

# **MARGAM CREMATORIUM JOINT COMMITTEE**

**14 JUNE 2019**

## **REPORT OF THE TREASURER – H.JENKINS**

### **MATTER FOR DECISION**

### **WARDS AFFECTED - ALL**

### **OUTTURN REPORT AND ANNUAL RETURN 2018/19**

#### **1. Purpose of Report**

- 1.1 This report provides details of the Margam Crematorium Joint Committee Outturn position for 2018/19. It also includes the Annual Return required to comply with proper accounting practices.

#### **2. Outturn Report 2018/19**

- 2.1 This Outturn Report provides details of the variances in service levels and income and expenditure since this Committee approved the revised budget on the 7th December 2018. Members will note that there were 1,460 services provided in 2018/19. This is 40 services lower than the 1,500 budgeted for in December.
- 2.2 In summary, the actual position shows that the net amount available to transfer to the reserves is £38,398 less than anticipated at revised budget, made up of increased expenditure of £5,381 and reduced income of £33,017.
- 2.3 Full details of each variance to the revised budget is shown in Appendix 1, with the main variances between the Revised Budget and the Actual position further explained as follows:

## **Expenditure**

### **Organist fees +£6,828**

This represents an increase in the cost of organists including annual leave entitlement.

### **Staff Training -£2,170**

The budget was increased to provide two members of staff with first aid training, which did not take place. The anticipated costs will be included in the next revised budget, as the training will be arranged in 2019/20.

### **Repair & Maintenance – Buildings +£10,174**

There was an overspend on repair and maintenance of the buildings at the Crematorium, which is due to an increased demand for repair and maintenance work throughout the financial year.

### **Gas & Electricity -£1,718, -£2,828**

Gas and electricity consumption has decreased in line with the reduced number of cremations.

### **Water +£1,903**

There was a water leak at the Crematorium resulting in increased expenditure. Monthly water meter readings are being taken at the Crematorium, to highlight any possible leaks.

### **Computer & Equipment -£3,832**

The budget included an amount to develop the website, but some of this development work is outstanding. This work should be completed in 2019/20, so the budget will be revised to meet this requirement.

### **Memorials & Benches -£4,467**

Fewer benches were purchased this financial year resulting in reduced expenditure. This is reflected in a decrease in memorial income.

### **Defibrillator -£1,800**

A provision was included in the budget for the supply, fixing and casing of a defibrillator. However, the defibrillator was not delivered before the 31<sup>st</sup> March 2019. The expenditure on this item will now fall into the new financial year.

## Provision for Capital works +£2,339

The schedule below analyses the capital works undertaken during 2018/19.

Capital Works	Revised Estimate	Actual	Variance
	£	£	£
Automatic charging trolley	30,000	25,300	-4,700
Paving of pathway	13,000	12,680	-320
Roof replacement	53,000	52,208	-792
Replacement of generator and slab	22,000	17,807	-4,193
Up-grade CCTV and driveway camera	6,000	5,936	-64
Refurbishment of small chapel	12,000	3,923	-8,077
Book of Remembrance cabinet	20,000	-	-20,000
Car Park line marking and lighting	-	3,774	3,774
Remodelling and design preparation	-	24,711	24,711
Ventilation system	-	12,000	12,000
	<b>156,000</b>	<b>158,339</b>	<b>+2,339</b>

## Income

### Cremation Fees -£31,873

The revised budget estimated that there would be 1,500 cremations during the year, but the actual number provided in-year was 1,460. This included 17 cremations for those under the age of 17 for which no cremation fee was payable.

### Memorials -£6,688

The income for memorials is difficult to predict, as it is demand led. This year, we have seen a reduction in the expenditure and income for memorials and benches.

### Palm Sunday and Bulb donations -£398 and -£22

These are voluntary donations made by the public to the Crematorium in relation to Palm Sunday and Bulbs. The donations received contribute to any expenditure in relation to the service

during the financial year, with any surplus or deficit transferred to the reserve at year end.

### **Media Services income -£2,765**

The additional services offered to the public from the media system have been very popular. This includes streaming funeral services all over the world, service recordings, music and visual tributes. The demand for these additional services is increasing, resulting in more income than anticipated at revised budget.

### **CAMEO -£801**

The Crematoria Abatement of Mercury Emissions organisation (CAMEO) operates a trading pool that receives contributions from those crematoria that have not installed abatement equipment. This fee, less any administrative charges, is then redistributed to the crematoria that have installed abatement equipment.

This sum is based on the net surplus tradable mercury abatement of cremations for the period of 1<sup>st</sup> January 2017 to 31<sup>st</sup> January 2017. The Crematorium had 727 surplus cremations which generated income of £5,801. The level of any future income cannot be predicted with any accuracy, as the funds to be distributed are dependent on the demand from crematoria for tradable mercury abated cremations.

## **3. Reserve Position**

3.1 The contributions to and from reserve were £31,818 less than anticipated, resulting in the closing position for reserves shown below:

	<b>Balance at 31st March 2018</b>	<b>Transfers to/from Reserve</b>	<b>Balance at 31st March 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>
General Reserve	Cr 600,869	Cr 41,862	Cr 642,731
Cremator Renewals	Cr 300,000	Cr 100,000	Cr 400,000
Memorial Bulb Account	Cr 6,021	Cr 72	Cr 6,093
Palm Sunday Fund	Cr 3,852	Cr 548	Cr 4,400
	<b>Cr 910,742</b>	<b>Cr 142,482</b>	<b>Cr 1,053,224</b>

#### **4. Annual Report for the Year Ended 31<sup>st</sup> March 2019**

- 4.1 The Accounts and Audit (Wales) Regulations 2014 allow for small relevant bodies with gross income or expenditure (whichever is greater) of no more than £2.5M to complete an Annual Return for audit purposes. This summarises the annual activities at the year-end of each financial year.
- 4.2 The Local Councils in Wales Annual Return will be used by Wales Audit Office for scrutiny and audit. The draft Annual Return, which incorporates the Annual Governance Statement, is included at Appendix 3. In line with the requirements of the Accounts and Audit Regulations, Members should note that as the responsible financial officer I signed the Annual Return on the 13<sup>th</sup> May 2019, prior to the 15<sup>th</sup> June deadline. A copy of this report and Annual Return has been provided to the Wales Audit Office for their attention and a formal copy also signed by the Chair will be forwarded after the Committee meeting.
- 4.3 The Accounts and Audit (Wales) (Amendment) Regulations 2018 mean that the date for signing and auditing the accounts will come forward in future years, as follows:

<b>Year</b>	<b>Accounts drafted</b>	<b>Accounts audited</b>
2018/19	15 <sup>th</sup> June 2019	15 <sup>th</sup> September 2019
2019/20	15 <sup>th</sup> June 2020	15 <sup>th</sup> September 2020
2020/21	31 <sup>st</sup> May 2021	31 <sup>st</sup> July 2021
Annually thereafter	31 <sup>st</sup> May	31 <sup>st</sup> July

#### **5. External Audit**

- 5.1 Any material changes resulting from the examination of the Annual Return by the External Auditor will be reported back to this Committee for consideration prior to signing off the final version of the Annual Return before the 15<sup>th</sup> of September deadline. Members should note that if the External Auditor does not identify any material changes there will be no need for the accounts to be represented to the Joint Committee and then resigned by the Chair.

## **6. Recommendations**

6.1 It is recommended that Members:

- Approve the Outturn report for 2018/19.
- The Annual Return, prior to external audit certification, for the year ended 31<sup>st</sup> March 2019, be approved and signed by the Chairman of this Committee.
- The Annual Governance Statement is confirmed.

## **7. Reasons for Proposed Decision**

To approve the Outturn report for Margam Crematorium for 2018/19 and to confirm the Annual Return and Annual Governance Statement in line with statutory requirements.

## **8. Implementation of Decision**

The decision is proposed for immediate implementation.

## **9. Appendices**

1. Margam Crematorium Income and Expenditure Account
2. Margam Crematorium Balance Sheet as at 31<sup>st</sup> March
3. Draft Annual Return including Annual Governance Statement

## **10. List of Background Papers**

Margam Crematorium Financial Records.

## **11. Officer Contact:**

Mr Hywel Jenkins – Treasurer  
Telephone: 01639 763251  
E-mail: [h.jenkins@npt.gov.uk](mailto:h.jenkins@npt.gov.uk)

Miss Carina Langdon – Accountant – Technical  
Telephone: 01639 763606  
E-mail: [c.langdon1@npt.gov.uk](mailto:c.langdon1@npt.gov.uk)

### Margam Crematorium Income & Expenditure Account

Actual		Original Estimate	Revised Estimate	Actual	Variance Actual to Revised
2017/18		2018/19	2018/19	2018/19	2018/19
£	Expenditure	£	£	£	£
	<b>Employees</b>				
175,620	Salaries & Wages	174,630	176,170	178,935	2,765
45,325	Organists fees	34,610	33,000	39,828	6,828
2,300	Staff Training	900	2,370	200	-2,170
	<b>Premises</b>				
57,851	Grounds Maintenance	61,200	59,030	59,028	-2
21,311	Buildings/Maintenance	25,320	25,320	35,494	10,174
53,178	Maintenance Cremators	54,640	54,730	54,075	-655
20,652	Gas	24,020	24,620	22,902	-1,718
13,407	Electricity	13,790	17,440	14,612	-2,828
1,373	Water	800	2,500	4,403	1,903
31,836	Non Domestic Rates	32,800	32,800	32,793	-7
12,105	Cleaning	12,210	12,300	12,303	3
	<b>Supplies &amp; Services</b>				
2,945	Printing & Stationery	2,700	3,000	3,516	516
1,222	Telephones	1,230	1,620	1,533	-87
4,665	Insurance	4,760	4,760	4,665	-95
217	Travel and Subsistence	600	240	183	-57
440	Conference fees	450	450	440	-10
0	Car Allowance	750	750	0	-750
52,605	Support Services	53,660	54,260	54,257	-3
657	Audit Fees	2,500	1,800	1,759	-41
1,145	Licences	1,810	1,170	1,145	-25
543	Floral Decoration	550	550	553	3
6,634	Computer & Equipment	7,400	7,400	3,568	-3,832
679	Brochures	700	0	0	0
1,224	Equipment	1,550	1,550	1,837	287
1,294	Urns & Caskets	1,550	2,650	2,251	-399
827	Palm Sunday	0	0	0	0
2,263	Entries in Book of Remembrance	2,530	2,530	2,424	-106
13,824	Medical Referees	13,050	13,500	13,068	-432
882	Clothing	1,800	1,800	1,004	-796
1,414	Subscriptions	1,430	1,430	1,463	33
9,841	Multi-media system	8,170	11,270	12,260	990
10,070	Memorials and Benches	9,600	9,600	5,133	-4,467
0	Defibrillator	0	1,800	0	-1,800
0	Christmas Carol Service	0	240	60	-180

### Margam Crematorium Income & Expenditure Account

Actual		Original Estimate	Revised Estimate	Actual	Variance Actual to Revised
2017/18		2018/19	2018/19	2018/19	2018/19
£	Expenditure	£	£	£	£
	<b>Capital Costs</b>				
42,181	Provision for Capital Works	100,000	156,000	158,339	2,339
<b>590,530</b>	<b>Gross Expenditure</b>	<b>651,710</b>	<b>718,650</b>	<b>724,031</b>	<b>5,381</b>
£	Income	£	£	£	£
-897,520	Cremation Fees	-877,250	-907,500	-875,627	31,873
-4,271	Urns & Caskets	-4,330	-5,070	-4,779	291
-5,451	Book of Remembrance	-6,230	-6,160	-7,093	-933
-43,635	Memorials Income	-40,000	-33,000	-26,312	6,688
-284	Bulb Donations	-50	-50	-72	-22
-495	Palm Sunday Donations	-50	-150	-548	-398
-30,808	Miscellaneous Income	-29,370	-30,300	-30,987	-687
-150	Refund of Water usage from Cemeteries	-140	-500	-881	-381
-4,483	Media Services income	-2,860	-5,800	-8,565	-2,765
-3,441	Investment income	-3,530	-5,000	-4,848	152
-7,542	CAMEO refund	-5,000	-5,000	-5,801	-801
<b>-998,080</b>	<b>Total Income</b>	<b>-968,810</b>	<b>-998,530</b>	<b>-965,513</b>	<b>33,017</b>
<b>-407,550</b>	<b>Net spend before reserves</b>	<b>-317,100</b>	<b>-279,880</b>	<b>-241,482</b>	<b>38,398</b>

Dividend payment to Local Authorities					
55,900	Neath Port Talbot	55,900	55,900	55,900	0
44,100	Bridgend	44,100	44,100	44,100	0
<b>-307,550</b>	<b>Net Spend after Dividend payment</b>	<b>-217,100</b>	<b>-179,880</b>	<b>-141,482</b>	<b>38,398</b>

### Margam Crematorium Income & Expenditure Account

Actual		Original Estimate	Revised Estimate	Actual	Variance Actual to Revised
2017/18		2018/19	2018/19	2018/19	2018/19
£		£	£	£	£
	<b>Transfers to/-from Reserves</b>				
208,598	General Reserve	118,000	80,680	41,862	-38,818
100,000	Cremator Renewal Reserve	100,000	100,000	100,000	0
284	Bulb Fund Reserve	50	50	72	22
-332	Palm Sunday Reserve	50	150	548	398
<b>1,000</b>	<b>Net position funded by Authorities</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>

#### Funding from Joint Authorities Contributions

-559	Neath Port Talbot	-559	-559	-559	0
-441	Bridgend	-441	-441	-441	0
<b>0</b>	<b>Final Position after precept</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>1,551</b>	<b>Number of Cremations</b>	<b>1,450</b>	<b>1,500</b>	<b>1,460</b>	<b>-40</b>
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### Margam Crematorium Balance Sheet

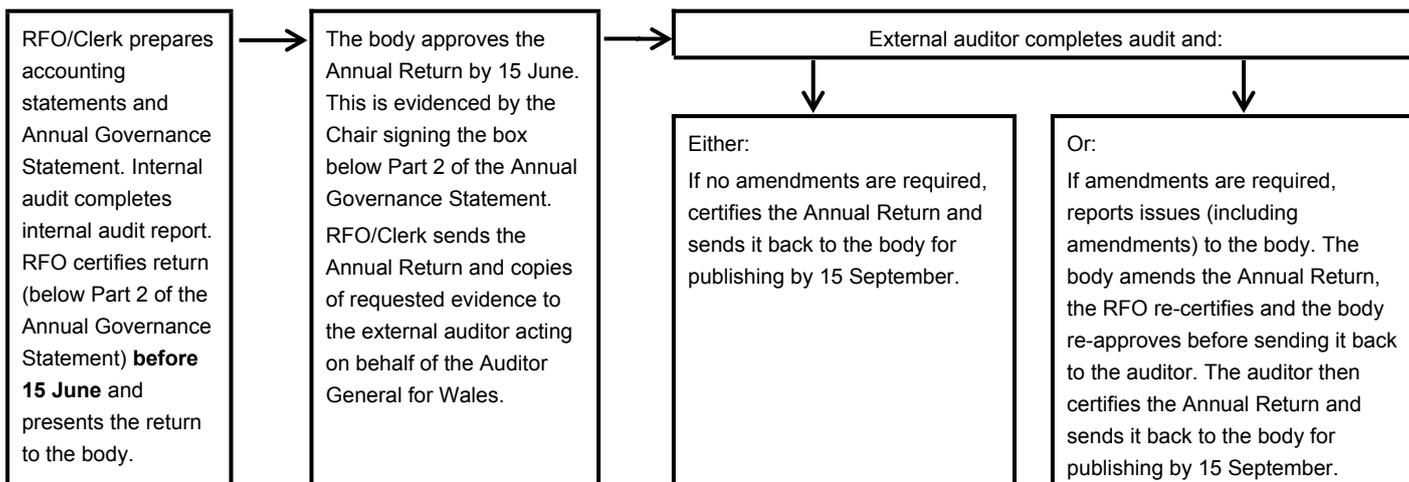
31st March 2018		31st March 2019
£		£
6,021	Memorial Bulb Account	6,093
3,852	Palm Sunday Reserve	4,400
600,869	General Reserve	642,731
300,000	Cremator Renewals reserve	400,000
<b>910,742</b>	<b>Total Reserves</b>	<b>1,053,224</b>
	<b>Represented by:</b>	
-13,893	Sundry Creditors	-32,066
0	Debtors	14,786
87	Petty Cash Account	87
-14,985	Receipts in Advance	-7,714
939,533	Cash Balance	1,078,131
<b>910,742</b>		<b>1,053,224</b>

## THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies 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 minor joint committees with income and expenditure below £2.5 million, 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 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 committee 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: Margam Joint Crematorium Committee

	Year ending		Notes and guidance for compilers
	31 March 2018 (£)	31 March 2019 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	602,191	910,742	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	+1,000	+1,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	+998,080	+965,513	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	-223,245	-218,963	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 e.g. 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	-467,284	-605,068	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	910,742	1,053,224	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors and stock balances	0	+14,786	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	+939,620	+1,078,218	<b>All accounts:</b> 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	-28,878	-39,780	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	910,742	1,053,224	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	0	0	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).

## Annual Governance Statement

We acknowledge as the members of the 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 Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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 Committee to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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 Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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 Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

\* 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.

## Committee approval and certification

The 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.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.</p>	<p><b>Approval by the Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
	<p>Meeting 14<sup>th</sup> June 2019. Minute No.</p>
<p><b>RFO signature:</b></p>	<p><b>Chair of meeting signature:</b></p>
<p><b>Name:</b> Mr Hywel Jenkins</p>	<p><b>Name:</b> Cllr Edward Latham</p>
<p><b>Date:</b> 13/05/2019</p>	<p><b>Date:</b> 14/06/2019</p>

## Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.</p>	<p><b>Approval by the Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
<p><b>RFO signature:</b></p>	<p><b>Chair of meeting signature:</b></p>
<p><b>Name:</b></p>	<p><b>Name:</b></p>
<p><b>Date:</b></p>	<p><b>Date:</b></p>

## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2019 of:

<b>Margam Joint Crematorium Committee</b>
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### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated \_\_\_\_\_.]

### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

<b>External auditor's name:</b>
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<b>External auditor's signature:</b>	<b>Date:</b>
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<b>For and on behalf of the Auditor General for Wales</b>
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\* Delete as appropriate.

## Annual internal audit report to:

Name of body: Margam Joint Crematorium Committee

The 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 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 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These accounts are managed using the Council's main financial system and audited as part of their review.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As outlined in the audit report presented to the Joint Committee on 21/09/2018.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As outlined in the audit report presented to the Joint Committee on 21/09/2018.
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As outlined in the audit report presented to the Joint Committee on 21/09/2018.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As outlined in the audit report presented to the Joint Committee on 21/09/2018.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These accounts are managed using the Council's main financial system and audited as part of their review.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Covered by the Council's policies and annual audit.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Covered by the Council's policies and annual audit.

	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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	These accounts are managed using the Council's main financial system and audited as part of their review.
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	As outlined in the audit report presented to the Joint Committee on 21/09/2018.

**Internal audit confirmation**

I/we confirm that as the Committee'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.

<b>Name of person who carried out the internal audit:</b> Anne-Marie O'Donnell
<b>Signature of person who carried out the internal audit:</b>
<b>Date:</b> 10/05/2019

## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed i.e., no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2018) equals the balance brought forward in the current year (line 1 of 2019). Explain any differences between the 2018 figures on this annual return and the amounts recorded in last year's annual return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Committee holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every committee must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
<b>Accounts</b>	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	<input checked="" type="checkbox"/>	
	Does the bank reconciliation as at 31 March 2019 agree to Line 9?	<input checked="" type="checkbox"/>	
<b>Approval</b>	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 15 June 2019?	<input checked="" type="checkbox"/>	
	Has the body approved the accounting statements before 15 June 2019 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?	<input checked="" type="checkbox"/>	
<b>All sections</b>	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?	<input checked="" type="checkbox"/>	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	<input checked="" type="checkbox"/>	
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
<b>Accounts</b>	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		