

# **MARGAM CREMATORIUM JOINT COMMITTEE**

**21 JULY 2020**

## **REPORT OF THE TREASURER - HYWEL JENKINS**

### **MATTER FOR DECISION**

### **WARDS AFFECTED - ALL**

### **OUTTURN REPORT AND ANNUAL RETURN 2019/20**

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

- 1.1 This report provides details of the Margam Crematorium Joint Committee Outturn position for 2019/20. It also includes the Annual Return required to comply with proper accounting practices.

#### **2. Outturn Report 2019/20**

- 2.1 This Outturn Report provides details of the variances in service levels for income and expenditure since this Committee approved the revised budget on the 9<sup>th</sup> January 2020. Members will note that there were 1,527 services provided in 2019/20. This is 77 services more than the 1,450 budgeted for in January.
- 2.2 In summary, the actual position shows that the net amount required to transfer from the reserves is £93,165 less than anticipated at revised budget, made up of reduced expenditure of £41,428 and increased income of £51,737.
- 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 +£8,206**

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

### **Staff Training -£2,170**

The budget was increased to provide the new cremator assistant with FBCA training, the cost of this and other planned training was less than anticipated.

### **Repair & Maintenance – Buildings +£3,805**

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. The cost of repair and maintenance is expected to decrease with the completion of the extension work to the building.

### **Electricity +£2,316**

Electricity consumption in the Crematorium has increased in line with the increased number of cremations and combined with an increase in the cost.

### **Brochures -£700**

Brochures were not required this financial year.

### **Multi-media system +£1,826**

The multi-media system service is becoming more popular. Any additional media services fees and charges are offset by increased income received from this service.

### **Memorials and benches -£402**

Memorials expenditure has decreased this financial year, this is also reflected in a decrease in memorial income.

### **Provision for Capital works -£46,397**

The schedule below analyses the capital works undertaken during 2019/20.

<b>Capital Works</b>	<b>Revised Estimate</b>	<b>Actual</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Generator electrical and other works	15,800	15,613	-187
Heating and ventilation system	48,000	46,288	-1,712
New office furniture – delayed to 2020/21	15,000	-	-15,000
Cremator area flooring – health and safety improvements	7,320	7,320	-
Extension to the building	347,000	333,631	-13,369
Other capital works	16,880	750	-16,130
	<b>450,000</b>	<b>403,603</b>	<b>-46,397</b>

### **Income**

#### **Cremation Fees +£48,513**

The revised budget estimated that there would be 1,450 cremations during the year, but the actual number provided in-year was 1,527. This included 16 cremations for those under the age of 18 for which no cremation fee was payable.

#### **Memorials and benches -£342**

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 -£89 and -£293**

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 +£3,352**

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.

### 3. Reserve Position

- 3.1 The contributions to and from reserve were £93,165 less than anticipated, resulting in the closing position for reserves shown below:

	<b>Balance at 31st March 2019</b>	<b>Transfers to/from Reserve</b>	<b>Balance at 31st March 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
General Reserve	Cr 642,731	179,867	Cr 462,864
Cremator Renewals	Cr 400,000	Cr 100,000	Cr 500,000
Memorial Bulb Account	Cr 6,093	Cr 199	Cr 6,292
Palm Sunday Fund	Cr 4,400	Cr 123	Cr 4,523
	<b>Cr 1,053,224</b>	<b>79,545</b>	<b>Cr 973,679</b>

### 4. Annual Report for the Year Ended 31<sup>st</sup> March 2020

- 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 4<sup>th</sup> June 2020, 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>
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

However, as a result of the Covid19 pandemic the Welsh Government provided additional time to prepare and audit the 2019/20 Accounts. Members should note though that officers continued to finalise the accounts within the above mentioned timescales.

## **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. 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 re-signed by the Chair.

## **6. Recommendations**

6.1 It is recommended that Members:

- Approve the Outturn report for 2019/20.
- The Annual Return, prior to external audit certification, for the year ended 31<sup>st</sup> March 2020, be approved and signed by the Chair of this Committee.
- The Annual Governance Statement is confirmed.

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

To approve the Outturn report for Margam Crematorium for 2019/20 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
2018/19		2019/20	2019/20	2019/20	2019/20
£	Expenditure	£	£	£	£
	<b>Employees</b>				
177,826	Salaries & Wages	195,750	204,770	199,738	-5,032
39,828	Organists fees	33,000	38,000	46,206	8,206
1,309	Staff Training	1,000	2,480	745	-1,735
	<b>Premises</b>				
59,028	Grounds Maintenance	60,210	60,210	60,209	-1
35,494	Buildings/Maintenance	25,830	25,830	29,635	3,805
54,075	Maintenance Cremators	55,830	56,430	56,308	-122
22,902	Gas	25,100	25,100	24,515	-585
14,612	Electricity	17,790	18,820	21,136	2,316
4,403	Water	1,000	1,190	1,179	-11
32,793	Non Domestic Rates	33,590	33,560	33,559	-1
12,303	Cleaning	12,550	12,550	12,677	127
	<b>Supplies &amp; Services</b>				
3,516	Printing & Stationery	3,000	3,500	3,041	-459
1,533	Telephones	1,650	1,650	1,384	-266
4,665	Insurance	4,760	4,760	4,758	-2
183	Travel and Subsistence	250	200	0	-200
440	Conference fees	920	1,130	1,128	-2
0	Car Allowance	750	350	16	-334
54,257	Support Services	55,340	55,340	55,343	3
1,759	Audit Fees	1,840	1,800	1,500	-300
1,145	Licences	1,200	1,150	1,145	-5
553	Floral Decoration	570	570	567	-3
3,568	IT Equipment & website	3,500	3,500	3,025	-475
0	Brochures	1,000	700	0	-700
1,837	Equipment	1,580	1,580	1,181	-399
2,251	Urns & Caskets	3,750	3,750	3,387	-363
0	Palm Sunday	380	250	253	3
2,424	Entries in Book of Remembrance	2,580	2,760	2,695	-65
13,068	Medical Referees	13,500	13,050	13,626	576
1,004	Clothing	1,800	1,800	1,276	-524
1,463	Subscriptions	1,460	1,490	1,583	93
12,260	Multi-media system	11,500	13,780	15,606	1,826
5,133	Memorials and Benches	15,840	3,700	3,298	-402
0	Defibrillator	0	1,090	1,092	2
60	Christmas Carol Service	250	0	0	0
0	50th Anniversary celebration	3,500	3,590	3,588	-2

### Margam Crematorium Income & Expenditure Account

Actual		Original Estimate	Revised Estimate	Actual	Variance Actual to Revised
2018/19		2019/20	2019/20	2019/20	2019/20
£	Expenditure	£	£	£	£
	<b>Capital Costs</b>				
158,340	Provision for Capital Works	450,000	450,000	403,603	-46,397
<b>724,032</b>	<b>Gross Expenditure</b>	<b>1,042,570</b>	<b>1,050,430</b>	<b>1,009,002</b>	<b>-41,428</b>
£	Income	£	£	£	£
-875,628	Cremation Fees	-925,500	-888,480	-936,993	-48,513
-4,779	Urns & Caskets	-5,180	-5,880	-6,087	-207
-7,093	Book of Remembrance	-6,290	-6,290	-5,207	1,083
-8,565	Media Services income	-5,920	-11,060	-14,412	-3,352
-26,312	Memorials Income	-53,000	-20,000	-20,342	-342
-72	Bulb Donations	-50	-110	-199	-89
-548	Palm Sunday Donations	-150	-80	-376	-296
-30,987	Miscellaneous Income	-30,300	-33,130	-32,685	445
-4,848	Investment income	-5,000	-5,650	-6,120	-470
-5,801	CAMEO refund	-3,000	-5,800	-5,800	0
-881	Water recharge	-150	-240	-236	4
<b>-965,514</b>	<b>Total Income</b>	<b>-1,034,540</b>	<b>-976,720</b>	<b>-1,028,457</b>	<b>-51,737</b>
<b>-241,482</b>	<b>Net spend before reserves</b>	<b>8,030</b>	<b>73,710</b>	<b>-19,455</b>	<b>-93,165</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>-141,482</b>	<b>Net Spend after Dividend payment</b>	<b>108,030</b>	<b>173,710</b>	<b>80,545</b>	<b>-93,165</b>



## Margam Crematorium Income & Expenditure Account

Actual		Original Estimate	Revised Estimate	Actual	Variance Actual to Revised
2018/19		2019/20	2019/20	2019/20	2019/20
£		£	£	£	£
<b>Transfers to/-from Reserves</b>					
41,862	General Reserve	-206,850	-272,650	-179,867	92,783
100,000	Cremator Renewal Reserve	100,000	100,000	100,000	0
72	Bulb Fund Reserve	-230	110	199	89
548	Palm Sunday Reserve	50	-170	123	293
<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>1,460</b>	<b>Number of Cremations</b>	<b>1,500</b>	<b>1,450</b>	<b>1,527</b>	<b>+77</b>
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### Margam Crematorium Balance Sheet

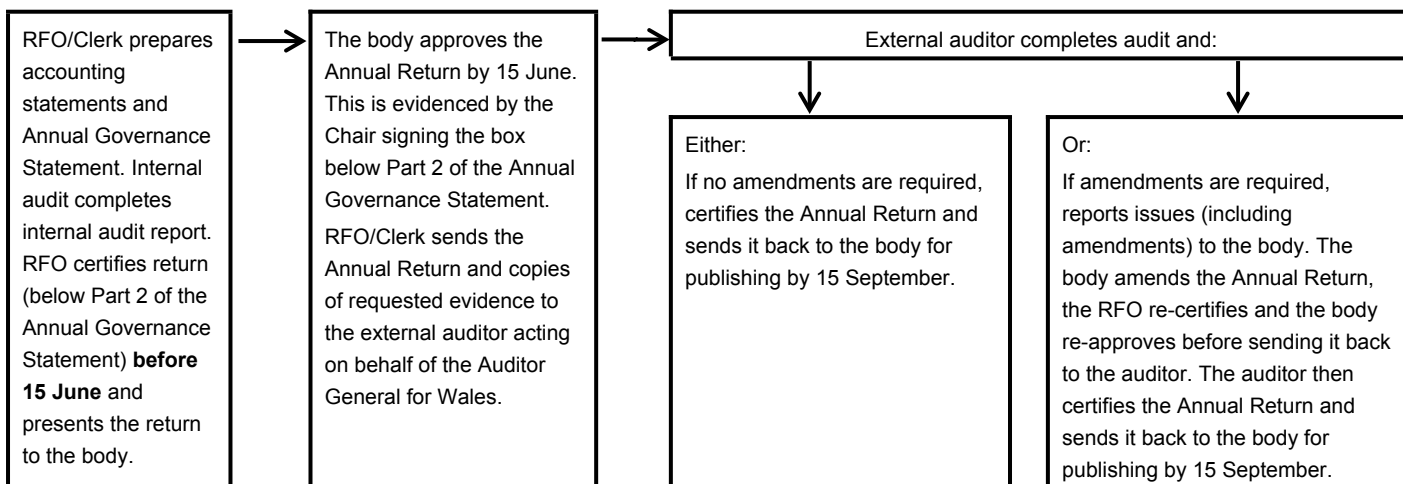
31st March 2019		31st March 2020
£		£
6,093	Memorial Bulb Account	6,292
4,400	Palm Sunday Reserve	4,523
642,731	General Reserve	462,864
400,000	Cremator Renewals Reserve	500,000
<b>1,053,224</b>	<b>Total Reserves</b>	<b>973,679</b>
	<b>Represented by:</b>	
-32,066	Sundry Creditors	-28,191
14,786	Debtors	14,108
87	Petty Cash Account	87
-7,714	Receipts in Advance	-517
1,078,131	Cash Balance	988,192
<b>1,053,224</b>		<b>973,679</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 2019-20 for:

Name of body: Margam Joint Crematorium Committee

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	910,742	1,053,224	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	+965,513	+1,028,457	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	-218,963	-246,689	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	-605,068	-862,313	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	1,053,224	973,679	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	+14,786	+34,174	<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	+1,078,218	+988,279	<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	-39,780	-48,774	<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	1,053,224	973,679	<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 2020, 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 <b>Committee</b> 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 <b>Committee</b> 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 2020.</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 style="text-align: center;">Insert minute reference and date of meeting</p>
<p><b>RFO signature:</b> </p>	<p><b>Chair of meeting signature: signature required</b></p>
<p><b>Name:</b> Mr Hywel Jenkins</p>	<p><b>Name:</b> Cllr Edward Latham</p>
<p><b>Date:</b> 04/06/2020</p>	<p><b>Date:</b> dd/mm/yyyy</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 2020.</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 style="text-align: center;">Insert minute reference and date of meeting</p>
<p><b>RFO signature: signature required</b></p>	<p><b>Chair of meeting signature: signature required</b></p>
<p><b>Name:</b> name required</p>	<p><b>Name:</b> name required</p>
<p><b>Date:</b> dd/mm/yyyy</p>	<p><b>Date:</b> dd/mm/yyyy</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 2020 of:

### 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.)

**External auditor's name:**

**External auditor's signature:**

**Date:**

**For and on behalf of the Auditor General for Wales**

\* 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 2020.

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"/>	Areas to be audited are risk assessed and as a result MJCC is not audited annually. The last audit undertaken was undertaken during 2018/19 and a report issued on 17.08.2018.  During the last audit robust controls were found to be in place in relation to all areas of financial management. In addition to this all of the data in relation to MJCC is held within NPTCBC corporate financial systems which are audited annually and the work of Internal Audit is reviewed annually by WAO.  The next annual audit of MJCC is due to be undertaken during 2021/22.
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"/>	
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"/>	
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"/>	
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"/>	
6. Petty cash payments were properly supported by receipts,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	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**	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	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"/>	
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"/>	

For any risk areas identified by the 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**	
11. Insert risk area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12. Insert risk area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13. Insert risk area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

\* 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.

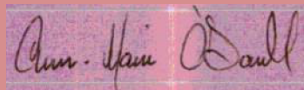
[My detailed findings and recommendations which I draw to the attention of the Committee are included in my detailed report to the Committee dated \_\_\_\_\_.] \* Delete if no report prepared.

**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 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

**Name of person who carried out the internal audit:** Anne- Marie O'Donnell

**Signature of person who carried out the internal audit:**

A handwritten signature in black ink, appearing to read "Anne-Marie O'Donnell", is written over a light purple grid background.

**Date:** 25/05/2020

## 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 ie, 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 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 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 2020 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 2020?	<input checked="" type="checkbox"/>	
	Has the body approved the accounting statements before 15 June 2020 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?		

