

Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: **Cyngor Tref Machynlleth**

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	35,939	37,173	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	316,907	365,200	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	294,135	725,636	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	249,435	235,429	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0		Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	360,373	835,726	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	37,173	56,854	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	25,835	95,978	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	56,684	62,771	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	45,346	101,895	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	37,173	56,854	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	2,487,302	2,487,302	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		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, 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 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	✓		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	✓		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].	✓		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	✓		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 does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	✓		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> Effective financial management including the setting and monitoring of the Council's budget Maintenance and security of accurate and up to date accounting and other financial records Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council. 	✓		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments assessment and management of risks facing the Council an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements. 	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging 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.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021			Meets the eligibility criteria to exercise the general Power of Competence	E

* Please include an explanation for any 'No' answers

Additional disclosure notes

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

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

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 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £_____ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A ✓	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: Minute ref: <i>Item 9.2 - FULL Council meeting 30/6/2025</i>
RFO signature: 	Chair signature: 
Name: <i>N. BEAUMONT</i>	Name: <i>J. PAIGE</i>
Date: <i>30/6/2025</i>	Date: <i>30/6/25</i>

* Please include an explanation for any 'No' answers

Annual internal audit report to:

Name of body: **Cyngor Tref Machynlleth**

The Council'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 2025.

The internal audit has been carried out in accordance with the Council'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.

	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.	Yes				Confirm that accounting records are appropriately maintained and presented to the Council as per the requirements of the financial regulations.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.		No			Please see the internal audit report.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		No			Please see the internal audit report.
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.	Yes				Reviewed the budget process to determine the precept and confirm evidence of review and approval at the full council meeting.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Yes				Reviewed the effectiveness of controls to ensure that other income is adequately recognised, recorded and that VAT is appropriately accounted for. Please see internal audit report regarding cut off with regard to grant income.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Yes				Petty cash payments are supported by receipts and VAT appropriately accounted.
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	Yes				Confirmed that PAYE and NI are deducted appropriately. Please see the internal audit report regarding employment contracts.

* Please include an explanation for any 'No' answers

	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**	
8. Asset and investment registers were complete, accurate, and properly maintained.					

* Please include an explanation for any 'No' answers

	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.		No			Please see the internal audit report
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.	Yes				Accounting statements have been prepared form Sage Line 50 which is used to record all transactions, with a debtors and creditors ledger maintained.
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.				Not covered	

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 4 June 2025.

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 2024-25 and 2025-26. 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:

* Please include an explanation for any 'No' answers

Annual internal audit report to:

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Name of person who carried out the internal audit:	DAVID GADLEY / LUT MATTHEWS & SON
Signature of person who carried out the internal audit:	<i>D. Gadley</i>
Date:	04/06/2025

* Please include an explanation for any 'No' answers



W.J. Matthews a'i Fab
Cyfrifwyr Siartredig
Ymgynghorwyr Treth Siartredig
Archwiliwr Cofrestredig

W.J. Matthews & Son
Chartered Accountants
Chartered Tax Advisers
Registered Auditor

Councillor Paige
The Mayor
Cyngor Tref Machynlleth
Y Plas
Plas Machynlleth
Machynlleth
SY20 8ER

4 June 2025

Dear Councillor Paige

We have concluded our work as Internal Auditors of Machynlleth Town Council for the year ended 31 March 2025. It is a requirement of Part 3 of the Accounts and Audit Regulations (Wales) 2014 that local councils "maintain an adequate and effective system of internal audit of their accounting records and control systems." During our review of the processes and procedures we have identified the following areas requiring attention:

1. Financial Regulations

The council's financial regulations outline the responsibilities of the RFO and council members in managing financial affairs. The regulations were last reviewed and approved in June 2022. We recommend that a detailed review of the financials regulations is carried out to ensure that the processes stated in the financial regulations are relevant and reflect actual controls in place.

Key findings:

Bank reconciliations – Section 2.2 requires quarterly verification of bank reconciliations by a council member other than the Chair, with the results reported to the council. The internal audit found that bank reconciliations are not presented to the finance committee or the council and are not verified on a regular basis.

Approval of invoices – Section 5.3 states that payment schedules to be initialled by the Chair of the meeting following approval by the Council. The internal audit found that payment schedules are approved but not formally initialled.

Quotes – Section 11.1g requires the council to obtain 3 quotations for expenditure between £3,000 and £25,000. The internal audit found that quotations were not consistently obtained and deviations were not reported to the council.

2. Annual review of policies, procedures and registers

There is no annual process for the annual review of key policies, procedures and registers.

Risk register - Last reviewed in October 2023. Regular review is needed to ensure identified risks remain relevant and mitigations are adequate.



11-15 Y Bont Bridd / 11-15 Bridge Street, Caernarfon, Gwynedd LL55 1AB



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e-bost / e-mail: gwybod@wjmf.co.uk info@wjmf.co.uk



Partneriaid / Partners: D.A. Chidley, B.Sc.(Econ), F.C.A., C.T.A. L.M. Adams, B.Sc., F.C.A.

Cofrestrwyd i ymgymryd â gwaith archwilio yn y Deyrnas Unedig a rheolwyd i rediad o weithgareddau busnes buddsoddi gan y Sefydliad Cyfrifwyr Siartredig yn Lloegr a Chymru. Cofrestrwyd gyda'r Sefydliad Trethiant Siartredig fel ffyrn o Ymgynghorwyr Treth Siartredig.
Registered to carry on audit work in the UK and regulated for a range of investment business activities by the Institute of Chartered Accountant in England and Wales. Registered with the Chartered Institute of Taxation as a firm of Chartered Tax Advisers.

Fixed asset register – Last updated in February 2024 but does not include a mower purchased in April 2023. We recommend that the asset register is updated on a regular basis and following purchase of capital items.

3. Employment Contracts

The internal audit report for the year ended 31st March 2024 recommended that a review of employment contracts. We understand that this is scheduled for the current financial year.

4. Lease agreements

Copies of signed lease agreements between Machynlleth Town Council and the tenants of the Plas were unavailable and some leases have expired. We understand that formal review of lease agreements is planned, and we recommend ensuring that all leases are up dated and signed.

5. Bank mandate

Due to issues with the bank, we were unable to obtain a copy of the current bank mandate and therefore unable to confirm that the bank mandate is appropriate. It is recommended that this issue is resolved and that the bank mandate is reviewed and approved at a council meeting.

6. VAT

During the year the council transitioned from quarterly to monthly VAT returns to improve cash flow. The transition to monthly returns created some issues which remain outstanding and need to be resolved to avoid any financial penalties from HMRC.

7. Website

The audit identified that there are some meeting agendas and minutes missing from the website. It is recommended that a review of the items uploaded to the website is carried out to ensure that all items have been uploaded.

8. Reconciliation of Balance Sheet items

The audit work identified that some of the balance sheet items such as credit card and net wages have not been reconciled. Whilst the differences are not material we recommend that all balance sheet items are reconciled on a regular basis to ensure that the information in Sage is correct at all times.

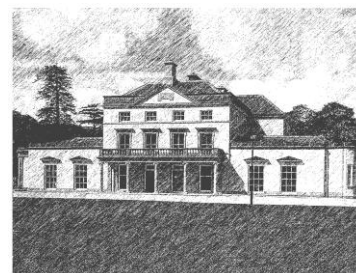
9. Grant income recognition

The Council has received various grants for project and renovation work during the year. However, there has been no review to ensure that the grant income and the related expenditure is recognised in the same financial year. It is recommended that such a review is carried out, particularly for projects that extend beyond the financial year, to ensure accurate financial reporting.

We would like to take this opportunity to thank you for the co-operation we received during the course of our audit.

Yours sincerely





CYNGOR TREF MACHYNLLETH TOWN COUNCIL

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

Machynlleth Town Council

Financial year ending 31 March 2025

1. Date of announcement 30/6/2025

2. Each year the annual accounts are audited by the Auditor General for Wales. Prior to this date, any interested person has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts etc relating to them for 20 working days on reasonable notice. For the year ended 31 March 2025, these documents will be available on reasonable notice on application to:

Nicole Beaumont, Clerk to the Council, Y Plas, Heol Pentrerhedyn, Machynlleth, SY20 8ER.
town-clerk@machynlleth-tc.gov.uk

between the hours of 9am and 4pm - Monday to Friday - commencing on 14 July 2025
and ending on 15 August 2025

3. From 8 September 2025, until the audit has been completed, Local Government Electors and their representatives also have:

- the right to question the Auditor General about the accounts.
- the right to attend before the Auditor General and make objections to the accounts or any item in them. Written notice of an objection must first be given to the Auditor General. A copy of the written notice must also be given to the council.

The Auditor General can be contacted via :

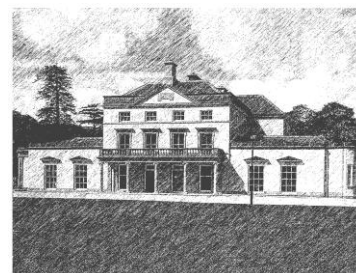
Community Council Audits, Audit Wales, 1 Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ
or by email at communitycouncilaudits@audit.wales

4. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and the Auditor General for Wales' Code of Audit Practice.

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

Hysbysiad o benodi'r dyddiad ar gyfer arfer hawliau etholwyr

Cyngor Tref Machynlleth

Blwyddyn ariannol yn dod i ben 31 Mawrth 2025

1. Dyddiad y cyhoeddiad 30/6/2025

2. Bob blwyddyn mae'r cyfrifon blynyddol yn cael eu harchwilio gan Archwilydd Cyffredinol Cymru. Cyn y dyddiad hwn, mae gan unrhyw berson sydd â diddordeb y cyfle i archwilio a gwneud copïau o'r cyfrifon a'r holl lyfrau, gweithredoedd, contractau, biliau, talebau a derbynebau ac ati sy'n ymwneud â nhw am 20 diwrnod gwaith ar ôl rhoi rhybudd rhesymol. Ar gyfer y flwyddyn a ddaeth i ben 31 Mawrth 2025, bydd y dogfennau hyn ar gael ar ôl rhoi rhybudd rhesymol ar gais i:

Nicole Beaumont, Clerc y Cyngor, Y Plas, Heol Pentrerhedyn, Machynlleth, SY20 8ER.
town-clerk@machynlleth-tc.gov.uk

rhwng 9am a 4pm - dydd Llun i ddydd Gwener - yn dechrau ar 14 Gorffennaf 2025
ac yn gorffen ar 15 Awst 2025

3. O 8 Medi 2025, hyd nes y bydd yr archwiliad wedi'i gwblhau, mae gan Etholwyr Llywodraeth Leol a'u cynrychiolwyr hefyd:

- yr hawl i holi'r Archwilydd Cyffredinol am y cyfrifon.
- yr hawl i fynychu gerbron yr Archwilydd Cyffredinol a gwrthwynebu'r cyfrifon neu unrhyw eitem ynddynt. Rhaid rhoi hysbysiad ysgrifenedig o wrthwynebiad i'r Archwilydd Cyffredinol yn gyntaf. Rhaid rhoi copi o'r hysbysiad ysgrifenedig i'r cyngor hefyd.

Gellir cysylltu â'r Archwilydd Cyffredinol drwy:

Archwiliadau Cyngorau Cymuned, Archwilio Cymru, 1 Capital Quarter, Stryd Tyndall, Caerdydd, CF10 4BZ
neu drwy e-bost yn communitycouncilaudits@audit.wales

4. Cynhelir yr archwiliad o dan ddarpariaethau Deddf Archwilio Cyhoeddus (Cymru) 2004, Rheoliadau Cyfrifon ac Archwilio (Cymru) 2014 a Chod Ymarfer Archwilio Archwilydd Cyffredinol Cymru.

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk