

Lyn Llewellyn Internal Audit Service

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7th May 2024

The Chairperson
Tawe Uchaf Community Council
C/o 8 Maes y Gorof
Ystradgynlais
Swansea
SA9 1DA

Dear Council Chairperson

Internal Audit Report for the year ended 31st March 2024

Purpose of the Audit

The purpose of the audit was to review the financial propriety and governance arrangements of the Council in accordance with proper practices as set out in the One Voice Wales/Society of Local Council Clerks publication "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide (2019 Edition).

Main Findings

The internal control objectives tested (see my report attached) proved to be satisfactory.

Audit Opinion

Assurance can be expressed in the accounting statements, together with the governance arrangements relating to Tawe Uchaf Community Council for 2023/24, as reported in the Annual Return.

Acknowledgement

I would like to take this opportunity to thank the Clerk, Mr Elwyn Gwilym, for all his help and co-operation during the completion of the internal audit.

I attach my invoice for the completed work for your kind attention in due course.

Yours sincerely



V L Llewellyn
Internal Auditor

Name of Council: Tawe Uchaf Community Council

Financial Year: 2023/24

Outline of Work Undertaken by Internal Auditor

1. Proper Bookkeeping

The Cashbook is computerised by way of a computer spreadsheet.
Cashbook arithmetic confirmed correct.
The Cashbook was balanced every month and reported to Council.

2. Financial Regulations

In the Annual Meeting held on the 18th May, 2023, Council formally reviewed and adopted Financial Regulations for 2023/24.
The Clerk appointed Responsible Financial Officer.
Items or services above the de minimis amount have been competitively purchased.

3. Payments Controls

Confirmed that all payments in the cashbook are supported by invoices, authorised and duly minuted.
VAT on payments have been identified, recorded and reclaimed up to the 31st December 2023.
S137 expenditure separately recorded and within statutory limits.

4. Risk Management Arrangements

Review of the minutes does not identify any unusual financial activity.
Minutes record the council carrying out an annual risk assessment.
Insurance cover appropriate and adequate.

5. Budgetary Controls

Confirmed that Council has prepared an annual budget for 2023/24 in support of its precept.
Minutes show that actual expenditure against the budget reported monthly to the Council.
There are no significant unexplained variances from budget.
Reserves totalled £20,394 at 31st March 2024 is considered appropriate

6. Income Controls

Income for 2023/24 totalling £29,119 was recorded in the Cash Book. This included the precept of £27,000 and the banking was confirmed.

VAT refund up to 31st December amounted to £2,046 which was checked and found to be correct and was duly banked.

7. Petty Cash Procedures

Not applicable.

8. Payroll Controls

The payroll function is completed by Powys County Council.
The Clerk has a contract of employment with clear terms and conditions.
Salary paid agree with that approved by the Council.
Other payments to the Clerk are reasonable and approved by the Council.
PAYE/NIC has been properly operated by the council as an employer.

9. Assets Controls

Total fixed assets totalled £78,350 as at 31st March 2024. The Council maintains a register of all material assets owned.
Confirmed that the asset register is up to date.

10. Bank Reconciliation

Confirmed that –
bank reconciliation prepared for each bank account.
the reconciliation was carried out monthly and reported to Council.
there are no unexplained balancing entries in any reconciliation.

11. Year-end procedures

Year-end accounts prepared on the correct accounting basis - Receipts and Payments.
Accounts agree with cashbook.

Signed



Mr V L Llewellyn
Internal Auditor
Date 7th May 2024