

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2019

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

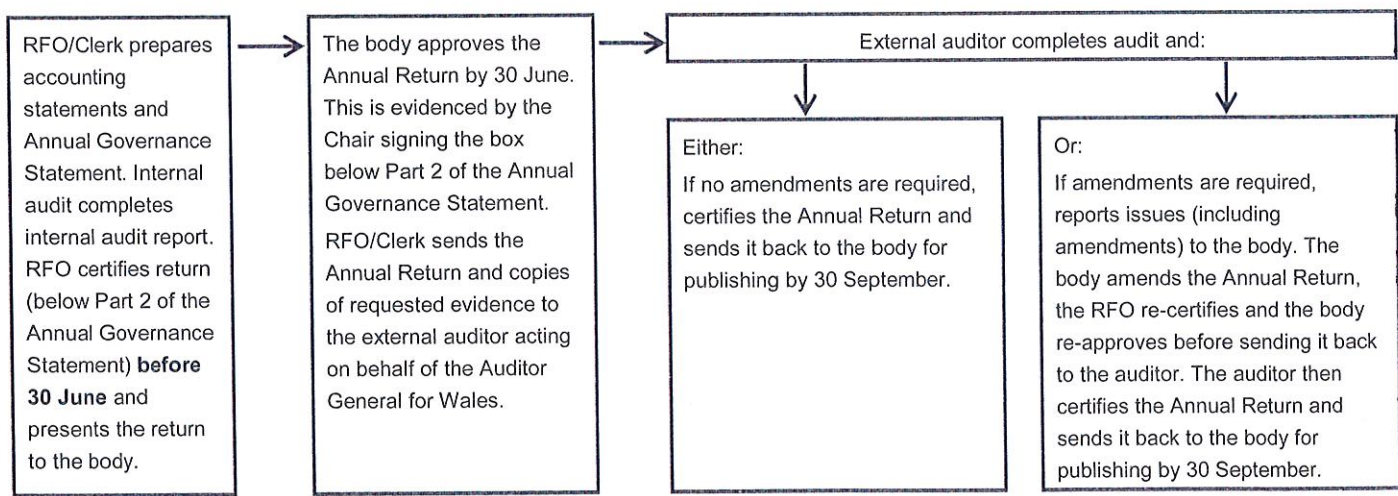
	Yes	No		Yes	No		Yes	No
ENGLISH	✓		WELSH			BILINGUALLY		

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted in red including BOTH sections of the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2018-19 for:

Name of body: **Insert name of body** HAVERFORDWEST TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2018 (£)	31 March 2019 (£)	

**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.**

Statement of income and expenditure/receipts and payments

1. Balances brought forward	295,505	282,702	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	217,082	258,848	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	64,015	76,505	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	99,659	104,457	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	194,240	228,967	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	282,702	284,631	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

Statement of balances

8. (+) Debtors and stock balances	4,017	6,023	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	289,544	299,789	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	10,859	21,181	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	282,702	284,631	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,050,729	1,050,729	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	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 (Part 1)

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 2019, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref					
	Yes	No*							
1. We have put in place arrangements for: <ul style="list-style-type: none">effective financial management during the year; andthe preparation and approval of the accounting statements.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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/Board/Committee and, where appropriate, have included them on the accounting statements.	✓		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.	✓		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: <ul style="list-style-type: none">discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	<table><tr><th>Yes</th><th>No</th><th>N/A</th></tr><tr><td>✓</td><td></td><td></td></tr></table>	Yes	No	N/A	✓			Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
Yes	No	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.

Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/Committee:
	Yes	No*	N/A	
1. We have adopted standing orders and financial regulations as appropriate.	✓			Has properly established its internal rules setting out how it will conduct its business.
2. We have ensured that the Council's standing orders and financial regulations have been followed for all relevant transactions.	✓			Has followed its internal rules and reviewed its compliance with those rules
3. All committees and sub-committees of the council have been properly established and provided with appropriate terms of reference setting out the delegated responsibilities to make decisions or recommendations.	✓			Has ensured that where applicable, the Council has properly delegated its responsibilities to committees

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	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:
	1747 19/06/2019
RFO signature: signature required	Chair signature: signature required
Name: name required JULIE T RAYMOND	Name: name required E V MURRAY
Date: dd/mm/yyyy 21 June 2019	Date: dd/mm/yyyy 28 June 2019

Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	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:
	Insert minute reference and date of meeting
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

Annual internal audit report to:

Name of body: **Insert name of body** *HAVERLEAST TOWN 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 2019.

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.

	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.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				<i>Document exists, dated March 2019 - but needs to be taken to Council</i>
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.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				<i>Agreed to be reviewed by Council.</i>
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.				✓	<i>Check agreed to review & update during 2019/20</i>

	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.	✓				
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.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	✓				Bridge Meadow Trust. Accounts examined and prepared by Reese Hayden, Haverfordwest.

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.					
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/Board/Committee are included in my detailed report to the Council/Board/Committee dated 7th March 2019.] * 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 2017-18 and 2018-19. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: name required	BERNARD WILLIAM SCOURFIELD CPAA
Internal Auditor address:	6 Freshwater East Rd, Lamphey, Pembroke SA71 5JX
Signature of person who carried out the internal audit: signature required	<i>Bernard Scourfield</i>
Date: dd/mm/yyyy	5 June 2019

Income and Expenditure Account

Unaudited

31/03/18 £		31/03/19 £
	INCOME	
2,411.50	Cemeteries/Burials	1,390.50
1,004.67	Interest on Investments and Accounts	889.15
0.00	Mayor's charity account	614.50
1,333.32	Museum	1,333.32
2,777.08	Other Income	826.11
1,426.50	Pavilion	1,221.00
25,100.50	Picton Centre	19,066.50
217,082.00	Precept	258,848.64
5,000.00	Priory Saltings	4,026.09
23,622.32	Reimbursements	44,814.64
1,339.50	Town Events	2,323.27
<u>281,097.39</u>	INCOME TOTAL	<u>335,353.72</u>
	EXPENDITURE	
19,121.22	Administration	22,610.26
2,560.30	Advertising & Publicity	1,319.00
5,233.51	Cemeteries/Burials	14,139.89
12,436.66	Civic Functions/Allowances	8,173.33
360.40	Contingency Fund	6,007.23
0.00	Mayor's charity account	303.50
1,974.95	Members Allowances & Expenses	6,031.24
12,235.60	Museum	4,290.78
5,511.57	Pavilion	2,455.42
14,831.75	Picton Centre	20,331.40
8,428.05	Priory Saltings	4,978.71
16,115.16	Reimbursements	45,519.86
14,450.83	S. 137 Payments	28,217.94
40.00	Service charges	0.00
3,257.37	Tenancies (Council as Tenant)	4,318.58
5,512.85	Town events	14,017.30
54,603.24	Town Improvements	44,061.12
17,567.44	Transport	1,831.82
0.00	Twinning	360.00
99,659.84	Wages, PAYE, NI, Pens, Expenses	104,457.29
<u>293,900.74</u>	EXPENDITURE TOTAL	<u>333,424.67</u>

Income and Expenditure Account

31/03/18 £	EXPENDITURE	31/03/19 £
82,013.81	Balance as at 01/04/18	69,210.46
281,097.39	Add Total Income	335,353.72
<hr/> 363,111.20		<hr/> 404,564.18
293,900.74	Deduct Total Expenditure	333,424.67
<hr/> 0.00	Stock Adjustment	<hr/> 0.00
0.00	Transfer to/ from reserves	-55,200.00
<hr/> 69,210.46	Balance as at 31/03/19	<hr/> 15,939.51

Signed _____

Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

Unaudited

31/03/18

31/03/19

£

£

Long Term assets		
0.00	Investments	0.00
0.00	TOTAL LONG TERM ASSETS	0.00
Current assets		
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Rented Accommodation	0.00
4,017.94	VAT Recoverable	5,913.93
0.00	Debtors	0.00
0.00	Payment in Advance	109.93
289,544.14	Cash in Hand at Bank	299,789.38
293,562.08	TOTAL CURRENT ASSETS	305,813.24
293,562.08	TOTAL ASSETS	305,813.24
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
10,859.62	Creditors	19,869.73
0.00	Receipts in Advance	1,312.00
10,859.62	TOTAL CURRENT LIABILITIES	21,181.73
282,702.46	TOTAL ASSETS LESS CURRENT LIABILITIES	284,631.51
Represented by		
69,210.46	General Fund	122,848.27
2,542.00	Town Band funds	2,477.34
6,000.00	Welsh language policy	6,000.00
8,000.00	Cemetery Works	0.00
1,900.00	Civic Regalia	1,900.00
10,000.00	Redundancy Fund	10,000.00
45,500.00	Rent	0.00
15,000.00	HTC Property Maintenance	15,000.00
8,050.00	Replacement of Van	0.00
68,000.00	Town Improvements	33,900.00
2,000.00	Sheriff	2,005.90
1,500.00	Twinning	0.00
45,000.00	HTC New Offices	90,500.00
0.00	NET ASSETS	284,631.51

Consolidated Balance Sheet

Unaudited

31/03/18

£

0.00

Contingency

282,702.46

31/03/19

£

0.00

284,631.51

Signed

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

Summary Trial Balance

Year ending 31/03/19

	Credit	Debit
Income		
Cemeteries/Burials	1,390.50	
Interest on Investments and Accounts	889.15	
Mayor's charity account	614.50	
Museum	1,333.32	
Other Income	826.11	
Pavilion	1,221.00	
Picton Centre	19,066.50	
Precept	258,848.64	
Priory Saltings	4,026.09	
Reimbursements	44,814.64	
Town Events	2,323.27	
VAT on income/Vat repayments	20,543.04	
Expenditure		
Administration		22,610.26
Advertising & Publicity		1,319.00
Cemeteries/Burials		14,139.89
Civic Functions/Allowances		8,173.33
Contingency Fund		6,007.23
Mayor's charity account		303.50
Members Allowances & Expenses		6,031.24
Museum		4,290.78
Pavilion		2,455.42
Picton Centre		20,331.40
Priory Saltings		4,978.71
Reimbursements		45,519.86
S. 137 Payments		28,217.94
Tenancies (Council as Tenant)		4,318.58
Town events		14,017.30
Town Improvements		44,061.12
Transport		1,831.82
Twinning		360.00
Wages, PAYE, NI, Pens, Expenses		104,457.29

Summary Trial Balance

Expenditure

Balance Sheet Assets

VAT Recoverable		5,913.93
Debtors		0.00
Payment in Advance		109.93
Cash in Hand & at Bank		299,789.38
Investments		0.00
Loans Made		0.00

Balance Sheet Liabilities

Loans Received	0.00	
VAT Payable	0.00	
Creditors	19,869.73	
Receipts in Advance	1,312.00	
Reserves (at start of year)	282,702.46	
Trial Balance Total	639,237.91	639,237.91

Total of credits and debits match.