Archwilio Cymru
Audit Wales

Basic audits 2024-25

Application: Council subject to a Basic audit for 2024-25

The Auditor General's right of access to information and explanations

Section 52 of the Public Audit (Wales) Act 2004 provides the Auditor General with the right of access to all information and explanations that he considers to be necessary for the purposes of the audit. Persons holding such information are required to provide this on request.

The following information is provided to assist councils to prepare information required for the audit of accounts.

Councils must note that this information request represents the core information we require. In most cases, this will be sufficient for us to complete the audit.

However, we may request any further information that we consider necessary to complete the audit. Further information may be required due to issues being identified or clarification being required during the audit process and/or if we receive correspondence related to individual councils.

Audit cycle

Your Council is subject to a 'basic' audit this year. The information required for audit can be seen below.

To view the audit cycle for the period 2024-25 to 2026-27, please refer to the attached document 'TCC_audit_cycle_by_county.pdf'. It is arranged by county.

Information required

Council contact details and core information

Each year, we identify numerous changes to clerk's/councils' contact details. In many cases, councils do not inform us of these changes.

We will be asking all councils to confirm their contact details each year to help us maintain our records.

Page 5 sets out the contact details and other core information we require. All councils must complete this so that we can ensure our dataset is up to date.

Bank reconciliation

A bank reconciliation is a control schedule prepared by the Council that agrees the balance per the bank statement at the year end to the bank balance per the Council's own records e.g. the cashbook. The Council should prepare a bank reconciliation every time it receives a bank statement to ensure that any errors are identified at an early stage.

The bank reconciliation(s) should cover all the Council's bank accounts. If the Council has more than one bank account it is helpful if you can provide a summary of the bank reconciliations that agrees to Box 8 on the Annual Return in addition to the detailed reconciliations prepared for each account.

If there are no outstanding items at the year-end you must still supply a bank reconciliation. A zero or “Nil” should be included in the relevant lines on the schedule or a clear statement should be made to that effect.

An example bank reconciliation is provided on page 4. We recommend that councils use this format.

Explanations of significant variances on the Accounting Statements

We require explanations for significant variances (increases or decreases) of more than 15% between the current audit year and the last audit year in lines 3, 4, 5, 6, 8, 10, 12 and 13. Variances of less than 15% need not be explained.

Positive and negative variances must be explained.

Your explanations must be quantified, i.e. state how much of the variance is covered by each specific explanation. Your explanations must ensure that the variances for each line are explained and quantified to within 15%.

You can set out your explanations of variances in any way you wish, but they should be clear and complete and easy to follow. You should not simply send a copy of a cashbook. We need to understand why the council’s activity level changed.

Our suggested method of how to identify variances that require explanation, and suggested layout for providing explanations are set out on pages 7 and 8.

Well-being of Future Generations (Wales) Act 2015

For those councils subject to the requirements of the Well-being of Future Generations (Wales) Act 2015, a copy of the Council’s report on how it is contributing to the wellbeing of its area.

Council contact details and other core information

Please provide the following contact details for the Council.

	Current details
Clerk's name	**Russell Lavis**
Clerk's address[1]	**Sivalrid, Moorland Road, Freystrop, Haverfordwest Pembrokeshire, SA62 4LE**
Clerk's contact telephone	**07812 508202**
Clerk's email address	**community.clerk@freystrop.wales**
Council website	**Freystrop.cymru**

Accounting records

Please indicate the format in which the Council keeps its accounting records

	Yes / No
Manuscript cashbook / receipts and payments book	No
Spreadsheet	**Yes**
Accounts software packages:	
• Rialtas	No
• Sage	No
• Scribe	No
• Xero	No
• Other (Please specify)	No

[1] We will use this address to return any original records to you. The address you provide must be listed on Postcode finder. We cannot return documents to a PO Box.

Bank reconciliation[2]

COUNCIL NAME: **Freystrop Community Council**

COUNTY: **Pembrokeshire**

			£
A	Balance on the bank statement at 31 March (taken from bank statement)	**Deposit Account** **Current Account**	**10,703.71** **751.90** **11,455.61**
	Outstanding items		**0.00**
B	**Less** unpresented cheques (List each outstanding cheque)		**0.00**
C	**Plus** uncleared payments into bank (to agree with attached list)		**0.00**
D	**Petty cash** **Plus** any petty cash balance held at 31 March		**0.00**
E	Balance in the cash book (Authority's own records) at 31 March (Calculated as A-B+C+D=E and agrees with Box 9 on the Annual Return)		**11,455.61**

[2] The bank reconciliation provided must equal line 9 on the annual return. Therefore, you need to either provide a reconciliation for every account held by the Council or combine them all on one sheet.

Explanation of variances

Working out what variances need to be explained

Line in section 1	Last Year £	This Year £	Variance Increase (+) or decrease (-) (This Year minus Last Year) £	% (Variance divided by Last Year figure multiplied by 100)	Explanation required? Less than 15% - NO More than 15% - YES
Line 3 Total other receipts	1680	2573	893	53	**YES**
Line 4 Staff costs	3286	3605	319	10	No
Line 5 Loan interest/ capital repayments	0	0	0	0	No
Line 6 Total other payments	3971	10800	6829	172	**YES**
Line 8 Debtors and stock balances	0	0	0	0	No
Line 10 Creditors	0	0	0	0	No
Line 12 Total fixed assets and long term assets	218198	222137	3939	2	No
Line 13 Total borrowing	0	0	0	0	No

Variance Explanation

Line 3 – **Total Other Receipts**	**£**
Figure in This Year column	2573
Figure in Last Year column	1680
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	893

Reasons (as many as are applicable)	**Amount £**
Reason 1: Freystrop Community Council were in receipt of a grant from PLANED to support costs involved in the setting up of a Community Land Trust for the Freystrop Community	2371
Reason 2: Interest received from Reserved Funds in the deposit bank account	202
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	Yes

Variance Explanation

Line 6 – **Total Other Payments**	**£**
Figure in This Year column	10800
Figure in Last Year column	3971
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	6829

Reasons (as many as are applicable)	**Amount £**
Reason 1: Grant expenditure for a third community noticeboard	1622
Reason 2: Freystrop Community Council was holding, in reserved funds, on behalf of the Freystrop Village Hall & Playing Field Management Committee. It was also benefitting from the interest on the sum. It was agreed to transfer the funds to be managed by the spending committee.	4770
Reason 3: Freystrop Community Council started funding the grass cutting at the Parc Hamdden Freystrop Recreation Park as the area is open to the general public at all times.	1121
Reason 4: Audit Wales issued invoices for their audits undertaken covering 2021/22, 2022/23, 2023/24. Freystrop Community Council paid these upon receipt.	1024
Reason 5: Councillor Allowance payments plus a Chair's Allowance.	1186
Reason 6: Community newsletters and donations.	530
Reason 7: Council Insurance, registrations and subscriptions.	380
Unexplained	167
Confirm unexplained amount is less than 15% of Last Year figure	YES

Governance themes 2024-25

Capital projects

Please provide the following information:

1. freystrop.cymruDetails of capital projects undertaking during the year. This should include project name and spend in year. If none, please state that this is the case.

2. A copy of the minutes of the meeting at which the project contract was approved.

NONE

Member and officer training

Please provide the following information:

1. A copy of the Council's training plan.

Attached as a separate document

Completion of audit 2023-24

Please provide the following information:

1. Link to the Council's website page where the audit completion notice for 2023-24 has been published or:

2. If the 2023-24 audit is not complete, link to the Council's website page where the latest audit completion notice has been published.

PLEASE NOTE THAT FOR THIS ITEM WE WANT A LINK TO YOUR WEBSITE NOT A COPY OF THE DOCUMENT

freystrop.cymru