Audit notice

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

Cefn Cribwr Community Council

Financial year ending 31 March 2022

- Date of announcement: 13th June 2022
- 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 2021, these documents will be available on reasonable notice on application to:

David-Lloyd Jones, Clerk to the Council 47 Cefn Road, Cefn Cribwr, Bridgend. CF32 0BA. 01656 741354 / 07747 151205 davidlloyd.jones:btinternet.com www.cefncribwr.org.uk

By appointment between the hours of 9am and 5pm Monday to Friday

commencing on

4 July 2022

and ending on

29 July 2022

- 3. From 12 September 2022, 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, 24 Cathedral Road Cardiff CF11 9LJ 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.

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Dylows 6 follows.

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2022

Accounting statements 2021-22 for:

Name of body: CEFN CRIBWR COMMUNITY COUNCIL

		Year ending 31 March 2021 2022		Notes and guidance for compilers
		31 March 2021 (£)	31 March 2022 (£)	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.
St	atement of inco	me and expend	liture/receipts a	nd payments
1.	Balances brought forward	32,702	47,731	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	40,000	42,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3.	(+) Total other receipts	1,900	15,073	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4.	(-) Staff costs	8,923	9,117	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	17,949	70,940	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	47,731	24,747	Total balances and reserves at the end of the year. Must equal $(1+2+3)-(4+5+6)$.
Sta	atement of bala	nces		
8.	(+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9.	(+) Total cash and investments	47,731	24,748	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	0	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	47,731	24,748	Total balances should equal line 7 above: Enter the total of (8+9-10).
12.	Total fixed assets and long-term assets	4,250	4,250	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).

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	PG Ref	
		Ye		No*	Council/Board/Committee:		
1.	We have put in place arrangements for: • effective financial management during the year; and • the preparation and approval of the accounting statements.	(*		c	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.	(*		С	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.	•		С	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.	e		C	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.	૯		c	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.	6		c	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	
**	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.	6		C	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.	6		c	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: discharged our responsibility in relation to the	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee	3, 6	
	accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	C	C	e	of a local trust or trusts.		

^{*} 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

some of its inhabitants, providing that the benefit is commen Council to incur expenditure for certain charitable and other both section 137(1) and (3) for the financial year 2021-22 was	on activities for which it has no other specific powers if the and will bring direct benefit to, the area or any part of it, or all or surate with the expenditure. Section 137(3) also permits the purposes. The maximum expenditure that can be incurred under
2.	
3.	
* Include here any additional disclosures the Council considers necesstatements and/or the annual governance statement. Council/Board/Committee approval and council/Board/Committee approval approval approval approval approval approval approval approval approval approva	
The Council/Committee is responsible for the preparation of the accordance with the requirements of the Public Audit (Wales) Act 20 2014.	ounting statements and the annual governance statement in
Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the

31 March 2022. RFO signature:

Committee, and its income and expenditure, or properly present

receipts and payments, as the case may be, for the year ended

Name: David-Lloyd Jones

Date: 13th July 2022

Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref: 7 - 22 - (6)

Chair of meeting signature: Cfflclms

Name: Christopher J Holmes

Date: 13th July 2022

Annual internal audit report to:

Name of body: CEFN CRIBWR COMMUNITY COUNCIL

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.

		—		greed?		Outline of work undertaken as part
		Yes	No*	N/A	Not covered*	of the internal audit (NB not required if detailed internal audit report presented to body)
1.	Appropriate books of account have been properly kept throughout the year.	•	C	_	C	ALL RECORD CHECKED TO ACCOUNTS PROVIDED
2.	Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	a	c	C	c	ALL CHECKED LIND APPROVED, CHECKED SUPPORTING DOCUMENTATION
3.	The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	æ	C	C	C	ALL MONTTORED AND REPORTED TO COUNCIL MEETINGS
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.	@	c	C	c	RECIEVED IN ONE AMOUNT CHECKED TO BANK STATEMENT
5.	Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	©.		c	C	INCOME RECGIVED AND CHECKED TO BANK STATEMENTS
6.	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	C	c	ø	C	NO PETTY CASH IN OPERATION
7.	Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	ð	C	C	C	ALL SALARIES CHECKED TO WAGE RECORD AND APPROPRIATE PAYMENTS MADE
8.	Asset and investment registers were complete, accurate, and properly maintained.	ð	C	C	C	SMALL REGISTER. BASICALLY CHAIN OF OFFICE

	· 1000000000000000000000000000000000000		A	greed?		Outline of work undertaken as part of
		Yes	No*	N/A	Not covered**	the internal audit (NB not required if detailed internal audit report presented to body)
9.	Periodic and year-end bank account reconciliations were properly carried out.	6	C	c	C	BALANCES CHECKED TO BANK STATEMENTS
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.	G	C	C	C	ALL RECORDS CHECKED TO SUPPORTING RECORDS AND CORRECTLY ACCOUNTED FOR TRUE AND FAIR VIEW EXCELLENTLY KEPT
11.	Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.	æ	C	C	C	ALL ROSPONSIBILITIES MET

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?

Yes No* N/A Not Covered**

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**	the internal audit (NB not required if detailed internal audit report presented to body)
12. Insert risk area	C	C	æ	C	No
13. Insert risk area	C	C	•	C	AREAS
14. Insert risk area	C	c	3	r	Lound

[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: Robin	Charlton
Signature of person who carried out the internal audit:	RT Chertan
Date: 4/7/2022	

^{*} 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.

CEFN CRIBWR COMMUNITY COUNCIL BANK RECONCILIATION STATEMENT FOR THE FINANCIAL YEAR TO 31ST MARCH 2022

Bank Staten	nent Balances as at th Community Account Business Manager A	t	91482637 1457411	£	£ 47,380.36 351.09
Opening Bal	lance			,	47,731.45
Income Reco Bank Accou Annual Prec Total Other	nt Interest ept			42,000.00	
Total	mcome			15,073.36	57,073.36 104,804.81
Expenditure Staff Costs Total Other Total Expend Closing balan	Payments diture		,	9,117.09 70,940.22	80,057.31 24,747.50
Community 2	ent Balances as at the Account nager Account	91482637 1457411		-	24,396.41 351.09 24,747.50

David-Lloyd Jones

Clerk and Responsible Financial Officer

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Bank Interest and Balance

Community Account - 91482637

Bank Balances

Balance as at 1st April 2021	£	47,380.36
Balance as at 31st March 2022	£	24,396.41

Interest payments received

Total	£	
Income-IN		
BCBC - T&CC Fund Grant - Sports Pavillion	£	10,000.00
HMRC - VAT Reclaim	£	1,825.78
BCBC - Rights of Way Claim 2021/22	£	3,247.58
	£	15,073.36

Transfers - IN

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Bank Interest and Balance

Business Manager Account - 01457411

Bank Balances

Balance as at 1st April 2021 Balance as at 31st March 2022

£ 351.09 £ 351.09

Interest payments received

£

Apr-21

May-21

Jun-21

Jul-21

Aug-21

Sep-21

Oct-21

Nov-21

Dec-21

Jan-22

Feb-22 Mar-22

£

Income-IN

£

Transfers - IN

£

Transfers - OUT

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Explanation of Variances

Cefn Cribwr Community Council Year ending 31st March 2022

Please find below any variance of more than 15% between totals for the individual boxes.

I am not required to explain variance of less than £200, however in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged.

In such cases I have provided an explanation of movements within each box.

Section 1	2020/21 £	2021/22 £	Variance	Variance	Detailed Explanation of variance
Box 2	- L	E.	(+/-) £	%	(with amounts £)
Annual Precept	40,000	42,000	2,000	5.00	
Box 3 Other Receipts	1,900	15,073	13,173	693.33	2020/21: £1,900 BCBC Footpath maintenance reimbursement compared with 2021/22: £3,347.58 BCBC Footpath maintenance, £1,825.78 VAT claim and £10,000 grant from BCBC Town & Community Council Fund match funding towards the cost of refurbishment of the Village Sports Pavilion.
Box 4 Staff Costs	8,923	9,117	194	2.18	NA
Box 5 Loan Interest/ Capital	nil	nil	nil	nil	NA
Box 6 Other Payments	17,949	70,940	52,991	295.23	During 2021/22 Councils day to day operating costs remained similar to previous years, with marginal movements as would be expected. The notable variations were: An increase in Footpath Maienetance of £1,400, repairs to the Village War Memorial and new litter bins causing an increase of £1,760, payment for Councils insurance did not clear during the accounting period causing decrease of £882, an increase in the cost of the Christmas lighting scheme of £1,711. The largest difference was the cost of resurfacing work to a footpath £28,376.10 and a grant towards the village sports pavilion of £20,000 (£10,000 of this having being reclaimed from BCBC in am match funding agreement box 3 above). A schedule is attached.
Box 7 Balances Carried Forward	47,731	24,748	-22,984	-48.15	Council anticipated undertaking a footpath creation project and funding work to the village sports pavilion in 2020/21 and had budgeted for this. Due to Covid this did not happen and this expenditure was incurred during 2021/22 which together with other non-recuring items of expenditure accounts for this decrease.
Box 8 Debtors	nil	nil	nil	nil	NA
Box 9 Total Cash & Investments	47,731	24,748	-22,984	-48.15	See 7 above.
Box 10 Creditors	nil	nil	nil	nil	NA
Box 12 Fixed & Long Term Assets	4,250	4,250	nil	nil	NA
Box 13 Total Borrowings	nil	nil	nil	nil	NA

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Staff Costs		2020/21		2021/22	Variance	
	£		£			
Clerk	£	5,963.67	£	6,094.05	-£	130.38
HMRC	£		£			
Pension	£		£			
Other Payments						
Footpaths	£	1,900.00	£	3,300.00	-£	1,400.00
Footpath Creation				,	£	_
Spring Bulbs	£	1,161.00	£	1,277.00		116.00
Memorial Shelter Cleaning	£		£	1831		
War Memorial, Pentice & Bus Shelter Maintenance	£	1,944.34	£	3,704.38	-£	1,760.04
Hire of Chamber	£	412.00			£	412.00
Print & Misc expenses (inc Rememberance)	£	362.21	£	361.95	£	0.26
Web Site	£	188.28	£	188.28	£	
Postage	£	51.27	£	54.52	-£	3.25
Telephone & BB	£	504.00	£	504.00	£	-
Statutory & Depreciation	£	212.50	£	198.63	£	13.87
Insurance	£	882.67			£	882.67
Member's Allowance	£	150.00	£	150.00	£	-
Civic Service					£	-
Subs OVW/SLCC/ALCC	£	206.00	£	404.00	-£	198.00
Travel	£	39.60	£	16.20	£	23.40
Poppy Wreaths	£	24.00	£	25.00	-£	1.00
Grant Aid			£	200.00	-£	200.00
Grant - Com Assoc	£	1,900.00	£	2,500.00	-£	600.00
Play Scheme			£	-0	£	-
Audit Fees	£	403.80	£	158.80	£	245.00
Legal Fees			£	-0	£	-
Christmas Decorations	£	2,149.20	£	3,860.40	-£	1,711.20
Election Fees			£	-	£	-
Summer Planting Scheme	£	4,981.00	£	5,041.00	-£	60.00
Community Project Match Funding			£	48,376.10	-£	48,376.10
Misc						
Contingency						
VAT						
TOTAL	£	26,871.65	£	80,057.31	-£	53,185.66

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Cash Book Comparison Against Budget Period Ending 31st March 2022

		Budget 2021/22		ctual to Date 2021/22	
Bank Statement Balances as at the 01/04/20		£		£	
Community Account - 91482637	£	47,380.36	£	47,380.36	Opening
Business Manager Account - 1457411	£	351.09	£	351.09	Balances
	£	47,731.45	£	47,731.45	
INCOME:					-
Precept	£	42,000.00	£	42,000.00	
Other Income	£	21,300.00	£	15,073.36	
	-	63,300.00	£	57,073.36	•
EVDENITITIDE.		00,000.00	~	07,070.00	-
EXPENDITURE: Clerk		F 000 70		(004 05	
HMRC	£	5,998.68	£	6,094.05	
Pension	£	1,499.67	£	1,523.40	
	£	1,499.67	£	1,499.64	
Footpaths Footpath Creation	£	2,000.00	£	3,300.00	
	£	250.00	£	-	
Spring Bulbs	£	1,500.00	£	1,277.00	
Memorial Shelter Cleaning	£	550.00	£	619.96	
War Memorial, Pentice & Bus Shelter Maintenance Hire of Chamber	£	7,000.00	£	3,704.38	
	£	450.00	£	-	
Print & Misc expenses (inc Rememberance)	£	1,250.00	£	361.95	
Web Site	£	200.00	£	188.28	
Postage	£	75.00	£	54.52	
Telephone & BB	£	550.00	£	504.00	
Statutory & Depreciation	£	400.00	£	198.63	
Insurance	£	925.00	£		
Member's Allowance	£	2,000.00	£	150.00	
Civic Service	£	350.00	£	-	
Subs OVW/SLCC/ALCC	£	500.00	£	404.00	
Travel	£	100.00	£	16.20	
Poppy Wreaths	\mathcal{L}	200.00	L	25.00	
Grant Aid	£	2,500.00	£	200.00	
Grant - Com Assoc	£	1,000.00	£	2,500.00	
Play Scheme	£	3,000.00	£	-	
Audit Fees	£	450.00	£	158.80	
Legal Fees	£	1,000.00	£	-	
Christmas Decorations	£	3,250.00	£	3,860.40	
Election Fees			£	-	
Summer Planting Scheme	£	5,500.00	£	5,041.00	
Community Project Match Funding	£	40,000.00	£	48,376.10	
Misc	£	500.00	£	- 9	
Contingency	£	2,000.00	£	~	
VAT			£		
	£	86,498.02	£	80,057.31	
Cash at Bank	£	24,533.43	£	24,747.50	Cash book balance
Current liabilities					
Contingency: Surplus/(Deficit)	£	24,533.43	£	24,747.50	

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