

# Cheque list - August 2018

Item 6 (1)  
Start of year 01/04/18

| Cheque number     | Tn. no   | Paid date | Gross      | Vat     | Net Cttee       | Supplier                       | Details                                       |
|-------------------|----------|-----------|------------|---------|-----------------|--------------------------------|---|
| 504563            | 18159    | 26/07/18  | £47.50     | £0.00   | £47.50 FACS     | Mon CC                         | Discharge planning conditions - cemetery land |
| 504564            | 18160    | 26/07/18  | £20.00     | £0.00   | £20.00 ADMIN    | Playworks (Payroll Bureau)     | Payslips July                                 |
| 504565            | 18161    | 26/07/18  | £9.59      | £1.60   | £7.99 ADMIN     | Complete Business Solutions Gr | Stationery                                    |
| 504566            | 18162    | 26/07/18  | £3,264.00  | £0.00   | £3,264.00 FACS  | Mon CC                         | CCTV charges July - September 18              |
| 504567            | 18163    | 26/07/18  | £14.60     | £0.00   | £14.60 KGVPF    | Dwr Cymru                      | Water supply KGVPF                            |
| 504567            | 18164    | 26/07/18  | £560.86    | £0.00   | £560.86 FACS    | Dwr Cymru                      | Water supply Toilets                          |
| 504567            | 18165    | 26/07/18  | £192.11    | £0.00   | £192.11 FACS    | Dwr Cymru                      | Water supply Allotments OW                    |
| 504567            | 18166    | 26/07/18  | £446.93    | £0.00   | £446.93 FACS    | Dwr Cymru                      | Water supply Allotments SL                    |
| 504567            | 18167    | 26/07/18  | £184.26    | £0.00   | £184.26 FACS    | Dwr Cymru                      | Water supply TC                               |
| 504567            | 26/07/18 |           | £1,398.76  | £0.00   | £1,398.76       |                                |   |
| 504568            | 18168    | 26/07/18  | £1,000.00  | £0.00   | £1,000.00 ADMIN | Cllr O Edwards                 | 2 x special responsibility payments IRP       |
| 504569            | 18169    | 30/07/18  | £702.00    | £117.00 | £585.00 KGVPF   | STRI                           | Renewal subscription 2018/19                  |
| 504570            | 18170    | 30/07/18  | £114.43    | £19.07  | £95.36 FACS     | Caldicot Glass & Glazing       | Repairs to office windows                     |
| 504571            | 18171    | 30/07/18  | £5,000.00  | £0.00   | £5,000.00 FACS  | Mon CC                         | Contribution to road sweeping - Qntr 1        |
| 504572            | 18172    | 30/07/18  | £66.29     | £11.05  | £55.24 ADMIN    | Konica Minolta                 | Photocopies                                   |
| 504573            | 18174    | 31/07/18  | £40.00     | £0.00   | £40.00 FACS     | R Morse                        | TC Security July                              |
| 504574            | 18175    | 31/07/18  | £170.00    | £0.00   | £170.00 ADMIN   | One Voice Wales                | 2x delegates Conf 29.9.18                     |
| 504575            | 18176    | 09/08/18  | £28.00     | £0.00   | £28.00 FACS     | G Harris                       | Window cleaning                               |
| 504576            | 18177    | 09/08/18  | £104.26    | £17.38  | £86.88 ADMIN    | Konica Minolta                 | Photocopier rental 1/4                        |
| 504577            | 18178    | 09/08/18  | £630.00    | £105.00 | £525.00 ADMIN   | Standbrook Guides Ltd          | Advertisement Town Council                    |
| 504578            | 18179    | 09/08/18  | £607.50    | £0.00   | £607.50 FACS    | Merlin Waste                   | Dog waste collection August                   |
| 504579            | 18181    | 06/08/18  | £78.00     | £0.00   | £78.00 ADMIN    | Post Office Ltd                | Postage                                       |
| 504580            | 18182    | 09/08/18  | £20.00     | £0.00   | £20.00 ADMIN    | Playworks (Payroll Bureau)     | Payslips August                               |
| 504581            | 18183    | 09/08/18  | £1,060.59  | £176.77 | £883.82 KGVPF   | Willow Landscapes              | Contract fee July - KGVPF                     |
| 504581            | 18184    | 09/08/18  | £214.80    | £35.80  | £179.00 FACS    | Willow Landscapes              | Contract fee July - TC Building               |
| 504581            | 18185    | 09/08/18  | £927.20    | £154.53 | £772.67 FACS    | Willow Landscapes              | Contract fee July - cemetery                  |
| 504581            | 18186    | 09/08/18  | £31.30     | £5.22   | £26.08 FACS     | Willow Landscapes              | Contract fee July - Orchard Close             |
| 504581            | 18187    | 09/08/18  | £54.61     | £9.10   | £45.51 FACS     | Willow Landscapes              | Contract fee July - allotments                |
| 504581            | 18188    | 09/08/18  | £48.00     | £8.00   | £40.00 FACS     | Willow Landscapes              | Mow plots OW allotments                       |
| 504581            | 18189    | 09/08/18  | £24.00     | £4.00   | £20.00 FACS     | Willow Landscapes              | Mark out plots 16-19 OW allotments            |
| Page Sub Total    |          |           | £15,660.83 | £664.52 | £14,996.31      |                                |   |
| Running Sub Total |          |           | £15,660.83 | £664.52 | £14,996.31      |                                |   |

# Cheque list

1 km 6(i) 2  
Start of year 01/04/18

| Cheque number | Tn. no   | Paid date | Gross             | Vat              | Net Cttee         | Supplier                        | Details                                      |
|---------------|----------|-----------|-------------------|------------------|-------------------|---------------------------------|--|
| 504581        | 18190    | 09/08/18  | £6.00             | £1.00            | £5.00             | Willow Landscapes               | Water silver birch KGVPF                     |
| 504581        | 18191    | 09/08/18  | £12.00            | £2.00            | £10.00            | Willow Landscapes               | Remove bench children's area                 |
| 504581        | 18192    | 09/08/18  | £54.00            | £9.00            | £45.00            | Willow Landscapes               | Mow Birbeck Park - MCC x1                    |
| 504581        | 18193    | 09/08/18  | £12.00            | £2.00            | £10.00            | Willow Landscapes               | Mow Jubilee Way - MCC x1                     |
| 504581        | 18194    | 09/08/18  | £18.00            | £3.00            | £15.00            | Willow Landscapes               | Mow White Hart - MCC x1                      |
| 504581        | 09/08/18 |           | £2,462.50         | £410.42          | £2,052.08         |                                 |  |
| 504582        | 18195    | 09/08/18  | £55.80            | £0.00            | £55.80            | S King                          | Trav exps Llandrindod OVV 17.7.18            |
| 504583        | 18196    | 09/08/18  | £1,080.00         | £0.00            | £1,080.00         | Aztec Alarms & Electrical Servc | Annual inspection alarms                     |
| 504584        | 18197    | 09/08/18  | £13.50            | £0.00            | £13.50            | Cllr A Easson                   | Trav exps CAB 6.8.18                         |
| 504585        | 18198    | 13/08/18  | £129.14           | £21.52           | £107.62           | Brighter Bills Ltd              | Telephones/internet                          |
| 504586        | 18199    | 13/08/18  | £276.00           | £46.00           | £230.00           | Trident Water                   | Production of legionella log books           |
| 504587        | 18206    | 22/08/18  | £1,232.24         | £205.37          | £1,026.87         | Peter Villars Landscapes        | Bowls Green contract July 18                 |
| 504588        | 18207    | 22/08/18  | £8.49             | £0.00            | £8.49             | S King                          | Exps refreshments Merchant Seaman Day 31.8   |
| 504589        | 18208    | 22/08/18  | £719.86           | £119.98          | £599.88           | Wybone Ltd                      | Bins KGVPF                                   |
| 504590        | 18209    | 22/08/18  | £5,000.00         | £0.00            | £5,000.00         | Caldicot Youth Group            | TC Donation 2017/18                          |
| 504591        | 18211    | 23/08/18  | £0.00             | £0.00            | £0.00             | Cancelled                       |  |
| 504592        | 18210    | 22/08/18  | £20.00            | £0.00            | £20.00            | Playworks (Payroll Bureau)      | Payslips April 18                            |
| 504593        | 18212    | 22/08/18  | £1,841.45         | £0.00            | £1,841.45         | S R Thomas                      | Replace fire doors TC building               |
| 504594        | 18213    | 22/08/18  | £75.00            | £0.00            | £75.00            | KRL Services                    | Repairs to bus shelter seat opp Cherry Trees |
| 504595        | 18214    | 22/08/18  | £292.37           | £48.73           | £243.64           | Gear4Music                      | PA system/microphones                        |
| 504596        | 18215    | 22/08/18  | £12,000.00        | £0.00            | £12,000.00        | Monmouthshire County Citizens   | Contribution 2018/19                         |
| <b>Total</b>  |          |           | <b>£38,506.68</b> | <b>£1,123.12</b> | <b>£37,383.56</b> |                                 |  |

Page Sub Total £22,845.85  
Running Sub Total £38,506.68

# Cheque list - SEPTEMBER 2018.

Items (1)  
Start of year 01/04/18

| Cheque number     | Tn. no   | Paid date | Gross      | Vat       | Net Cttee | Supplier                       | Details                                   |
|-------------------|----------|-----------|------------|-----------|-----------|--------------------------------|---|
| 504597            | 18216    | 11/09/18  | £23.95     | £3.99     | £19.96    | Sutcliffe Play                 | Replacement parts/screws playarea         |
| 504598            | 18217    | 11/09/18  | £600.00    | £0.00     | £600.00   | Merlin Waste                   | Dog waste collection August               |
| 504599            | 18218    | 11/09/18  | £13.50     | £0.00     | £13.50    | S King                         | Trav exps Usk 20.8 - wellbeing meeting    |
| 504600            | 18219    | 11/09/18  | £123.45    | £20.57    | £102.88   | STRI                           | Trav exps Inspection bowls green 6.8.18   |
| 504601            | 18220    | 11/09/18  | £1,815.61  | £302.60   | £1,513.01 | Thomas Fattorini Ltd           | Deputy Mayor's chain                      |
| 504602            | 18221    | 11/09/18  | £66.00     | £11.00    | £55.00    | Trident Water                  | Legionella testing - quarter - allotments |
| 504602            | 18222    | 11/09/18  | £66.00     | £11.00    | £55.00    | Trident Water                  | Legionella testing - quarter - cemetery   |
| 504602            | 18223    | 11/09/18  | £66.00     | £11.00    | £55.00    | Trident Water                  | Legionella testing - quarter - TC         |
| 504602            | 18224    | 11/09/18  | £66.00     | £11.00    | £55.00    | Trident Water                  | Legionella testing - quarter - KGVPF      |
| 504602            | 18225    | 11/09/18  | £66.00     | £11.00    | £55.00    | Trident Water                  | Legionella testing - quarter - toilets    |
| 504602            | 18226    | 11/09/18  | £66.00     | £11.00    | £55.00    | Trident Water                  | Legionella testing - quarter - 9 SL       |
| 504602            | 11/09/18 |           | £396.00    | £66.00    | £330.00   |                                |   |
| 504603            | 18227    | 11/09/18  | £40.00     | £0.00     | £40.00    | R Morse                        | TC Security August                        |
| 504604            | 18228    | 11/09/18  | £210.00    | £35.00    | £175.00   | Playsafety Ltd                 | Annual ROSPA Inspection playarea          |
| 504605            | 18229    | 11/09/18  | £116.00    | £0.00     | £116.00   | Post Office Ltd                | Postage                                   |
| 504606            | 18231    | 11/09/18  | £2,995.00  | £0.00     | £2,995.00 | Aztec Alarms & Electrical Serv | Upgrade fire alarm system TC              |
| 504607            | 18232    | 11/09/18  | £25.00     | £0.00     | £25.00    | Mr Mrs Jones                   | Winner Best Kept Garden                   |
| 504608            | 18233    | 11/09/18  | £15.00     | £0.00     | £15.00    | L Sheppard                     | Ward winner Best Kept Garden - Castle     |
| 504609            | 18234    | 11/09/18  | £15.00     | £0.00     | £15.00    | P Simmonds                     | Ward winner Best Kept Garden - Green Lane |
| 504610            | 18235    | 11/09/18  | £15.00     | £0.00     | £15.00    | K Collett                      | Ward winner Best Kept Garden - Severn     |
| 504611            | 18236    | 11/09/18  | £15.00     | £0.00     | £15.00    | D Jones                        | Ward winner Best Kept Garden - West End   |
| 504612            | 18237    | 11/09/18  | £10.00     | £0.00     | £10.00    | D Thomas                       | Allotment Winner - BKG                    |
| 504613            | 18238    | 11/09/18  | £25.00     | £0.00     | £25.00    | P Villa                        | Mayor's Special Award - BKG               |
| 504614            | 18239    | 11/09/18  | £150.00    | £0.00     | £150.00   | T Harris                       | Buffet BKG?Citizen's awards 11.9.18       |
| 504615            | 18240    | 11/09/18  | £1,232.24  | £205.37   | £1,026.87 | Peter Villars Landscapes       | Bowls Green contractor Aug 18             |
| 504616            | 18241    | 11/09/18  | £35.99     | £6.00     | £29.99    | Complete Business Solutions Gr | Stationery                                |
| 504617            | 18242    | 11/09/18  | £15.00     | £0.00     | £15.00    | Achilles Heel                  | Engraving Best Kept Garden                |
| 504618            | 18243    | 11/09/18  | £1,060.59  | £176.77   | £883.82   | Willow Landscapes              | Contract fee Aug - KGVPF                  |
| 504618            | 18244    | 11/09/18  | £214.80    | £35.80    | £179.00   | Willow Landscapes              | Contract fee Aug - TC Building            |
| 504618            | 18245    | 11/09/18  | £927.20    | £154.53   | £772.67   | Willow Landscapes              | Contract fee Aug - cemetery               |
| Page Sub Total    |          |           | £10,089.33 | £1,006.63 | £9,082.70 |                                |   |
| Running Sub Total |          |           | £10,089.33 | £1,006.63 | £9,082.70 |                                |   |

# Cheque list

Start of year 01/04/18

| Cheque number | Tn. no   | Paid date | Gross      | Vat       | Net Cttee | Supplier | Details                    |
|---------------|----------|-----------|------------|-----------|-----------|----------|----------------------------|
| 504618        | 18246    | 11/09/18  | £31.30     | £5.22     | £26.08    | FACS     | Willow Landscapes          |
| 504618        | 18247    | 11/09/18  | £54.61     | £9.10     | £45.51    | FACS     | Willow Landscapes          |
| 504618        | 18248    | 11/09/18  | £24.00     | £4.00     | £20.00    | FACS     | Willow Landscapes          |
| 504618        | 18249    | 11/09/18  | £12.00     | £2.00     | £10.00    | KGVPF    | Willow Landscapes          |
| 504618        | 11/09/18 |           | £2,324.50  | £387.42   | £1,937.08 |          |                            |
| 504619        | 18250    | 11/09/18  | £162.00    | £27.00    | £135.00   | FACS     | Willow Landscapes          |
| 504619        | 18251    | 11/09/18  | £48.00     | £8.00     | £40.00    | FACS     | Willow Landscapes          |
| 504619        | 18252    | 11/09/18  | £72.00     | £12.00    | £60.00    | FACS     | Willow Landscapes          |
| 504619        | 11/09/18 |           | £282.00    | £47.00    | £235.00   |          |                            |
| 504620        | 18254    | 17/09/18  | £30.74     | £0.00     | £30.74    | CWB      | G McIntyre                 |
| 504621        | 18255    | 13/09/18  | £131.83    | £21.97    | £109.86   | ADMIN    | Brighter Bills Ltd         |
| 504622        | 18256    | 19/09/18  | £20.00     | £0.00     | £20.00    | ADMIN    | Playworks (Payroll Bureau) |
| Total         |          |           | £10,675.81 | £1,095.92 | £9,579.89 |          |                            |
| BG050918      | 18230    | 04/09/18  | £35.36     | £1.68     | £33.68    | KGVPF    | British Gas                |
| BG160718      | 18151    | 16/07/18  | £141.21    | £6.72     | £134.49   | FACS     | British Gas                |
| BG310718      | 18173    | 30/07/18  | £120.50    | £5.73     | £114.77   | FACS     | British Gas                |
| BT030818      | 18180    | 09/08/18  | £156.78    | £7.46     | £149.32   | FACS     | British Gas                |
| BE200718      | 18263    |           | £5,372.60  | £0.00     | £5,372.60 | ADMIN    | Salaries                   |
| BE2007181     | 18264    |           | £1,878.03  | £0.00     | £1,878.03 | ADMIN    | Torfaen CBC                |
| BE2007182     | 18265    |           | £1,941.41  | £0.00     | £1,941.41 | ADMIN    | HMRC                       |
| BE200818      | 18268    |           | £5,372.60  | £0.00     | £5,372.60 | ADMIN    | Salaries                   |
| BE2008181     | 18270    |           | £1,878.03  | £0.00     | £1,878.03 | ADMIN    | Torfaen CBC                |
| BE2008182     | 18266    |           | £1,941.41  | £0.00     | £1,941.41 | ADMIN    | HMRC                       |
| BE200918      | 18269    |           | £5,372.80  | £0.00     | £5,372.80 | ADMIN    | Salaries                   |
| BE2009182     | 18267    |           | £1,941.21  | £0.00     | £1,941.21 | ADMIN    | HMRC                       |
| BE2009182     | 18271    |           | £1,878.03  | £0.00     | £1,878.03 | ADMIN    | Torfaen CBC                |
| BE2009182     |          |           | £3,819.24  | £0.00     | £3,819.24 |          |                            |
| Total         |          |           |            |           |           |          |                            |

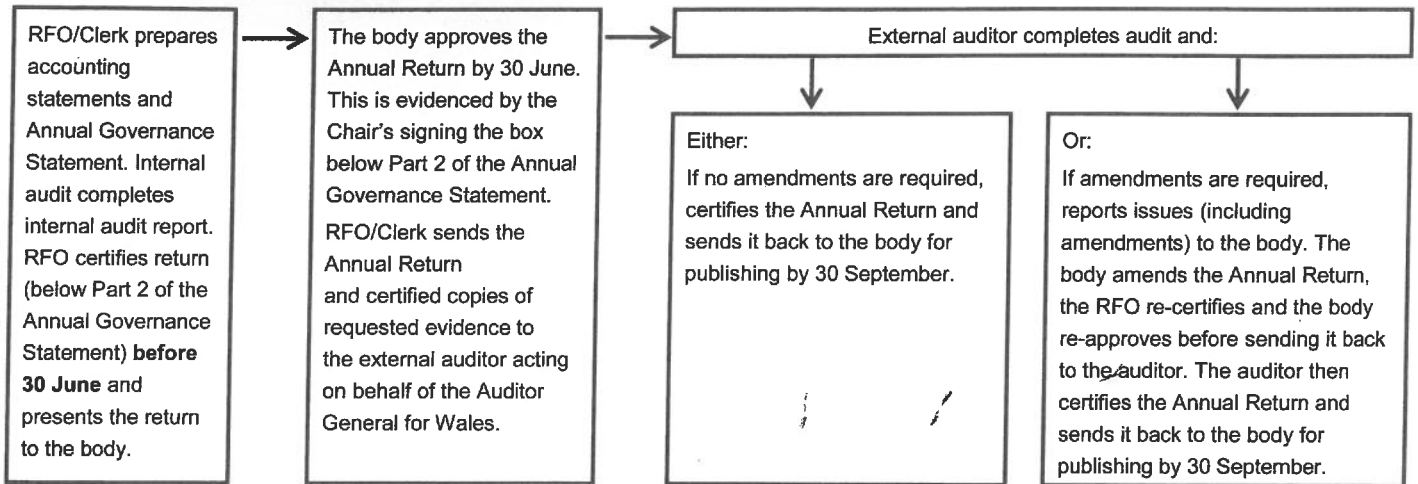
Please confirm the date of each meeting ~~of the council for the year.~~ If there is no meeting in a particular month, enter an X in that box.

3 2) AUDIT COMMUNICATION (QUERIES) BILINGUAL   
PUBLIC/COUNCIL DOCUMENTATION BILINGUAL   
prepare their

| Month          | Date    | Month         | Date     |
|----------------|---------|---------------|----------|
| April 2018     | 25.4.18 | October 2018  | 31.10.18 |
| May 2018       | 30.5.18 | November 2018 | 28.11.18 |
| June 2018      | 27.6.18 | December 2018 | X        |
| July 2018      | 25.7.18 | January 2019  | 30.1.19  |
| August 2018    | X       | February 2019 | 27.2.19  |
| September 2018 | 26.9.18 | March 2019    | 27.3.19  |

## The accounts and audit process

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 both sections of the Annual Governance Statement.

### PLEASE PRINT THIS DOCUMENT FOR SIGNATURE AND SEND IT TO YOUR AUDITOR

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

Audited and certified returns are sent back to the body for publication or display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

### Completion checklist

| 'No' answers mean that you may not have met requirements |   | Done? |    |
|--|---|-------|----|
|  |   | Yes   | No |
| <b>Initial submission to the external auditor</b>        |   |       |    |
| <b>Accounts</b>  | Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2018?                                    | ✓     |    |
|  | Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?   | ✓     |    |
|  | Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?                    | ✓     |    |
|  | Does the bank reconciliation as at 31 March 2018 agree to line 9?   | ✓     |    |
| <b>All sections</b>                                      | Have all red boxes been completed and explanations provided where needed?   | ✓     |    |
|  | 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. | ✓     |    |
| <b>Evidence</b>  | Has all the information requested by the external auditor been included?  | ✓     |    |

# Accounting statements 2017-18 for:

Name of body:

CALDICOT TOWN COUNCIL

|  | Year ending       |                   | Notes and guidance for compilers |
|--|-------------------|-------------------|----------------------------------|
|  | 31 March 2017 (£) | 31 March 2018 (£) |                                  |

Please round all figures to nearest £.  
Do not leave any boxes blank and report £0 or nil balances.  
All figures must agree to the underlying financial records for the relevant year.

## Statement of income and expenditure/receipts and payments

|   |         |         |   |
|---|---------|---------|---|
| 1. Balances brought forward             | 262,580 | 257,514 | 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  | 294,935 | 331,134 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.  |
| 3. (+) Total other receipts             | 37,843  | 29,869  | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.   |
| 4. (-) Staff costs                      | 104,218 | 98,782  | 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 eg termination costs. |
| 5. (-) Loan interest/capital repayments | NIL     | NIL     | Total expenditure or payments of capital and interest made during the year on external borrowing (if any).  |
| 6. (-) Total other payments             | 233,626 | 204,770 | 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         | 257,514 | 314,965 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).   |

## Statement of balances

|   |         |         |   |
|---|---------|---------|---|
| 8. (+) Debtors and stock balances           | 12,305  | 9,484   | <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           | 251,509 | 307,911 | <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                           | 6,300   | 2,430   | <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            | 257,514 | 314,965 | <b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).   |
| 12. Total fixed assets and long-term assets | 415,161 | 416,755 | The <b>original</b> asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.   |
| 13. Total borrowing                         | NIL     | NIL     | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

|                                 |     |    |     |     |    |     |  |
|---------------------------------|-----|----|-----|-----|----|-----|--|
| 14. Trust funds disclosure note | Yes | No | N/A | Yes | No | N/A | The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions). |
|                                 | ✓   |    |     | ✓   |    |     |  |

# Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/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 2018, that:

|  | Agreed? |     | 'YES' means that the Council/Board/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>   | ✓       |     | Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.                                      | 6, 12    |
| <p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>   | ✓       |     | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   | 6, 7     |
| <p>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 Council/Board/Committee to conduct its business or on its finances.</p> | ✓       |     | 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        |
| <p>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.</p>   | ✓       |     | Has given all persons interested the opportunity to inspect and to ask questions about the body's accounts.   | 6, 23    |
| <p>5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>   | ✓       |     | Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.  | 6, 9     |
| <p>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.</p>  | ✓       |     | 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     |
| <p>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 Council/Board/Committee and, where appropriate, have included them on the accounting statements.</p>                                | ✓       |     | Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.                          | 6        |
| <p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>   | ✓       |     | Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.                     | 6, 8, 23 |
| <p>9. Trust funds – in our capacity as trustee, we have:</p> <ul style="list-style-type: none"> <li>• discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>                                     | ✓       |     | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.<br><b>KING GEORGE V</b><br><b>PLAYING FIELDS 1082037</b>  | 3, 6     |

\* 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.



## Annual Governance Statement (Part 2)

|   | Agreed? |     | 'YES' means that the Body   |
|---|---------|-----|---|
|   | Yes     | No* |   |
| 1. We have considered the adequacy of reserves held by the body in setting the budget for 2017-18 and 2018-19 and have appropriate plans in place for the use of these reserves.  | ✓       |     | Has met the requirements of the Local Government Finance Act 1989 in setting the budget requirement and precept for the financial years.              |
| 2. When awarding grants under section 137 of the Local Government Act 1972, we have kept a separate account of such grants and considered whether or not the benefits arising from such payments are commensurate with the sums paid. | ✓       |     | Has kept and appropriate record of grants awarded and ensured that the expenditure is commensurate with the benefit to the community.                 |
| 3. <del>The council has ensured that it has a lawful obligation to pay a service gratuity to employees*</del> or<br>The council has no obligation or intention to pay a gratuity to employees.*                                       | ✓       |     | Has ensured that where it has an arrangement to provide a gratuity to staff, it has ensured that there is a legal obligation to provide the gratuity. |

\* Please delete as appropriate.

### Council/Board/Committee approval and certification

The Council/Board/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.

| Certification by the RFO  | Approval by the Council/Board/Committee  |
|---|--|
| I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018. | I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:<br><b>Mins 99(6)(1) 30.5.18</b><br>Insert minute reference and date of meeting |
| RFO signature: signature required<br><i>Gail McIntyre</i>   | Chair signature: signature required<br><i>Oliver Edwards</i>   |
| Name: name required<br><b>GAIL MCINTYRE</b>   | Name: name required<br><b>OLIVER EDWARDS</b>   |
| Date: dd/mm/yyyy<br><b>19/04/2018</b>   | Date: dd/mm/yyyy<br><b>30/5/2018</b>   |

### Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

| Certification by the RFO  | Approval by the Council/Board/Committee  |
|---|--|
| I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018. | I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:<br>Insert minute reference and date of meeting |
| RFO signature: signature required   | Chair signature: signature required  |
| Name: name required   | Name: name required  |
| Date: dd/mm/yyyy  | Date: dd/mm/yyyy   |



## 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 2018 of:

Caldicot Town Council

### 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

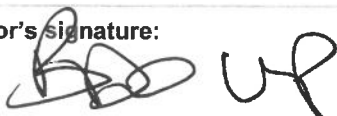
On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body..

(Continue on a separate sheet if required.)

External auditor's name:

BDO UP

External auditor's signature:



Date:

8/8/18

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: **Insert name of body** *CADDICOT TOWN COUNCIL*

The Council/Board/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 2018.

The internal audit has been carried out in accordance with the Council/Board/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 Council/Board/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.  | ✓       |     |     |               | <i>PLEASE SEE INTERNAL AUDIT FINAL UPDATE REPORT 16TH APRIL 2018</i>   |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.  | ✓       |     |     |               | //   |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.   | ✓       |     |     |               | //   |
| 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. | ✓       |     |     |               | //   |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.   | ✓       |     |     |               | //   |
| 6. Petty cash payments were properly supported by receipts, 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.                                  | ✓       |     |     |               | //   |
| 8. Asset and investment registers were complete, accurate, and properly maintained.   | ✓       |     |     |               | //   |

|  | 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.   | ✓       |     |     |               | //   |
| 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. | ✓       |     |     |               | //   |
| 11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.  | ✓       |     |     |               | //   |

For any risk areas identified by the Council/Board/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** |  |
| 12. |         |     | ✓   |               | NO ADDITIONAL RISKS IDENTIFIED.  |
| 13. |         |     | ✓   |               | //   |
| 14. |         |     | ✓   |               | //   |

\* 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).

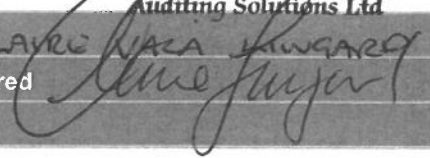
\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/~~Board/Committee~~ are included in my detailed report to the Council/~~Board/Committee~~ dated 16 APRIL 2018.] \* Delete if no report prepared.

### Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2016-17 and 2017-18. I also confirm that there are no conflicts of interest surrounding my appointment.

**CV Lingard for and on behalf of**  
Auditing Solutions Ltd

|  |  |
|--|--|
| Name of person who carried out the internal audit: name required           | CLARE NARA HUNGARY   |
| Signature of person who carried out the internal audit: signature required |  |
| Date: dd/mm/yyyy   | 21-04-18   |

## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. For guidance, please read the Practitioners' Guide (**Governance and accountability for local councils: A Practitioners' Guide (Wales)**) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
2. The Wales Audit Office Good Practice Exchange ([www.audit.wales/good-practice/finance/community-council-money](http://www.audit.wales/good-practice/finance/community-council-money)) provides further information on the accounts and audit process along with guidance on governance matters.
3. 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.
4. **There are now 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.**
5. 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.
6. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2017) equals the balance brought forward in the current year (line 1 of 2018). Explain any differences between the 2017 figures on this annual return and the amounts recorded in last year's annual return.
7. 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.
8. 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 Council 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 reconciliation is available in the Practitioners' Guide\*.
9. **Every** small body is now required to send to the external auditor, information to support the assertions made in the Annual Governance Statement. 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.
10. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
11. 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.
12. **Do not complete the Auditor General for Wales' Audit Certificate and report.** The external auditor completes this on behalf of the Auditor General for Wales on completion of the audit.
13. **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.
14. **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.**

04 SEP 2018



## CALDICOT TOWN COUNCIL GRANTS SCHEME

### 1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.

Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.

Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, in other words:

A prosperous Wales

A resilient Wales

A healthier Wales

A more equal Wales

A Wales of cohesive communities

A Wales of vibrant culture

A globally responsible Wales

### 2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### 3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.



**4. After Receipt of the Grant**

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

**A. APPLICANT DETAILS**

**Name of organisation: Monmouthshire CC**

**Contact Name: Tim Lewis**

**Address (of organisation)**

**County Hall, The Rhadyr, Usk**

**Post Code NP15 1GA**

**Tel No. 07881 444749**

**E-mail Address: [timlewis@monmouthshire.gov.uk](mailto:timlewis@monmouthshire.gov.uk)**

**What are the aims and purposes of your organisation?**

**YES/NO (please delete)**

**Is the organisation a registered charity?**

**If YES, what is the registration number?**

**B. FINANCE FOR THE PROJECT**

**Amount you are requesting from Caldicot Town Council**

**£3,000.00**

**What will be the total cost of the project?**

**£38,000.00**

**How will the project be funded in total? Ticket sales, concessions and sponsorship**

**YES/NO**

**Have you ever received a grant from Caldicot Town Council?**

**Please provide details:**

**Previous grants for this very successful annual event**

**C. DETAILS OF PROJECT**

**Title of project: Caldicot Fireworks 2018**

**Description of project: Annual Fireworks display and winter event**

**Who will benefit from the project? Local community and people from all over south wales and the south west**

**Approximately how many of those who will benefit are residents of Caldicot? 3000**



#### D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

#### E. DECLARATION

I declare that the above information is correct.

Signature

Date: 23/08/18

Name and position within organisation: Events and projects manager, Monmouthshire County Council

Please return form to:

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

#### IMPORTANT INFORMATION

To comply with the new **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Caldicot Town Council requires your consent to contact you

In relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone or e-mail



I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data **will not** be shared with any third parties.





Signed .....  .....

Date ..... 23/08/18 .....