

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: EAST WILLIAMSTON COMMUNITY COUNCIL

| | Year ending | | | Notes and guidance for compilers |
|--|-------------------------|-------------------------------|---|--|
| | 31 March 2022 (£) | 31 March 2023 (£) | | |
| Statement of income and expenditure/receipts and payments | | | | |
| 1. Balances brought forward | 65,444 | 43,196 | 0 | 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 | 28,059 | 29,890 | 0 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies. |
| 3. (+) Total other receipts | 2,481 | 34,482 | 0 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants. |
| 4. (-) Staff costs | 3,735 | 4,086 | 0 | 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 | NIL | NIL | 0 | Total expenditure or payments of capital and interest made during the year on external borrowing (if any). |
| 6. (-) Total other payments | 49,052 | 61,817 | 0 | 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 | 43,196 | 41,664 | 0 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| Statement of balances | | | | |
| 8. (+) Debtors | NIL | NIL | 0 | Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end. |
| 9. (+) Total cash and investments | 43,196 | 41,664 | 0 | 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 | NIL | NIL | 0 | Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end. |
| 11. (=) Balances carried forward | 43,196 | 41,664 | 0 | Total balances should equal line 7 above: Enter the total of (8+9-10). |
| 12. Total fixed assets and long-term assets | 133,865 | 159,732 184,005 | 0 | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March. |
| 13. Total borrowing | NIL | NIL | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £ 300.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

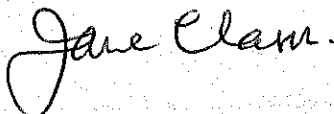
Council/Board/Committee approval and certification

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.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.

RFO signature:



Name: JANE CLARK

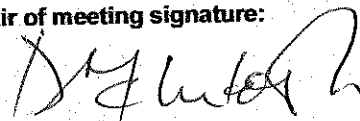
to: 1/6/2023

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:

Minute ref:

Chair of meeting signature:



Name: DOUGLAS McINTOSH

Date: 1/6/2023

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2023 of **East Williamston Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Qualified

Except for the matters reported below in my Basis for Qualification, on the basis of my audit, in my opinion no matters have come to my attention to give 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 legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Basis of Qualification

Accounting Statement

I am unable to conclude whether or not the Accounting Statement properly/fairly presents the Council's receipts and payments/income and expenditure and financial position:

- The Council has not maintained proper accounting records as required by the Accounts and Audit (Wales) Regulations 2014. I am unable to conclude whether or not the Accounting Statement is a complete and accurate record of the Council's receipts and payments/income and expenditure as the Council has not provided sufficient information for audit. The Council was unable to provide supporting documentation for income that had been received by the Council.
- The Council has not updated its fixed asset register to reflect material assets that have been purchased during the financial year.

Annual Governance Statement

In my opinion, the Annual Governance Statement is not consistent with the Council's internal controls and governance arrangements for the year:

- Assertion 1: preparation and approval of accounting statements. The Council did not maintain adequate accounting records as required by the Accounts and Audit (Wales) Regulations 2014. I am unable to conclude whether or not the Accounting Statement is a complete and accurate record of the Council's receipts and payments/income and expenditure.

- Assertion 2. Adequate internal controls. The Council has made payments using PayPal during the which is not an approved method for making payments.

Other matters and recommendations

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

Papers circulated to members

The Council has not published has not published papers that have been circulated to members in advance of meetings as required by the Local Government (Democracy) (Wales) Act 2013.

Minor error in accounting statement

There is a minor rounding error in the Accounting Statement. We recommend that the Council checks the arithmetic and consistency of the Accounting Statement prior to approval.

Multiple Bank Accounts

The Council maintains and operates four bank accounts. The use of multiple accounts increases the risks of errors being made, increasing bank charges and dormant accounts becoming 'lost'. We recommend that the Council reviews its banking requirements to ensure that it only maintains accounts that are necessary for its current activities.

Council Approval Checks

The Internal Auditor signed the Annual Return after the Chair. We recommend that going forward, arrangements are put in place to ensure the Internal Auditor signs the Annual Return before the Chair.

Invalid VAT numbers on invoices paid

The Council incurs VAT on many of the payments it makes during the year. Our audit identified that one supplier's invoices charged VAT but did not include a valid VAT number. This means that this company is not registered for VAT under that particular VAT number. There is a risk that the Council has incurred excess expenditure, paying VAT that was not due to be paid. As a consequence of this, the Council should not reclaim the VAT from HRMC. We recommend that:

- the Council investigates why its supplier has charged VAT using an invalid VAT number
- amends its VAT returns and reports the issue to HMRC

There are no further matters I wish to draw to the Council’s attention.

| | |
|---|-------------------------|
|  Richard Harries, Director, Audit Wales For and on behalf of the Auditor General for Wales | Date: 01/08/2024 |
|---|-------------------------|

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|--|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--|
| | Yes | No* | N/A | Not covered** | |
| 9. Periodic and year-end bank account reconciliations were properly carried out. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert text |
| 11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Insert text |
| 13. Insert risk area | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Insert text |
| 14. Insert risk area | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

JURIE BURGESS

Signature of person who carried out the internal audit:

J Burgess

Date:

2/6/23