	Implication	Recommendation	Management Response
1 During this period purchase invoices were not approved by the council prior to payment.	Risk of potential fraud or error within expenditure	Ensure a list of all purchase invoices to be paid are circulated to the council every month for approval and that their approval is documented.	
2 The staff at Machynlleth TC were unable to locate the purchase invoices for three of our samples over the 2 years.	Risk of potential fraud or error within expenditure	Ensure all purchase invoices entered onto the system have evidence of the source document and ensure this is filed appropriately.	
3 For four months in 2020 and throughout the whole of 2021 there was no evidence of the wages being approved by the council prior to payment.	Risk of potential fraud or error within wages	Ensure all wages are authorised by the council prior to payment.	
4 No fixed asset register is maintained.	Increased risk of fraud or theft of Council assets. An up to date fixed asset register is also a requirement of the Accounts and Audit (Wales) regulations. Strictly Private & Confidential	Fixed asset register should be compiled to ensure that all assets held by the Council are recorded.	


This section of our report includes recommendations for improvements in systems or controls that were identified during the course of our internal audit work:

-  **Low Risk** – Matters that are not considered fundamental but where improvements can be made
-  **Medium Risk** – Matters that are considered significant that should be addressed within 3 – 6 months
-  **High Risk** – Matters that are considered fundamental against which management should take action as soon as possible




Observation	Implication	Recommendation	Management Response
The Staff at Machynlleth TC are unaware of the data which is held on site. 	Risk of noncompliance with GDPR regulations.	All data and paperwork to reviewed to ensure anything not required is destroyed	
Employer pension payments and PAYE need reconciling each month to ensure that the correct amount is being paid. 	Increased risk of fraud or error	A wages reconciliation should be performed each month and the PAYE and pension payments should be annotated to indicate which month they relate to.	
The Council did not hold regular board meetings during Covid and when they did start meeting again they did not circulate financial information or invoices to be paid. 	Risk of The Council being unaware of it's current financial position. Increased risk of fraudulent/incorrect payments being made.	Ensure regular board meetings are held where financial data including budgets, bank balances, invoices and wages to be paid are considered. We note that improvements have been made in this area since the arrival of the new Finance Officer.	
Employee contracts were unsigned in all instances. 	Risk that if any employment disputes occurred the Council has no signed documentation to back up its position.	All employees should have a signed contract kept on site.	

This section of our report includes recommendations for improvements in systems or controls that were identified during the course of our internal audit work:

 **Low Risk** – Matters that are not considered fundamental but where improvements can be made

 **Medium Risk** – Matters that are considered significant that should be addressed within 3 – 6 months

 **High Risk** – Matters that are considered fundamental against which management should take action as soon as possible

Observation	Implication	Recommendation	Management Response
9 There is a sales invoice from February 2020 that is still outstanding at today's date.	 The debtors ledger is not a true reflection of the money owing to the Council at any one point in time.	Councillors should review the old debts with the aim of clearing old debts to tidy the ledgers up.	
10 There is a sales invoice that could not be vouched back to the income being received in the bank but has been paid per Sage.	 Risk of income being understated	Ensure all sales invoices are banked in a timely manner.	
11 Audit trail – we encountered a number of issues finding both purchase invoices and sales invoices during our visit. Historic invoices were not in any particular order however, the majority of source documents needed were eventually located. There was no record of the board minutes/the information circulated during meetings on site. This was eventually provided by a councillor who kept a folder of all information provided.	 Increased risk of fraud or error	The system need to be improved so that there is an adequate audit trail for all transactions. Going forward, it appears that since the appointment of the new finance team in September 2021 the audit trail has improved	

Machynlleth Town Council

Management Letter Points
Year ended 31 March 2022

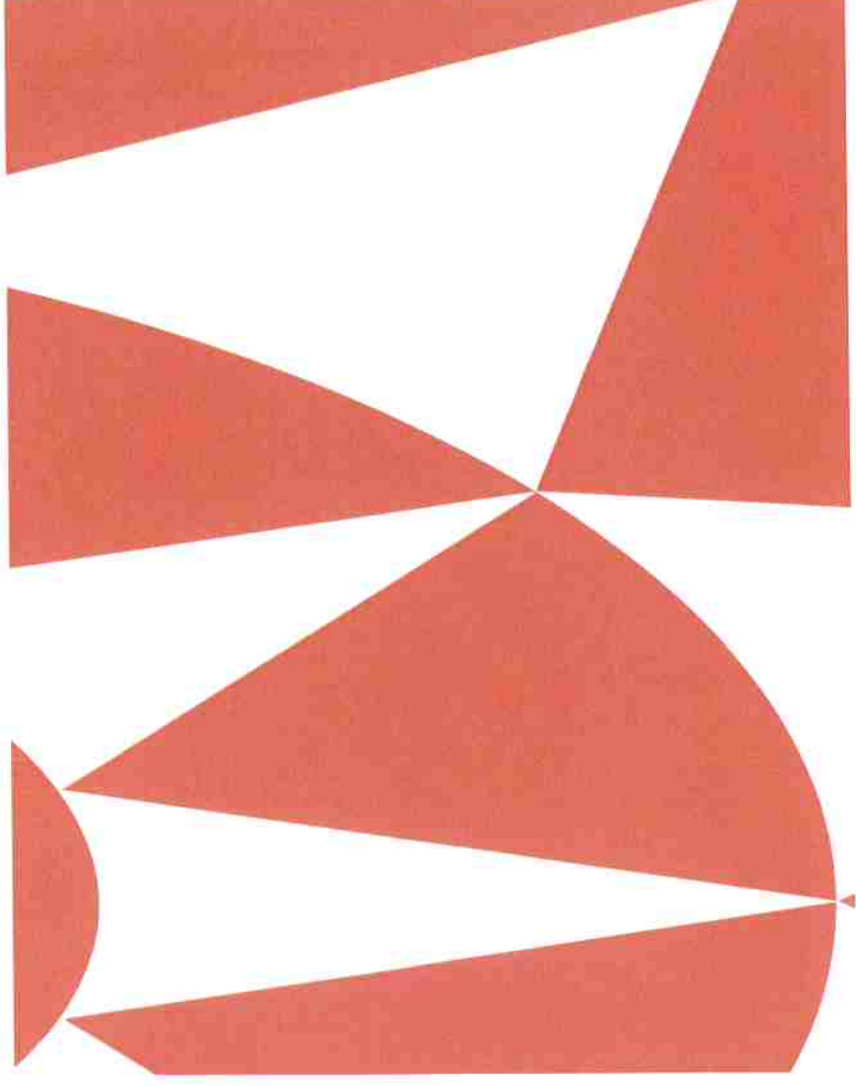
28 June 2022

Service Team

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1. Purpose of work

Scope of review

We have performed an internal audit based on the Accounts and Audit (Wales) Regulations using the tests set out in the Town and Community Councils Annual Return.

The matters raised in this report are only those which will have come to our attention arising from, or relevant to, our internal audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising and in particular we cannot be held responsible for reporting all risks in your organisation or all internal control weaknesses.

This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

We would like to take this opportunity to record our appreciation for the kind assistance provided by the finance team and other staff during the course of our work.

Background information

The 2020 and 2021 years were severely impacted by Covid and the staff who were in position during the period have now left. There has been a period of transition as the new team now in place did not have any formal handover. The new team have only been in post for the latter 6 months of this year.

We have used the proforma questions as set out in the Community and Town Councils in Wales Annual Return, Internal Audit Report, to report on whether, in all significant respects, the control objectives set out on pages 2-5 were being achieved throughout the financial years to a standard adequate to meet the needs of the Council.

We note that the internal audit covers the whole year and therefore due to the issues noted above, there are still a number of deficiencies as detailed in the body of this report. We note that the position did improve in the second part of the year and management are working towards rectifying the position.

Overall Conclusion

There were a number of control deficiencies during the period reviewed as noted on pages 2-5. Internal control recommendations are set out on pages 4-6

2. Work performed 2022


Objectives of internal control	Agreed			Work Undertaken
	Y	N	N/a	
1. Appropriate books of account have been properly kept throughout the year.		X		Lack of audit trail during the first 6 months of the year - finance staff were unaware of where the data was held for the earlier part of the year, and the records were not organised in a manner that made them easy to find. The position improved from September 2021
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.		X		We tested a sample of 30 items of expenditure. Back up documentation was available for all items of expenditure tested. From September there is a log of all payments, and all receipts were readily identified 2 items had trivial differences between the invoice and payment amounts. Of the 30 invoices selected, only 13 had evidence of Council approval for payment.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	X			
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			
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	X			We tested a sample of 30 receipts. No issues noted
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.				Not separately covered - included in expenditure testing


2. Work performed 2022 (continued)


Objectives of internal control	Agreed			Work Undertaken
	Y	N	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		We noted the payroll details for payroll for each month in the year and agreed to bank payment and checked that the payment had been authorised. Wages were not approved by The Council or the nominated councillor at all during the year. We selected a sample of 8 employees and agreed back to contract. All but one of the contracts were signed.
8. Asset and investment registers were complete, accurate, and properly maintained.		X		Asset register not maintained
9. Periodic and year-end bank account reconciliations were properly carried out.	X			Year end bank reconciliation agrees. We were not able to test if reconciliations had taken place on a timely basis throughout the year.
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		Correct accounting statements prepared post year end. Audit trail was difficult to follow as noted in Section 3
11. Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.				X

3. Design & operating effectiveness of controls – 2022

This section of our report includes recommendations for improvements in systems or controls that were identified during the course of our internal audit work:

 **Low Risk** – Matters that are not considered fundamental but where improvements can be made

 **Medium Risk** – Matters that are considered significant that should be addressed within 3 – 6 months

 **High Risk** – Matters that are considered fundamental against which management should take action as soon as possible

Observation	Implication	Recommendation	Management Response
1	During this period a number of purchase invoices were not approved by the council prior to payment.	Risk of potential fraud or error within expenditure	Ensure a list of all purchase invoices to be paid are circulated to the council every month for approval and that their approval is documented.
2	Throughout the whole of 2021/2 there was no evidence of the wages being approved by the council prior to payment.	Risk of potential fraud or error within wages	Ensure all wages are authorised by the council prior to payment.
3	No fixed asset register is maintained.	Increased risk of fraud or theft of Council assets. An up to date fixed asset register is also a requirement of the Accounts and Audit (Wales) regulations.	Fixed asset register should be compiled to ensure that all assets held by the Council are recorded.

Design & operating effectiveness of controls – 2022






This section of our report includes recommendations for improvements in systems or controls that were identified during the course of our internal audit work:

 **Low Risk** – Matters that are not considered fundamental but where improvements can be made

 **Medium Risk** – Matters that are considered significant that should be addressed within 3 – 6 months




 **High Risk** – Matters that are considered fundamental against which management should take action as soon as possible

Observation	Implication	Recommendation	Management Response
4 The Staff at Machynlleth TC are unaware of the data which is held on site. 	Risk of noncompliance with GDPR regulations.	All data and paperwork to reviewed to ensure anything not required is destroyed	
5 Employer pension payments and PAYE need reconciling each month to ensure that the correct amount is being paid. 	Increased risk of fraud or error	A wages reconciliation should be performed each month and the PAYE and pension payments should be annotated to indicate which month they relate to.	Ensure regular board meetings are held where financial data including budgets, bank balances, invoices and wages to be paid are considered.
6 The Council did not hold regular board meetings during Covid and when they did start meeting again they did not circulate financial information or approve payroll 	Risk of The Council being unaware of it's current financial position. Increased risk of fraudulent/incorrect payments being made.		We note that improvements have been made in this area since the arrival of the new Finance Officer.

Design & operating effectiveness of controls – 2022



This section of our report includes recommendations for improvements in systems or controls that were identified during the course of our internal audit work:

-  **Low Risk** – Matters that are not considered fundamental but where improvements can be made
-  **Medium Risk** – Matters that are considered significant that should be addressed within 3 – 6 months
-  **High Risk** – Matters that are considered fundamental against which management should take action as soon as possible

Observation	Implication	Recommendation	Management Response
<p>Audit trail – we encountered a number of issues finding both purchase invoices and sales invoices for the first 6 months of the year. Historic invoices were not in any particular order however, all the source documents needed were eventually located.</p> <p>The position improved from September onwards</p>	<p>Increased risk of fraud or error</p>	<p>The system needs to be improved so that there is an adequate audit trail for all transactions.</p> <p>Going forward, it appears that since the appointment of the new finance team in September 2021 the audit trail has improved. A log of payments and receipts is now in place</p>	

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.

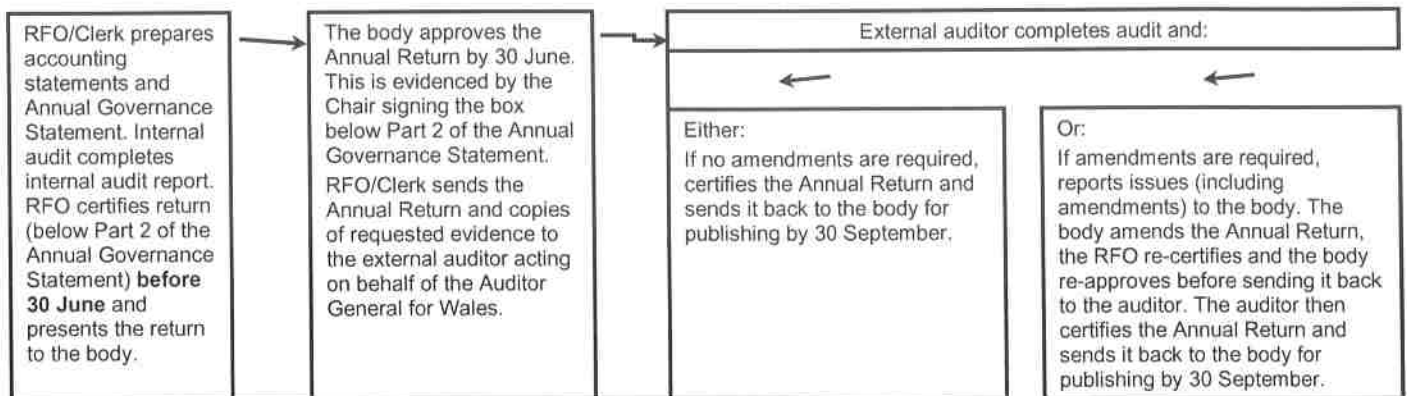
	Yes	No		Yes	No		Yes	No
ENGLISH	<input type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input type="radio"/>	<input type="radio"/>

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:

	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	29,928	-35,824	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	147,500	172,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.												
3. (+) Total other receipts	204,365	236,870	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.												
4. (-) Staff costs	227,910	204,261	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	189,707	169,710	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	-35,824	-925	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	14,055	13,628	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	3498	24,490	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	53,377	39,043	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.												
11. (=) Balances carried forward	-35,824	-925	Total balances should equal line 7 above: Enter the total of (8+9-10).												
12. Total fixed assets and long-term assets	566,510	556,510	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	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Yes	No	N/A	Yes	No	N/A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		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).
Yes	No	N/A	Yes	No	N/A										
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>										

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*			
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. 	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 – in our capacity as trustee, we have: <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. 	<input type="radio"/>	<input checked="" type="radio"/>	<input 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.

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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	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 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.	Approval by the Council/Board/Committee 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 of meeting signature:
Date:	Name:
	Date:

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

Certification by the RFO 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.	Approval by the Council/Board/Committee 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 of meeting 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:

--

External auditor's report

[Except for the matters reported below]* 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.

[[These matters along with]* 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 _____.]

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.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body:

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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

	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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

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 type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

* 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 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:

Signature of person who carried out the internal audit:

Date:

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	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 2020 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2020?		
	Has the body approved the accounting statements before 30 June 2020 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	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 by your external auditor.		
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

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

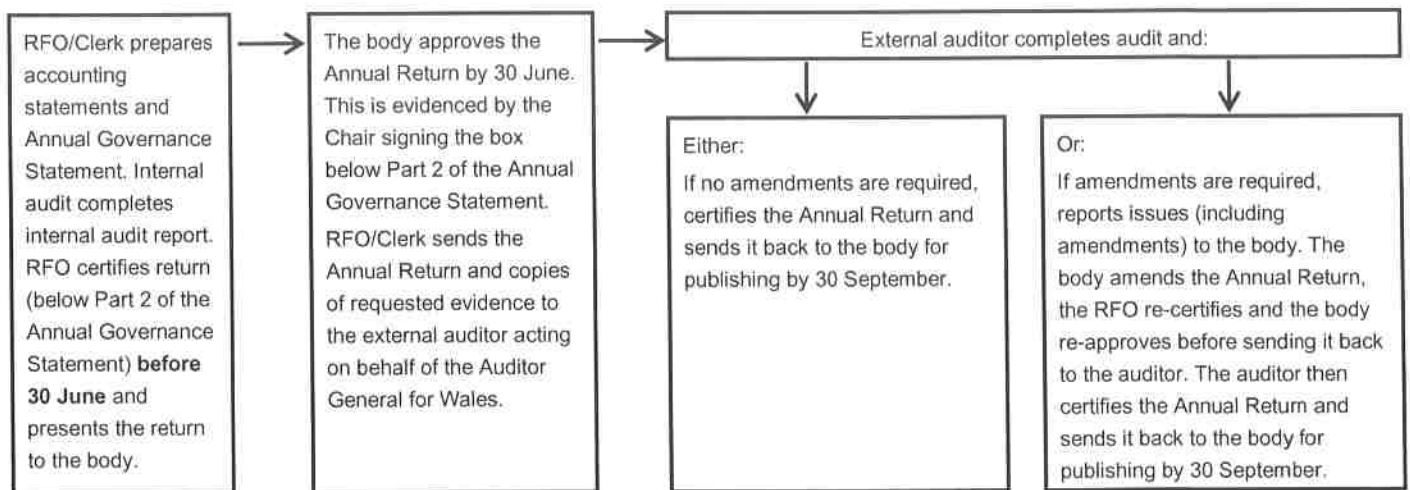
Yes	No	
ENGLISH	<input type="radio"/>	<input type="radio"/>
Yes	No	
WELSH	<input type="radio"/>	<input type="radio"/>
Yes	No	
BILINGUALLY	<input type="radio"/>	<input type="radio"/>

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**.

APPROVING THE ANNUAL RETURN

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 2020-21 for:

Name of body: Cyngor Tref Machynlleth

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	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	-35,824	-925	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	172,000	189,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	236,870	170,820	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	204,261	207,630	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	169,710	102,573	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	-925	48,692	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

Statement of balances

8. (+) Debtors	13,628	18,035	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	24,490	40,737	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	39,043	10,080	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	-925	48,692	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	556,510	569,731	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).
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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 2021, 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"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input 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 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 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 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 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 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 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 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 – in our capacity as trustee, we have: <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. 	<input type="radio"/>	<input type="radio"/>	<input 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 2020-21 was £8.32 per elector.

In 2020-21, 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/Board/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.

<p>Certification by the RFO</p> <p>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 2021.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
	Minute ref:
RFO signature:	Chair of meeting signature:
Name:	Name:
Date:	Date:

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

--

Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body:

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 2021.

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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

	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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

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 type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

* 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 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	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 2021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	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 by your external auditor.		
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2022

Accounting statements 2021-22 for:

Name of body: Cyngor Tref Machynlleth

	Year ending		Notes and guidance for compilers													
	31 March 2021 (£)	31 March 2022 (£)														
Statement of income and expenditure/receipts and payments																
1. Balances brought forward	-925	48,692	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	189,000	191,475	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.													
3. (+) Total other receipts	170,820	182,483	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.													
4. (-) Staff costs	207,630	167,500	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	102,573	157,621	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	48,692	97,529	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).													
Statement of balances																
8. (+) Debtors	18,035	23,578	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.													
9. (+) Total cash and investments	40,737	94,632	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	10,080	20,681	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.													
11. (=) Balances carried forward	48,692	97,529	Total balances should equal line 7 above: Enter the total of (8+9-10).													
12. Total fixed assets and long-term assets	569,731	570,887	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	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr style="background-color: #800000; color: white;"> <th style="padding: 2px;">Yes</th> <th style="padding: 2px;">No</th> <th style="padding: 2px;">N/A</th> <th style="padding: 2px;">Yes</th> <th style="padding: 2px;">No</th> <th style="padding: 2px;">N/A</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	Yes	No	N/A	Yes	No	N/A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			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).
Yes	No	N/A	Yes	No	N/A											
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>											

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: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input 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 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 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 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 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 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 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 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 – in our capacity as trustee, we have: <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. 	<input type="radio"/>	<input type="radio"/>	<input 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 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 statements and/or the annual governance statement.

Council/Board/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.

<p>Certification by the RFO</p> <p>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.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
	Minute ref:
RFO signature:	Chair of meeting signature:
Name:	Name:
Date:	Date:

Annual internal audit report to:

Name of body:

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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
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8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

	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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

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 type="radio"/>	<input type="radio"/>	Insert text
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14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

* 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:

Signature of person who carried out the internal audit:

Date:

Budget v Actual : April to June 2022
Plas Machynlleth & Town Council

	BUDGETED	ACTUAL	% var +/-
	Qrt1 Apr> June 2022	Qrt1 Apr> June 2022	£ var +/-
Income from the Plas			
Leasing office rooms	£ 11,060.00	£ 7,051.00	-4,009.00 63.75%
Utilities & Insurance recharges to tenants	£ 7,800.00	£ 9,278.69	1,478.69 118.96%
Rooms Hire	£ 1,200.00	£ 4,465.00	3,265.00 372.08%
Hall Hire	£ 1,500.00	£ 5,041.33	3,541.33 336.09%
Bar Bookings	£ 200.00	£ 100.00	-100.00 50.00%
Equipment Hire	£ 80.00	£ 130.00	50.00 162.50%
Photocopy+Post Box+Postage service	£ 156.00	£ 103.56	-52.44 66.38%
Total	£ 21,996.00	£ 26,169.58	4,173.58
Income from the Café			
Cafe Sales+Buffets+Teas/Coffees in Hall	£ 26,225.00	£ 26,445.54	220.54 100.84%
Total	£ 26,225.00	£ 26,445.54	220.54
Income from the grounds			
Allotment Rents	£ 800.00	£ 750.00	-50.00 93.75%
Grounds Hire	£ 600.00	£ 1,036.00	436.00 172.67%
Total	£ 1,400.00	£ 1,786.00	386.00
All other income			
Market Rent	£ 5,795.00	£ 4,575.00	-1,220.00 78.95%
Toilets Income	£ 2,440.00	£ 717.04	-1,722.96 29.39%
Bank Loyalty Reward + Bank Interest	£ 75.00	£ 40.49	-34.51 53.99%
VAT refund	£ -	£ 6,087.43	6,087.43
Grants (if any applicable)	£ -	£ -	-
Total	£ 8,310.00	£ 11,419.96	3,109.96
Total Income	£ 57,931.00	£ 65,821.08	7,890.08 113.62%
Expenses for the Plas			
Cleaning/Sanitation & Waste Disposal	£ 1,055.00	£ 2,260.48	1,205.48 214.26%
Contingency	£ 1,250.00	£ -	-1,250.00 0.00%
Council Rates	£ 3,040.00	£ 1,858.83	-1,181.17 61.15%
Electricity/Utilities/telephone	£ 1,450.00	£ 11,170.20	9,720.20 770.36%
Fire Alarm & Security	£ 250.00	£ 13,465.71	13,215.71 5386.28%
Grounds & Tree Maintenance	£ 1,500.00	£ 1,350.00	-150.00 90.00%
Insurance	£ 1,818.00	£ 1,818.00	0.00% 0.00%
IT maintenance /software/consumables	£ 200.00	£ 200.00	0.00% 0.00%
Licences	£ 100.00	£ 100.00	0.00% 0.00%
Lift Maintenance	£ 150.00	£ 1,100.96	950.96 733.97%
Petty Cash	£ 75.00	£ 98.99	23.99 131.99%

6

	BUDGETED	ACTUAL		
	Qrt1 Apr>June 2022	Qrt1 Apr>June 2022	£ var +/-	% var +/-
Playground Maintenance	£ 135.00		135.00	0.00%
Printing & Stationery	£ 75.00		75.00	0.00%
Repairs & Maintenance	£ 1,050.00	£ 2,992.85	-1,942.85	285.03%
Total	£ 12,148.00	£ 34,298.02	-22,150.02	
Expenses for the Café				
Bank Card fees	£ 215.00	£ 308.59	-93.59	143.53%
Cafe Supplies	£ 4,395.00	£ 10,448.17	-6,053.17	237.73%
Café equipment Contingency	£ 750.00	£ 2,026.63	-1,276.63	270.22%
Cleaning/Sanitation & Waste Disposal	£ 50.00	£ 53.90	-3.90	107.80%
Fire Alarm & Security	£ 50.00		50.00	0.00%
Council Rates	£ 800.00	£ 623.00	177.00	77.88%
Repairs & Maintenance	£ 600.00	£ 1,755.18	-1,155.18	292.53%
Electricity/Utilities/telephone	£ 1,450.00			
Total	£ 8,310.00	£ 15,215.47	-8,355.47	
Expenses for the Market				
Insurance	£ 520.00		520.00	0.00%
Licences	£ 180.00		180.00	0.00%
Market Expenses	£ 2,600.00		2,600.00	0.00%
Repairs, Maintenance, Security	£ 150.00		150.00	0.00%
Electricity/Utilities/telephone	£ 160.00	£ 182.29	-22.29	113.93%
Total	£ 3,610.00	£ 182.29	3,427.71	
Expenses for the Toilets (by main town car park)				
Fire Alarm & Security	£ 625.00		625.00	0.00%
Insurance	£ 520.00		520.00	0.00%
Cleaning/Sanitation & Waste Disposal	£ 500.00	£ 403.31	96.69	80.66%
Council Rates	£ 815.00		815.00	0.00%
Repairs/Maintenance/Sanitation/cleaning	£ 900.00	£ 907.67	-7.67	100.85%
Electricity/Utilities/telephone	£ 375.00	£ 1,546.72	-1,171.72	412.46%
Total	£ 3,735.00	£ 2,857.70	877.30	
Expenses for the Town Clock & War Memorial				
Repairs & Maintenance	£ 300.00		300.00	0.00%
Clock mechanism	£ 3,650.00		3,650.00	0.00%
structural repairs	£ 6,500.00		6,500.00	0.00%
Electricity/Utilities/telephone	£ 30.00	£ 157.66	-127.66	525.53%
Insurance	£ 520.00		520.00	0.00%
Total	£ 11,000.00	£ 157.66	10,842.34	
Expenses for the Town COUNCIL				
Advertising & Marketing	£ 500.00		500.00	0.00%
Bookkeeping/Audit & Accountancy fees	£ 6,400.00	£ 1,302.00	5,098.00	20.34%
Bank Fees	£ 200.00	£ 187.44	12.56	93.72%
Flowers/Poppy wreaths/Xmas tree/lights	£ 350.00	£ 306.50	43.50	87.57%
Insurance	£ 334.00		334.00	0.00%

	BUDGETED		ACTUAL		
	Qrt1 Apr>June 2022	Qrt1 Apr>June 2022	Qrt1 Apr>June 2022	Qrt1 Apr>June 2022	% var +/-
	£	£	£	£	£ var +/-
IT maintenance /software/consumables	625.00	764.61	-139.61	122.34%	
Legal Expenses	500.00		500.00	0.00%	
Misc expenses (Elections in May 2022)	2,735.00		2,735.00	0.00%	
Mayor's and councillors allowances	875.00		875.00	0.00%	
Operating Lease Payments	675.00	1,486.58	-811.58	220.23%	
Postage, Freight & Courier	50.00	180.97	-130.97	361.94%	
Printing & Stationery	45.00		45.00	0.00%	
Council Rates	290.00	1,071.50	-781.50	369.48%	
Recruiting/Staff Training	200.00		200.00	0.00%	
Electricity/Utilities/telephone	75.00	1,915.48	-1,840.48	2553.97%	
Total	£ 13,854.00	£ 7,215.08	£ 6,638.92		
Miscellaneous expenses					
Bad Debts Write Off	75.00	10.00	65.00	13.33%	
Consulting	1,445.00	6,138.47	-4,693.47	424.81%	
Wages/Pensions/NIC/PAYE	50,728.00	41,258.55	9,469.45	81.33%	
Hen Stablau Project (the Plas Kennels)	880.00		880.00	0.00%	
Project Toilets by Plas Gardens	1,000.00		1,000.00	0.00%	
Subscriptions to advisory bodies	575.00		575.00	0.00%	
Total	£ 54,703.00	£ 47,407.02	£ 7,295.98		
Total Expenses	£ 107,360.00	£ 107,333.24	£ 26.76	99.98%	
Gross Profit/Loss	-£ 49,429.00	-£ 41,512.16			

For Info

Certification and approval of annual accounts for 2019-20, 2020-21, 2021-22

Regulation 15(1) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that Responsible Financial Officer of Machynlleth Town Council sign and date the statement of accounts, and certify that it presents fairly the financial position of Machynlleth Town Council at the end of the year and the Council's income and expenditure for the year. The Regulations required that this be completed by 30 June following the year end on March 31.

The Responsible Financial Officer signed and certified the accounts on 8th of July 2022.

Regulation 15(2) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that following the certification by the Responsible Financial Officer referred to above, the Council must approve the accounts. The Regulations require that this be completed by 30 June following the end of the financial year.

The Council was unable to meet to approve the accounts as the Responsible Financial Officer had not yet prepared the accounts.

Date of Notice

8/7/22



Dewi Wyn Jones
Town Clerk and Responsible Financial Officer.

For Info

Accounting statements 2018-19 for:

Name of body:

Insert name of body **MACHYNLLETH TOWN COUNCIL**

	Year ending		Notes and guidance for compilers
	31 March 2018 (£)	31 March 2019 (£)	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	111,921.00	29,928.27	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	122,900.00	147,500.00	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	112,714.40	204,364.87	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	108,386.76	227,909.96	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	-	-	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	209,220.37	189,707.30	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	29,928.27	35,824.12	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	18,851.73	14,054.59	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	53,925.16	3,497.95	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	42,848.62	53,376.66	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	29,928.27	35,824.12	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	574,826.91	566,509.76	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	-	-	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).
			✓			✓	