

24 Cathedral Road / 24 Heol y Gadeirlan
Cardiff / Caerdydd
CF11 9LJ
Tel / Ffôn: 029 2032 0500
Fax / Ffacs: 029 2032 0600
Textphone / Ffôn testun: 029 2032 0660
info@audit.wales / post@archwilio.cymru
www.audit.wales / www.archwilio.cymru

Llanfrynach Community Council - Auditor General for Wales' Audit Certificate and report

The Auditor General for Wales issued Llanfrynach Community Council a qualified audit report. Details of the matter which has led to the qualification are given below:

Notice of Appointment of Date for the Exercise of Electors' Rights

Regulations 16, 17 and 22 of the Accounts and Audit (Wales) Regulations 2014 set out the procedures to be followed for the exercise of electors' rights under the Public Audit (Wales) Act 2004.

We note that the Notice of Appointment of Date for the Exercise of Electors' Rights was not advertised before the start of the inspection period, as the notice was published on the Council's website on the 5th September 2020, while the inspection period commenced on the 1st September 2020.

The Accounts and Audit (Wales) Regulations 2014 require that the notice be displayed for **14 consecutive days** before the start of the inspection period. The inspection period must allow 20 working days for inspection.

We note that the Notice of Appointment of Date for the Exercise of Electors' Rights allowed only 16 working days for the inspection of the books and records. The Accounts and Audit (Wales) 2014 state that the Council must allow **20 working days** for inspection.

The Council must ensure that the inspection period is properly advertised in future years and allows for the correct number of days for inspection.

Additionally, during our review we identified some other matters that we wish to draw to the Council's attention which do not affect our audit opinion but should be addressed by the Council.

Allocation of Staff Costs

We note that some stationary expense payments to the clerk have been included in Box 4 of the Annual Return.

Please note that staff costs should only comprise payments made in relation to the employment of staff, including employment expenses which are benefits (e.g. mileage,

travel etc) but not items of reimbursement of postage, stationery or other outlays on behalf of the Council.

In future the Council should ensure that staff costs are correctly stated using the above criteria.

High level of reserves

We note that the Council holds a high level of general reserves, approximately 1.1 times the annual precept for 2019/20.

We understand that the Council has earmarked funds to be spent on replacing playground equipment and an ANPR camera, however the specific spending plans have yet to be decided.

We would remind the Council that there are restrictions on the expenditure of capital income and any planned spending must be within the Council's powers.

The Council should consider the level of general reserves required and consider taking steps to reduce the level of reserves in future years if it considers it necessary.

Yours sincerely,

Grant Thornton UK LLP

For and on behalf of the Auditor General for Wales

Date: 17th December 2020

Ref: WAL260