

Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

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

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	429,744	505,319	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	320,193	336,100	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	13,529	36,071	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	56,604	85,708	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	190,711	206,328	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	505,319	574,622	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances0			
8. (+) Debtors	10,392	8,721	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	518,633	574,103	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	23,706	8,202	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	505,319	574,622	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	327,161	330,394	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	163,315	161,574	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.	Y		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.		N	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 www.magorundy.org.uk	Y		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.		N	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.	Y		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. 	Y		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. 		N	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.	Y		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.	Y		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		N	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 <p>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.</p> <p>In 2024-25, the Council made payments totalling £278.80 under section 137. These payments are included within 'Other payments' in the Accounting Statement.</p>			
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. <p><i>Training Plan 2023-24. Council acknowledge that Training Plan requires a review. This will be undertaken as soon as reasonable practicable.</i></p>			
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. <p><u>As identified by internal audit</u></p> <p>(a) <i>Council are required to undertake a review of (TOIL) hours accumulated by staff x 2 and attend to policy and procedure monthly for a cap to be implemented. (Council workshop).</i></p> <p>(b) <i>A review of the calculation of salary for part time member of staff has been commenced seeking clarification from SLCC of NJC arrangements being correct.</i></p>			
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 <p><u>As identified by internal audit</u></p> <p><i>Councils Fidelity Insurance has been increased commensurate with finance holdings.</i></p> <p><i>General Risk Policy, Investment Strategy, Financial Regulations reviewed and approved June 2025</i></p> <p><i>Effectiveness of Internal Audit Policy 2023. To be reviewed as soon as practicable.</i></p>			
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 <p><i>MUTC are not empowered by GPoC at this time but the Clerk has undertaken Certificate in Local Council Administration (CiLCA) course which is in progress since April 2025</i></p>			

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 X	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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* Please include an explanation for any 'No' answers

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: 59
RFO signature: 	Chair signature: 
Name: W.S. Lewis	Name: Cllr P Cawley
Date: 14th 16th July 2025	Date: 16th July 2025

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 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				
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 contracts/ 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 ____1st June 2025_____] * 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 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: Kevin Rose ACMA - IAC Audit and Consultancy Ltd

Signature of person who carried out the internal audit:



Date: 1st June 2025

Audit 2024/2025 -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	13,529	36,071	22,542	166.62	YES
Line 4 Staff costs	56,604	85,708	29,104	51.42	YES
Line 5 Loan interest/ capital repayments	10,831	10,831	-	-	NO
Line 6 Total other payments	190,711	206,328	15,617	8.19	NO
Line 8 Debtors and stock balances	10,392	8,721	(1,671)	16.08	YES
Line 10 Creditors	23,706	8,202	(15,504)	65.40	YES
Line 12 Total fixed assets and long term assets	327,161	331,284	4,123	1.26	NO
Line 13 Total borrowing	163,315	161,574	(1,741)	1.07	NO

Variance reports – page 1

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

Line3.....	£
Total Other Receipts	
Figure in This Year column	£36,071
Figure in Last Year column	£13,529
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	£22,542

Reasons (as many as are applicable)	Amount £
Reason 1 – Interest received. MUTC now use CCLA PSDF to deposit surplus funds from time to time. 2023/24 interest from Barclays = £6,157 2024/25 interest – Barclays £4,003 & CCLA £14,555 The interest received is a higher yield but also reserves have been higher as projects near completion / payment	£12,401
Reason 2 – Grants & Donations. MUTC received this grant in respect of the allotments from Monmouthshire County Council	£11,168
Reason 3 – Income from the Multi Use Games Area (MUGA) was down following the departure of the tennis coach	(£1,425)
Reason 4 – Other Income. Return of “Patients’ Voice” grant following the cessation of the group.	£530
Reason 5 – smaller amounts: variance in allotment rent, wayleaves and also in 2023/24 MUTC received £150 as compensation from Barclays Bank	(£132)
Unexplained	-
Confirm unexplained amount is less than 15% of Last Year figure	YES

Variance reports – page 2

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

Line4.....	£
Staff Costs	
Figure in This Year column	£56,604
Figure in Last Year column	£85,708
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	£29,104

Reasons (as many as are applicable)	Amount £
Reason 1 – Position of Business Support & Projects Officer was created in May-25	£20,238
Reason 2 – Village warden left after 2 months of 2023/24 and was replaced in Feb 2024. Therefore 2024/25 was a full year of payments and 2023/24 just 4 months	£5,390
Reason 3 – Salary increase (incl associated taxes & pension) for the 2 staff members present in both 2023./24 and 2024/25 (7%)	£3,476
Unexplained	-
Confirm unexplained amount is less than 15% of Last Year figure	YES

Variance reports – page 3

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

Line8.....	£
Debtors	
Figure in This Year column	£8,721
Figure in Last Year column	£10,392
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(£1,671)

Reasons (as many as are applicable)	Amount £
Reason 1 – VAT debtor £10,117 at the end of 2023/24 and £8,463.44 at the end of 2024/25	(£1,654)
Reason 2 – Allotment debtor at the end of 2023/24, none at the end of 2024/25	(£17)
Unexplained	-
Confirm unexplained amount is less than 15% of Last Year figure	YES

Variance reports – page 4

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

Line10.....	£
Creditors	
Figure in This Year column	£8,202
Figure in Last Year column	£23,706
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(£15,504)

Reasons (as many as are applicable)	Amount £
Reason 1 – Audit Wales creditor at the end of 2023/24. This invoice was settled during 2024/25	(£21,570)
Reason 2 – Accruals, reduction	(£726)
Reason 3 – Creditors increased from £10 in 2023/24 to £6,802.32 in 2024/25.	£6,792
Unexplained	-
Confirm unexplained amount is less than 15% of Last Year figure	YES

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)	11,513.48
	Outstanding items	
B	Less unpresented cheques (List each outstanding cheque)	
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>11,513.48</u>

BANK RECONCILIATION – DEPOSIT A/C

COUNCIL NAME: MAGOR WITH UNDY TOWN COUNCIL

COUNTY : MONMOUTHSHIRE

	DEPOSIT/SAVINGS ACCOUNT	£
A	Balance on the bank statement at 31 March (taken from bank statement)	98,034.66
	Outstanding items	
B	Less unpresented cheques (List each outstanding cheque)	£NIL
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>98,034.66</u>

BANK RECONCILIATION – CCLA/PSDF Investment Account

COUNCIL NAME: MAGOR WITH UNDY TOWN COUNCIL

COUNTY : MONMOUTHSHIRE

	CCLA/PSDF INVESTMENT ACCOUNT	£
A	Balance on the bank statement at 31 March (taken from bank statement)	464,554.99
	Outstanding items	
B	Less unpresented cheques (List each outstanding cheque)	
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>464,554.99</u>

BANK RECONCILIATION – SUMMARY

(Current Acc + Savings/Deposit Acc + CCLA/PSDF Investment Account)

	Current + Deposit + CCLA/PSDF Investment Acc	£
A	Balance on the bank statement at 31 March (taken from bank statement)	574,103.13
	Outstanding items	
B	Less unpresented cheques (List each outstanding cheque)	
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>574,103.13</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

Magor with Undy Community Council

Internal Audit Summary for the year 2023-24

(Shaded Internal Control Objectives are not applicable to your Council)

Interim Audit Date: 28/11/2024
Year End Audit Date 23/05/2025



Internal Control Objective		Observation Analysis						Responses			
		Observations	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
1	Appropriate books of account have been properly kept throughout the year.	0	0	0	0	0	0	6	0	0	0
2	Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	3	0	1	2	0	0	34	1	8	0
3	The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	4	0	1	2	0	1	8	3	1	0
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.	1	0	1	0	0	0	10	1	5	0
5	Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for	2	0	1	1	0	0	12	2	11	0
6	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9	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.	2	0	2	0	0	0	22	1	1	0
8	Asset and investment registers were complete, accurate, and properly maintained.	3	0	2	1	0	0	5	2	4	0
9	Periodic and year-end bank account reconciliations were properly carried out.	0	0	0	0	0	0	12	0	4	0
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.	1	0	0	1	0	0	9	0	2	0
11	Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A

Year End audit summary Magor with Undy Community Council

(shaded Internal Control Objectives are not applicable to your Council)



Year End Audit Date 23 May 2025

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box 1	Appropriate books of account have been properly kept throughout the year.		0	0	0	0	
Box 2	Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	3	11	11	0	1	
Box 3	The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1	6	5	1	1	
Box 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.	1	0	0	0	0	
Box 5	Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for	2	0	0	0	0	
Box 6	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.		N/A	N/A	N/A	N/A	
Box 7	Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	1	23	22	1	2	
Box 8	Asset and investment registers were complete, accurate, and properly maintained.	4	7	5	2	3	
Box 9	Periodic and year-end bank account reconciliations were properly carried out.	3	6	6	0	0	
Box 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.	2	7	7	0	0	
Box 11	Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.		N/A	N/A	N/A	N/A	
Totals		17	60	56	4	7	0