

Lyn Llewellyn Internal Audit Service

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The Chairperson
Llangennech Community Council
c/o 45 Penderri Road
Bryn
Llanelli
SA14 9PL

7th June 2024

Dear Chairperson

Internal Audit Report for the year ended 31 March 2024

Purpose of the Audit

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

Main Findings

The control objectives tested proved to be satisfactory and as a result there are no matters I need to bring to the attention of your Council on this occasion.

My conclusions are reflected in the internal auditor's report found in the 2023/24 Annual Return and are based inter alia on tests conducted by me – see schedule attached.

Audit Opinion

Assurance can be expressed in the governance arrangements and the financial statements of Llangennech Community Council for the financial year 2023/24.

Acknowledgements

I would like to take this opportunity to thank your Clerk, Mr Wyn Evans, for all his help and co-operation during the completion of the work.

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

Yours sincerely



V L Llewellyn
Internal Auditor

Name of Council: Llangennech Community Council

Financial Year: 2023/24

Outline of work undertaken by Internal Audit

1. Proper bookkeeping

Cashbook maintained and up to date.

Cashbook arithmetic correct.

Cashbook regularly balanced.

2. Standing Orders and financial regulations adopted and applied

Council formally adopted standing orders and financial regulations.

The Town Clerk has been appointed Responsible Financial Officer.

Items or services above the de minimis amount have been competitively purchased.

3. Payments Controls

Payments in the cashbook are supported by invoices, authorised and minuted.

VAT on payments have been identified, recorded and reclaimed.

S137 expenditure separately recorded and within statutory limits.

4. Risk Management Arrangements

Review of the minutes does not identify any unusual financial activity.

Minutes record the council carrying out an annual risk assessment.

Insurance cover appropriate and adequate.

5. Budgetary Controls

Council has prepared an annual budget in support of its precept.

Actual expenditure against the budget reported to the Council.

There are no significant unexplained variances from budget.

Reserves are adequate.

6. Income Controls

Income is properly recorded and promptly banked.

The precept recorded agrees to the Council Tax authority's notification and bankings.

Security controls over cash and near-cash is adequate and effective.

7. Petty Cash Procedures

Not applicable.

8. Payroll Controls

All employees have contracts of employment with clear terms and conditions.

Salaries paid agree with those approved by the council.

Other payments to employees and members reasonable and approved by the Council.

PAYE/NIC has been properly operated by the council as an employer.

9. Assets Controls

The council maintains a register of all material assets owned or in its care.
The assets register is up to date.

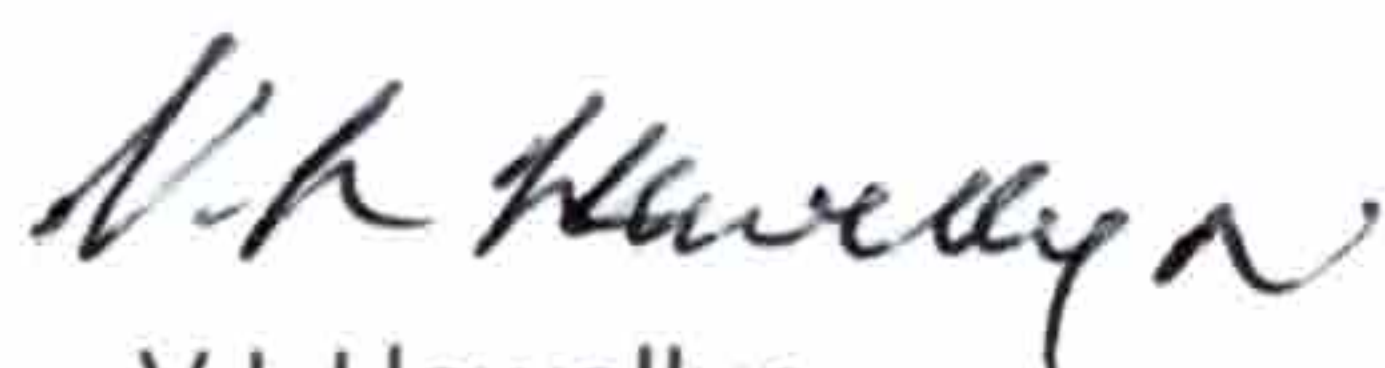
10. Bank Reconciliation

Bank reconciliation prepared for each account.
Bank reconciliation carried out regularly and in a timely fashion.
There are no unexplained balancing entries in any reconciliation.

11. Year-end procedures

Year- end accounts prepared on the correct accounting basis - Income and Expenditure.
Accounts agree with cashbook.
There is an audit trail from underlying financial records to the accounts.

Signed



V L Llewellyn
Internal Auditor
Date 7th June 2024