

POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

15TH JANUARY 2015

SECTION A – MATTER FOR DECISION

WARDS AFFECTED: ALL

NEATH PORT TALBOT WELSH CHURCH ACTS FUND – FINANCIAL STATEMENTS 2013/14

1. Purpose of Report

- 1.1 This report is to inform Members of the 2013/14 Welsh Church Acts Fund financial performance and certification of the 2013/14 Financial Statements.

2. Neath Port Talbot Welsh Church Acts Fund –Financial Statements 2013/14

- 2.1 The Draft Neath Port Talbot Welsh Church Acts Fund Annual Report and Financial Statements were submitted to the Policy & Resources Cabinet Board on 13th November prior to passing to the Wales Audit office to undertake their annual independent examination thereof.
- 2.2 Following this independent examination no material amendments to the accounts have been required.
- 2.3 The letter of representation is attached in Appendix 2, and will be forwarded to the Auditors following approval.

3. Appendices

- Appendix 1 - Statement of Accounts 2013-14
- Appendix 2 - Letter of Representation 2013-14

4. Recommendations

4.1 Members are requested to:

- Approve the Letter of Representation;
- Review the Accounts and recommend their submission to the Charity Commission;

Reason for Proposed Decision

- (a) To comply with the Charity Commission's requirements.
- (b) To ensure that the fund remains solvent.

List of Background Papers

WCAF 2013/14 Financial Statements

Officer Contact

For further information on this report item, please contact:

Mr. Hywel Jenkins – Director of Finance & Corporate Services
Tel. No. 01639 763251
E-mail: h.jenkins@npt.gov.uk

Mrs. Diane Mulligan, Senior Accountant, Technical Services
Tel. No. 01639 763603
E-mail: d.mulligan@npt.gov.uk

COMPLIANCE STATEMENT

NEATH PORT TALBOT WELSH CHURCH ACTS FUND – FINANCIAL STATEMENTS 2013/14

(a) Implementation of Decision

The decision is proposed for implementation after the three day call in period.

(b) Sustainability Appraisal

Community Plan Impacts

Economic Prosperity	-	Neutral
Education & Lifelong Learning	-	Positive
Better Health & Well Being	-	Positive
Environment & Transport	-	Positive
Crime & Disorder	-	Positive

Other Impacts

Welsh Language	-	Positive
Sustainable Development	-	Positive
Equalities	-	Positive
Social Inclusion	-	Positive

(c) Consultation

There has been no requirement under the Constitution for external consultation on this item.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

WELSH CHURCH ACT TRUST FUND

SCHEME 1999

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

REGISTERED CHARITY NUMBER: 1076440

Neath Port Talbot Welsh Church Acts Fund

a) **Annual Report For The Year Ended 31st March 2014**

The Neath Port Talbot County Borough Council (Welsh Church Act Trust Fund) Scheme 1999, is a Registered Charity number 1076440.

The registered address is: Neath Port Talbot County Borough Council
Finance & Corporate Services Directorate
Civic Centre
Port Talbot
SA13 1PJ

The Welsh Church Acts Fund was established by a trust deed in 1914. It originally covered the old Glamorgan County Council area. The original fund was apportioned in 1974, following Local Government Reorganisation to 3 new Glamorgan Counties, South, Mid and West. Following further reorganisation in 1996, the Fund of the former West Glamorgan County Council was apportioned on a population basis between Neath Port Talbot County Borough Council and the City and County of Swansea.

This report relates to the portion of the Fund now managed by Neath Port Talbot County Borough Council.

b) **Trustees:** Neath Port Talbot County Borough Council, who have delegated responsibility to the Finance Panel, and its successors the Strategic Resources Board, Policy and Resources Cabinet Committee and Policy and Resources Cabinet Board.

The following advisors have assisted the Trustees in the year:

c) **Honorary Treasurer:** Mr. H.J. Jenkins
d) Director of Finance & Corporate Services
Neath Port Talbot County Borough Council
Civic Centre
Port Talbot SA13 1PJ

Independent Examiner: Mr Richard Harries
On behalf of the
Auditor General for Wales
24 Cathedral Road
Cardiff CF11 9LJ

e)

f) **Bankers:** Santander Commercial Bank
Bridle Road
Bootle
Merseyside L30 4GB

Fund Manager: Fieldings Investment Management Limited
6 Kinghorn Street
London EC1A 7HW

g) **Restriction on Application of Income**

The object of the fund shall be to receive grant applications from charities and voluntary bodies which are based in, or active in, or provide significant benefits to some or all of the residents of the Neath Port Talbot County Borough area, and in accordance with the 'Guidelines for Grant Applications'.

A copy of these Guidelines are attached at *pages 5 and 6*.

h) **Power of Investment**

The Trustees may out of the Fund acquire any land which is required for the purposes of the scheme, and invest income in any investment from time to time sanctioned by law for the investment of trust funds or in authorised security created by the local authority.

The Chief Executive shall act as the Clerk to the Trustees and the Director of Finance and Corporate Services shall act as Treasurer of the Fund.

Aims of the Fund

The aim of the Trustees is to make grant payments for charitable purposes in accordance with Schedule 1 Paragraph 19 of the governing document.

A copy of this Schedule is attached at *pages 6-9*.

Review of Financial Activities 2013/14

Income

Income for 2013/14 £5,925 (6,995 in 2012/13) and comprised of short term investments and estate rentals.

There was a return on cash investments of £5,248 in 2013/14 (6,312 in 2012/13).

Estate rental income totalled £677 in 2013/14 (£683 in 2012/13).

Expenditure

Expenditure in the year exceeded income by £4,994 (£16,099 deficit in 2012/13) with a corresponding reduction in the income accumulation fund balance. At 31st March 2014 this fund balance stood at £68,550.

The Charity made grant payments of £6,000 during 2013/14 a decrease of £11,008 on the previous year. A full analysis of grants paid is attached at page 19 of the Financial Statements.

In order to protect the future sustainability of the fund new applications for grants have been suspended since 2011/12.

Tangible Fixed Assets.

There was a sale of land belonging to the Welsh Church Fund Act in 2013/14. The sale produced a capital receipt of £14,225 realising a net profit on the sale of £625.

No revaluation of fixed assets was undertaken during 2013-14 the last revaluation was undertaken on 31st March 2013.

Fixed Asset Investments.

There are no fixed asset investments as at 31st March 2014.

Short Term Investments.

The total amount of short term cash investments with Neath Port Talbot CBC at the year-end was £503,272, an increase of £14,070 from the previous year.

Signed for and on behalf of the Trustees.

_____ (Honorary Treasurer)

_____ (Date)

Welsh Church Acts Fund

Guidelines for Grant Applications

- a) Each application will be considered on its merits.
- b) Grants will only be awarded to charities and voluntary bodies which are based in, or active in, or provide significant benefits to some or all of the residents of the Neath Port Talbot County Borough area.
- c) Grants will only be awarded to individuals in exceptional circumstances.
- d) Grants will not normally exceed £2,000 and in exceptional circumstances £10,000 per applicant and successful applicants will not normally be reconsidered for a further grant within 3 years of the date of approval of the last grant.
- e) Grants will have a time limit for the take up of said grant of two years from the date of approval.
- f) Grants will not normally be awarded where the service could be dealt with out of the annual budget of the Council's service Committees activities or by other public bodies.
- g) Grants will not normally be awarded where they would commit the fund to regular annual payments nor will recurring annual expenses be supported.
- h) Grants will only be made out of the income of the fund, preserving the Fund's capital assets.
- i) Priority will be given to applications which are of significant benefit to the Neath Port Talbot County Borough area.
- j) Grant aid will not normally cover the full cost of a project/proposal and normally will be approved at 60% of actual costs incurred up to the maximum as outlined in condition (d) above.
- k) Organisations assessed as being able to meet the cost (e.g. by size or nature) are unlikely to receive any grant aid.
- l) Grants towards work of a structural nature will only be considered where:
 - there is evidence that a professional assessment has been made of the works;
 - the applicant organisation can demonstrate that there is no other impediment to work proceeding at an early date (e.g. planning permission).
- m) In the case of Churches and Chapels grants will only be approved for the repair of the fabric of buildings which are more than 50 years old and of the highest architectural and historic interest. Church halls, however, where available and used significantly by the public for non-religious purposes will not be subject to these criteria.
- n) No retrospective applications are considered.
- o) The Panel will take into account the Church membership and the normal size of the congregation
- p) In the case of students undertaking further Education courses, contributions towards the costs of individual instruments or pieces of equipment etc. will be made on the following basis:-

50% of all costs over a threshold of £2000 up to a maximum grant of £1500.

q) **SCHEDULE 1 Paragraph 19**

The Charitable purposes for which the Fund may be applied

The Advancement of Education

Educational

1. The provision of benefits which are not readily available from other sources for persons of any age in one or more of the following ways:-
 - (i) the award of scholarships, bursaries, loans or maintenance allowances to enable or to assist study at any school, university or other place of learning, approved by the Council, which may if the Council think fit include allowances to dependents.
 - (ii) the provision of financial assistance, outfits, clothing tools, instruments, other equipment, or books or loans to enable pupils or students on leaving school, university or any other educational establishment to prepare for, or to assist their entry into a profession, trade or calling.
 - (iii) the award of scholarships or maintenance allowances or loans to enable beneficiaries to travel abroad to pursue their education.
 - (iv) the provision, or assistance towards the provision of facilities of any kind not normally provided by a local education authority, or a grant maintained school, for recreation, social and physical training at a school, university or other educational establishment.
 - (v) the provision of financial assistance to enable pupils and students to study music or other arts.
 - (vi) the provision of financial assistance to enable beneficiaries to undertake apprenticeships.

Libraries, Museums, Art Galleries etc.

2. The advancement of knowledge and appreciation of the arts and literature of Wales and, in particular, in furtherance of those purposes but without prejudice to the generality thereof –
 - (i) the establishment, maintenance, replenishment or aiding of charitable institutions, libraries, museums, art galleries; or art, scientific or industrial exhibitions (including exhibitions relating to industrial archaeology); whether national or local, for the principal use and benefit of the Welsh people;
 - (ii) the assistance of charitable societies for study and research in subjects connected with Welsh history, topography, literature and life;
 - (iii) the provision of lectures, exhibitions and equipment;

- (iv) the acquisition, preservation and publication of records and documents;
- (v) the provision of suitable premises (by erection, purchase, lease or hiring for occasional use) for any of the purposes authorised by this paragraph.

**The Relief of Poverty
Relief in Need**

- 3. The relief either generally or individually of persons who are in conditions of need, hardship or distress by the making of grants of money or the provision of, or payment for, items, services or facilities calculated to reduce the need, hardship or distress of such persons.

**The Advancement of Religion
Places of Worship and Burial Grounds**

- 4. The contribution towards the restoration and maintenance of any place of public worship or any burial ground.

**Other Purposes Beneficial to the Community
Relief in Sickness**

- 5. The relief in cases of need of persons who are sick, convalescent, disabled, handicapped or infirm by the provision of, or payment for, items, services or facilities which are calculated to alleviate the suffering or assist the recovery of such persons, but which are not readily available to them from other sources.

Elderly Persons

- 6. The provision, or assisting in the provision of accommodation for elderly persons who by reason of the infirmities and disabilities of age have need of such reception, care and attention. The provision of funds to organisations promoting the welfare of elderly persons.

Social and Recreational

- 7.(1) The provision of, or assisting in the provision of, facilities for recreation or other leisure time occupation being facilities which are available to the members of the public at large and which are provided in the interests of social welfare with a view to improving the conditions of life of the persons for whom they are intended and, in particular, in furtherance of those purposes but without prejudice to the generality thereof, the provision of, or assisting in the provision of, playing fields, other sporting facilities, parks, open spaces and centres or halls for meetings, lectures or classes.
- (2) Sub-paragraph (1) is intended, in particular, to be concerned with the provision of, or assisting in the provision of, facilities etc. to persons in need by reason of their

youth, old age, infirmity or disablement, poverty or social and economic circumstances.

Aesthetic, Architectural, Historical and Scientific Matters

8. The advancement of the education and public benefit of the Welsh people by promoting their interest in aesthetic, architectural, historical or scientific matters relating to Wales and in particular in furtherance of those matters but without prejudice to the generality thereof -
 - (a) the acquisition and preservation of -
 - (i) land of special interest in relation to science and nature history;
 - (ii) land, buildings or objects of beauty or of historic or architectural interest.
 - (b) the acquisition, preservation and publication of records and documents of historic interest.

Medical and Social Research, Treatment, Etc.

9. The preservation and protection of the physical and mental health of society and, in particular, in furtherance of those purposes but without prejudice to the generality thereof -
 - (a) the advancement of education in the theory and practice of medicine;
 - (b) the promotion of medical and social research and schemes for the prevention and treatment of disease and publishing the results of such research;
 - (c) the provision of nursery and convalescent homes and hostels.

Probation Etc.

10. Making grants in cases of need for the assistance of -
 - (a) persons placed on probation, or children and young persons from community homes or any other institution of a substantially similar nature established under statutory authority;
 - (b) the families of any such persons, children or young persons; or
 - (c) discharged prisoners.

People who are Blind or Visually Impaired

11. Provision for the welfare of persons who are blind or visually impaired, including the provision of charitable homes and holiday homes.

Emergencies or Disasters

12. The contribution towards the alleviation of the effects of emergencies or disasters involving destruction of or danger to life, and property and directly assisting persons in need as a result of such emergencies and disasters.

Other Charitable Organisations

Contributions towards charitable organisations, the purposes of which are consistent with the provisions of this Schedule or the Welsh Church Acts 1914 to 1945

q)

r)

s)

t)

u)

v)

w) **Report of the independent examiner to the Trustee of Neath Port Talbot**
x) **Welsh Church Acts Fund**

I report on the accounts of Neath Port Talbot Welsh Church Acts Fund for the year ended 31 March 2014 which are set out on pages 12 to 19

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section [144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

y) **Report of the independent examiner to the Trustee of Neath Port Talbot**
z) **Welsh Church Acts Fund**

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Richard Harries
On behalf of the Auditor General for Wales

Wales Audit Office
24 Cathedral Road
Cardiff CF11 9LJ

Date

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
31ST MARCH 2014

	Note	Unrestricted Funds	Restricted Funds	Endow- ment Funds	Total Funds 31-03-14	Total Funds 31-03-13
		£	£	£	£	£
INCOMING RESOURCES:						
Investment income:						
Long Term Investments	2	-	-	-	-	-
Short Term Investments	3	(5,248)	-	-	(5,248)	(6,312)
Other incoming resources:						
Sale of Land		-	-	-	-	-
Estate Rentals	4	(677)	-	-	(677)	(683)
Total Incoming Resources		(5,925)	-	-	(5,925)	(6,995)
RESOURCES EXPENDED:						
Charitable Activities:						
Grants	5	6,000	-	-	6,000	17,008
Governance Costs:						
Professional Fees	6	-	-	-	-	-
Accountancy, Legal & independent Examiners Fees		4,208	-	-	4,208	4,404
Other Expenses.		711	-	-	711	1,682
Total Resources Expended		10,919	-	-	10,919	23,094
NET (INCOMING) / OUTGOING RESOURCES BEFORE TRANSFERS		4,994	-	-	4,994	16,099
Transfers between funds		-	-	-	-	-
		4,994	-	-	4,994	16,099
OTHER RECOGNISED GAINS AND LOSSES						
Gain on sales of fixed assets		(625)	-	-	(625)	(10,106)
Unrealised (gains)/losses on investment assets		-	-	-	-	-
Unrealised gains on revaluation of fixed assets		-	-	-	-	(34,147)
NET MOVEMENT IN FUNDS		4,369	-	-	4,369	(28,154)
Total Funds brought Forward		(603,774)	-	-	(603,774)	(575,620)
Total Funds Carried Forward		(599,405)	-	-	(599,405)	(603,774)

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND

BALANCE SHEET AS AT 31st MARCH 2014

	Note	31 March 2014		31 March 2013	
		£	£	£	£
Fixed Assets					
Tangible Assets	7		95,234		108,834
Investments	8		-		-
Total Fixed Assets			<u>95,234</u>		<u>108,834</u>
Current Assets					
Debtors	9	6,306		7,267	
Short Term Investments	8	503,272		489,202	
Cash at bank		-		-	
Total Current Assets			<u>509,578</u>		<u>496,469</u>
Liabilities					
Creditors: Amounts falling due within 1 year	10	(5,407)		(1,529)	
Total Current Liabilities			<u>(5,407)</u>		<u>(1,529)</u>
Total Net Current Assets			504,171		494,940
Total Assets Less Current Liabilities			<u>599,405</u>		<u>603,774</u>
Creditors: Amounts falling due after 1 year			-		-
NET ASSETS	11		<u>599,405</u>		<u>603,774</u>
Represented By Funds of the Charity					
Unrestricted Income Funds					
Fund Balance	12	530,855		530,230	
Income Accumulation Account		68,550		73,544	
TOTAL CHARITY FUNDS			<u>599,405</u>		<u>603,774</u>

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND
NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED
31ST MARCH 2014

1. Accounting Policies

General

The accounts have been prepared in accordance with:

- a) The Statement of Recommended Practice – “Accounting and Reporting by Charities” – and with due regard to general accounting policies and procedures (SORP 2005).
- b) The Charities Act 2011 and other legislative requirements.
- c) The historic cost basis of accounting except for investments and fixed assets which have been included at market value.
- d) Accounting Standards.

Basis of Accounting

The accounts have been prepared using the accruals basis. There was no change in this basis. Grants are recognised on a cash basis, i.e. when payments of grants to external organisations are made, rather than when they are approved.

Funds are unrestricted funds which are available for use at the discretion of the Trustee in furtherance of the general objectives.

2. Investment Income – Long Term Investments

There were no investments in Treasury Stocks during 2013/14.

3. Investment Income – Short Term Investments

The Welsh Church Acts Fund has short term cash deposits with Neath Port Talbot County Borough Council. These investments operate on an instant access basis, and interest is calculated based on average interest rate earned. The average interest rate for 2013/14 was 1.02% (1.29% in 2012/13).

Details of short term deposits are provided at **Note 8**.

4. Other income

The Welsh Church Acts Fund receives rental income from various properties, land and wayleaves. Further details of the properties are attached at **page 18**.

5. Grants

Grant payments made in 2013/14 totalled £6,000. Details of these payments are provided at **page 19**

6. Governance cost

No professional fees were paid in 2013/14 due to there being no investments in Stocks or bonds or asset sales.

Independent examiners fee for reporting on the accounts was £1,668, £1584 relating to the accrual for 2013-14 fees with the remaining £84 charge relating to an underestimate for the 12-13 fee (2012/13 £1,583.62).

Payments of £2,040 (£2,020 in 2012/13) and £500 (both years) have been paid to Neath Port Talbot Council re Finance and Legal work respectively.

7. Fixed Assets

There was a sale of residential land (Llantwit Road, Neath) in 2013-14. The capital receipt £14,225 realised a net profit of £625.

8. Investments

	Treasury Stock	Short-Term Deposits
	£	£
Market Value at 31 st March 2013	-	489,202
Additions / Investments	-	14,070
Disposals / Withdrawals	-	-
Net Investment gains/ (losses)	-	-
Market Value at 31st March 2014	-	503,272

9. Debtors and Prepayments

	2013/14	2012/13
	£	£
Accrued Income		
Investment Income	5,133	6,312
Estate Rental	1,173	955
Total Falling Due within one year	6,306	7,267

10. Creditors

	2013/14	2012/13
	£	£
Independent Examination fees	(1,584)	(1,500)
Estate rental prepayments	(173)	(29)
Receipts in advance	(3,650)	-
Total Falling Due within one year	(5,407)	(1,529)

It should be noted that the receipt in advance relates to a deposit received in relation to the sale of a proportion of land at Michaelston Super Ely. The sale was not completed until May 2014 (Post Balance Sheet) and will therefore be reflected fully in the 2014/15 accounts.

11. Analysis of net assets by fund – unrestricted and restricted income fund

	2013/14		
	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed Assets	95,234	-	95,234
Current Assets	509,578	-	509,578
Current Liabilities	(5,407)	-	(5,407)
Total	599,405	-	599,405

12. Analysis of funds – Investment and unrestricted income funds

	Balance 31/03/13	Receipts	Utilised/ Released	Transfers	Gains / Losses	Balance 31/03/14
	£	£	£	£	£	£
Income	73,544	5,925	(10,919)	-	-	68,550
Fund Balance	530,230	-	-	-	625	530,855
Total	603,774	5,925	(10,919)	-	625	599,405

13. Commitments and contingencies

The Fund has made commitments to external organisations for grants already approved and pending payment, which is not quantified within the accounts, because the conditions of the grant mean that not all approved grants are paid out.

Approved grants still unpaid at 31 March 2014, totalled £39,300, at maximum contribution. The income accumulation fund balance at 31 March 2014 stood at £68,550 and is able to meet this commitment.

Whilst the approved grants still unpaid as at 31/3/14 total £39,300, it is most unlikely that grants approved pre 2009/10 (now over 4 years old) will ever be paid. These total £37,300. A prudent estimate of outstanding commitments would therefore be closer to £2,000.

The fund is not committed to any expenditure other than approved grants pending payment.

There were no contingent gains or losses that require inclusion in the accounts.

14. Related Party Transactions

There were no related party transactions in the year, other than the £2,520 fee (2012/13 - £2,520) paid to Neath Port Talbot County Borough Council disclosed at **note 6**.

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND INVESTMENTS 2013/14

	Quantity (Capital)	Opening Balance / Market Value 01/04/2013	Closing Balance Market Value 31/03/2014	Total Interest 2013/14
	£	£	£	£
NPT Loans Fund	-	489,202.32	503,272.14	5,133.21
Totals	-	489,202.32	503,272.14	5,133.21

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND

**TANGIBLE FIXED ASSETS, AGRICULTURAL LAND AND
BUILDINGS AND FREEHOLD REVERSIONS**

Estate	Details	Address	Fixed Asset Value 31-03-13	Sales	Fixed Asset value 31-03-14
Vale of Neath:					
	Residential Neath	78 Llantwit Road	13,600	(13,600)	0
	Residential Neath	80 Llantwit Road, Neath	17,000		17,000
	Agricultural Neath	1 Brynawel Road, Cimla	0		0
	Agricultural Land	Llantwit Road Neath opp St Illtyds Church	3,250		3,250
		Llantwit Road Neath Opp St Illtyds Church			
	Agricultural Land	Glebe under canal	100		100
	Land Cadoxton Neath	5.4 Acres at Cwmbach Road	9,250		9,250
	Land Cadoxton Neath	3.74 Acres North of Cwmbach Road	3,750		3,750
	Land Cadoxton Neath	0.4 Acres South of Cwmbach Road	500		500
	Misc. Interest Cadoxton Neath	Garage Site, Cwmbach Road	1,500		1,500
	Misc. Interest Cadoxton Neath	Garage Site, Glebeland Street	1,500		1,500
	Land Cadoxton Neath	Land and stream adjoining 25 Church Road	1		1
	Total Vale of Neath		50,451	(13,600)	36,851
Vale of Glamorgan - Agricultural:					
	Michaelston Super Ely with St Brides	St-y-Nyll (0018)	30,000		30,000
	Peterson-Super-Ely	Gwern y Gae Uchaf Farm	11,500		11,500
	Peterson-Super-Ely	Backway Farm	16,000		16,000
	Total Vale of Glamorgan Agricultural		57,500	0	57,500
Vale of Glamorgan – Wayleaves:					
	St Brides Super Ely	0018 & 7200 electricity wayleave	160		160
		0018 & 7200 electricity wayleave	16		16
		0018 & 7200 electricity wayleave	350		350
		0018 & 7200 electricity wayleave	335		335
		0018 & 7200 electricity wayleave	16		16
		0018 & 7200 electricity wayleave	1		1
		0018 & 7200 electricity wayleave	5		5
	Total Vale of Glamorgan Wayleaves		883	0	883
	TOTAL FIXED ASSETS		108,834	(13,600)	95,234

Appendix A

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND

GRANTS PAID 2013/14

Year of Approval		Payments 2013/14
		£
2011-12	St Annes Church,	2,000
2007-08	Godre’G Rhos Chapel	4,000
TOTALS		6,000

aa)

15th January 2015
01639 763252
h.jenkins@npt.gov.uk

Date **Dyddiad**
Direct Line **Rhif Ffôn**
email **ebost**

•
Hywel Jenkins

Contact **Cyswllt**
Your Ref **Eich Cyf**
Our Ref **Ein Cyf**

WCF -Letter of Representation 13-14.doc

Appointed Auditor
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

Dear Sir,

Representations regarding the 2013/2014 Neath Port Talbot Welsh Church Acts Trust Fund Financial Statements

This representation letter is provided in connection with your independent examination of the financial statements of the Charity for the year ended 31 March 2014, for the purpose of making an independent examiners statement in accordance with the General Direction given by the Charity Commissioners.

Representations made by Management

Overall Representations

All the transactions undertaken by the Charity have been properly reflected and recorded in the accounting records.

The Charity has complied with all aspects of contractual agreements that would require adjustment to, or disclosure in, the financial statements.

The financial statements are free of material misstatements, including omissions.

All books of account and supporting documentation and all minutes of meetings of the Board have been made available to you.

The Charity has no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

The measurement methods, including the related assumptions, used in determining fair values are appropriate and have been applied consistently. Disclosures relating to fair values are complete and appropriate.

ASSETS

General

All assets and investments included in the balance sheet were in existence at the balance sheet date and owned by the Charity, and free from any lien, encumbrance or charge, except as disclosed in the accounts. The balance sheet includes all tangible assets and investments owned by the Charity.

All investments have been included in the balance sheet at market value.

Fixed Assets

The Fund has in its ownership various land and properties. There was no revaluation during the year; fixed assets were last revalued on 31st March 2013. Depreciation is not charged.

Current Assets

On realisation in the ordinary course of the Charity's operations the other current assets in the balance sheet are expected to produce at least the amounts at which they are stated. Adequate provision, where allowable, has been made against all amounts owing to the Charity which are known, or may be expected, to be irrecoverable.

There are no formal or informal compensating balance arrangements with any of our cash and investment accounts.

LIABILITIES

General

All liabilities, both actual and contingent, have been recorded and disclosed as appropriate, as well as all guarantees that we have given to third parties.

There is no pending litigation which may result in significant loss to the Charity, and which has not been disclosed in the statement of accounts, either as current or contingent liabilities.

The trustees believe that the offers to pay grants are at a level that the expected payments will not result in the charity needing to significantly reduce its activities.

Results

Except as disclosed in the accounts, the results for the year were not materially affected by transactions of a sort not usually undertaken by the Charity, or circumstances of an exceptional or non-recurring nature.

Internal Control

We acknowledge our responsibility for the design and implementation of internal control to prevent and detect error.

There have been no

- irregularities involving management who have significant roles in the system of internal accounting control;
- irregularities involving other employees that could have a material effect on the financial statements; and
- communications from regulatory agencies concerning non-compliance with, or deficiencies in , financial reporting practices that could have a material effect on the financial statements.

Post Balance Sheet Events

There have been no material changes since the date of the balance sheet affecting liabilities and commitments, and no events or transactions have occurred which, though properly excluded from the financial statements, are of such importance that they should have been brought to the notice of the independent examiner.

Representations made by those charged with governance

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the fair presentation of the financial statements in accordance with the applicable financial reporting framework.

We acknowledge our collective responsibility for the preparation of the financial statements, which are scheduled to be approved by the Policy and Resources Board of Neath Port Talbot County Borough Council at their meeting on 15th January 2014.

We have disclosed to you all known or possible non-compliance with laws and regulations whose effects should have been considered when preparing the financial statements.

There are no other material transactions with related parties as defined by FRS 8, other than those recorded and disclosed in the financial statements.

All incoming donations, the receipt of which is subject to specific terms and conditions, have been notified to you. There have been no breaches of terms and conditions in the application of such incoming resources.

We acknowledge our responsibility for the design and implementation of internal control to prevent and detect fraud and other irregularities and have disclose to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud and other irregularities.

We have disclosed you our knowledge of any allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated to the Charity by employees, former employees, regulators or others.

We have disclosed to you our knowledge of fraud or suspected fraud affecting the Charity involving:

- those charged with governance;
- employees who have significant roles in internal control; or
- others where the fraud could have a material effect on the financial statements.

We confirm, to the best of our knowledge and belief, that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

Director of Finance
On behalf of those charged with governance