

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2024

Accounting statements 2023-24 for:

Name of body: **Magor with Undy Town Council**

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	292,086	429,744	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	298,574	320,193	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	7,274	13,529	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	68,218	56,604	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	10,831	10,831	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	89,141	190,711	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	429,744	505,319	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.
Statement of balances			
8. (+) Debtors	10,888	10,392	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	420,306	518,633	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	1,450	23,706	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	429,744	505,319	Total balances should equal line 7 above: Enter the total of $(8+9-10)$.
12. Total fixed assets and long-term assets	326,275	327,161	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	166,683	163,315	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 2024, that:

	Agreed?		'YES' means that the Council:	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. 	Yes		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.	Yes		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 to conduct its business or on its finances.	Yes		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.	Yes		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 and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		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.	Yes		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 and, where appropriate, have included them on the accounting statements.	Yes		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.	Yes		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 – 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	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
		N/A		

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is 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 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £250.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council 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 2024.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature:	Minute ref:
	Chair signature:
Name: William S Lewis	Name:
Date:	Date:

Annual internal audit report to:

Name of body:

Magor With Undy Town Council

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 2024.

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

	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.	Yes				
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				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			N/A		

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.

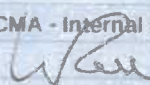
[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 26th May 2024.] * Delete if no report prepared.

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 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Kevin Rose ACMA - Internal Audit and Compliance Ltd

Signature of person who carried out the internal audit:



Date: 26th May 2024

BANK RECONCILIATION – CURRENT A/C

COUNCIL NAME: MAGOR WITH UNDY TOWN COUNCIL

COUNTY : MONMOUTHSHIRE

	CURRENT ACCOUNT	£
A	Balance on the bank statement at 31 March (taken from bank statement)	£4,585.42
	Outstanding items	
B	Less unpresented cheques (List each outstanding cheque) Chepstow Accountancy ref BACS0455 £50.00 only £40 paid therefore further £10 paid but not cleared the bank by year-end	(£10.00)
C	Plus uncleared payments into bank (to agree with attached list)	
D	Petty cash Plus any petty cash balance held at 31 March	£NIL
E	Balance in the cash book (Authority's own records) at 31 March (Calculated as A-B+C+D=E and agrees with Box 9 on the Annual Return)	<u>£4,575.42</u>

BANK RECONCILIATION – DEPOSIT A/C

COUNCIL NAME: MAGOR WITH UNDY TOWN COUNCIL

COUNTY : MONMOUTHSHIRE

	CURRENT ACCOUNT	£
A	Balance on the bank statement at 31 March (taken from bank statement)	£514,057.24
	Outstanding items	
B	<p>Less unpresented cheques (List each outstanding cheque)</p> <p>Chepstow Accountancy ref BACS0455 £50.00 only £40 paid therefore further £10 paid but not cleared the bank by year-end</p>	£NIL
C	Plus uncleared payments into bank (to agree with attached list)	
D	<p>Petty cash</p> <p>Plus any petty cash balance held at 31 March</p>	£NIL
E	Balance in the cash book (Authority's own records) at 31 March (Calculated as $A-B+C+D=E$ and agrees with Box 9 on the Annual Return)	<u>£514,057.24</u>

BANK RECONCILIATION – SUMMARY (CURRENT + DEPOSIT)

COUNCIL NAME: MAGOR WITH UNDY TOWN COUNCIL

COUNTY : MONMOUTHSHIRE

	CURRENT ACCOUNT	£
A	Balance on the bank statement at 31 March (taken from bank statement)	£518,642.66
	Outstanding items	
B	Less unpresented cheques (List each outstanding cheque) Chepstow Accountancy ref BACS0455 £50.00 only £40 paid therefore further £10 paid but not cleared the bank by year-end	(£10.00)
C	Plus uncleared payments into bank (to agree with attached list)	
D	Petty cash Plus any petty cash balance held at 31 March	£NIL
E	Balance in the cash book (Authority's own records) at 31 March (Calculated as A-B+C+D=E and agrees with Box 9 on the Annual Return)	<u>£518,632.66</u>

Magor and Undy Town Council contact details and other core information

	Current details
Clerk's name	William Stephen Lewis
Clerk's address	Magor with Undy Town Council 3 Salisbury House Magor Square Caldicot Monmouthshire NP26 3HY
Clerk's contact telephone	01633 882842
Clerk's email address	admin@office.magorundy.org.uk
Council website	http://www.magorundy.org.uk/

Accounting records

Please indicate the format in which the Council keeps its accounting records

	Yes / No
Manuscript cashbook / receipts and payments book	NO
Spreadsheet	YES
Accounts software packages:	
• Rialtas	YES
• Sage	NO
• Scribe	NO
• Xero	NO
• Other (Please specify)	NO

Audit 2022/2023 – Additional Information

Explanation of variances

Working out what variances need to be explained

Line in section 1	Last Year £	This Year £	Variance Increase (+) or decrease (-) (This Year minus Last Year) £	% (Variance divided by Last Year figure multiplied by 100)	Explanation required? Less than 15% - NO More than 15% - YES
Line 3 Total other receipts	7,274	13,529	6,255	86.0%	YES
Line 4 Staff costs	68,218	56,604	(11,614)	(17.0%)	YES
Line 5 Loan interest/ capital repayments	10,831	10,831	-	-	NO
Line 6 Total other payments	89,141	190,711	101,570	113.9%	YES
Line 8 Debtors and stock balances	10,888	10,392	496	4.6%	NO
Line 10 Creditors	1,450	23,706	22,256	115.3%	YES
Line 12 Total fixed assets and long-term assets	326,275	327,161	886	-	NO
Line 13 Total borrowing	166,683	163,315	3,368	2.0%	NO

Variances requiring explanation

One sheet to be prepared for **each variance** that requires explanation.

Line 3 Other Receipts	£
Figure in This Year column	13,529
Figure in Last Year column	7,274
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	6,255

Reasons (as many as are applicable)	Amount £
Bank interest received on higher deposits (and higher interest rates) . Council policy to maximise use of savings a/c.	5,516
Multi Use Games Area (MUGA) Income – pick up in income which had dropped in the previous year following departure of a tennis coach	894
Other – drop in grants received £4,356 to £4,000; offset by £150 received due to complaint to Barclays and other smaller movements	(155)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Please note that explanations should be quantified. An explanation that 'expenditure increased because the Council spent more' will not be accepted.

Line 4 Staff Cost	£
Figure in This Year column	56,604
Figure in Last Year column	68,218
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(11,614)

Reasons (as many as are applicable)	Amount £
Staff salary incl PAYE/NIC & Pension	
- Loss of litter picker/warden – not replaced until 24/25 Financial Year	(11,614)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Line 6 Other payments	£
Figure in This Year column	190,711
Figure in Last Year column	89,141
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	101,570

Reasons (as many as are applicable)	Amount £
Service Level Agreement with Mon CC – creation of MUTC Town Team. 2 p/t operatives & equipment	39,574
Audit Fee 2018/19 – creation of provision for disputed Audit Wales charge	21,570
Grants & Donations – increase mainly due to large £22k grant to Magor and Undy Community Hub which began opened in Sept 2023 towards initial running costs.	22,547
Allotments – projects to bring disused plots back into use to meet waiting list demand.	13,871
Hybrid meetings – equipment + hall hire	1,008
Office accommodation –	2,025
Events – King Charles III Coronation event	1,131
Other – consisting of smaller budget headings, in total < 15% of Last Year Figure	(156)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Line 8 Debtors and stock balances	£
Figure in This Year column	10,392
Figure in Last Year column	10,888
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(496)

Reasons (as many as are applicable)	Amount £
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Line 10 Creditors	£
Figure in This Year column	23,706
Figure in Last Year column	1,450
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	22,256

Reasons (as many as are applicable)	Amount £
Accruals – Invoices had not been received for the following confirmed costs by the end of the year:	
Audit Wales – disputed 18/19 fee	21,570
Solicitors fees re new lease	1,148
Other – consisting of smaller budget headings, in total < 15% of Last Year Figure	(462)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	