

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	Peter Davis
Clerk's address ¹	The Town Council Office & Chamber, Penmaenmawr Community Centre, Conwy Road, Penmaenmawr, Conwy LL34 6AB
Clerk's contact telephone	01492 623 221
Clerk's email address	clerk@penmaenmawr.org
Council website	https://penmaenmawr.org

Accounting records

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

	Yes / No
Accounts software packages:	
Rialtas Alpha	Yes

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 reconciliation²

COUNCIL NAME: Penmaenmawr Town Council

COUNTY : Conwy

		£
A	Balance on the bank statement at 31 March (taken from bank statement) NatWest Current Account NatWest Deposit Account	 £ 84,340.68 £142,442.89
B	Outstanding items 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	 £56.04
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)	 £226,839.61

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 of Variance
Line 3 Total other receipts	1,154	0	-1,154	-100	Various items coded to ' 1120 ' MISCELLANEOUS INCOME during FY2023-24. Code retired during FY2024-25 on the recommendation of the Internal Auditor. All expenditure now coded to meaningful codes.
Line 4 Staff costs	61,337	31,381	-29,956	-49	Salaries coded to ' 4000 ' SALARY during FY2024-25: Over half the year without an employed Clerk & RFO and eleven months without an employed administrative assistant.
	1,782	540	-1,242	-70	Pensions coded to ' 4010 ' PENSION during FY2024-25: Over half the year without an employed Clerk & RFO and eleven months without an employed administrative assistant. Plus one Clerk opted out of Pension scheme. Reduction in Pensions contributions made.
	12,588	3,322	-9266	-74	PAYE & NI coded to ' 4020 ' HMRC during FY2024-25: Over half the year without an employed Clerk & RFO and eleven months without an employed administrative assistant. Reduction in PAYE & NI contributions made.
	75,707	35,243	-40,464	-53	As above.

Line 5 Loan interest/ capital repayments	40,501	0	-40,501	-100	Loan repayments coded to '4240' PWLB REPAYMENT during FY2023-24. The loan was paid off in full during FY2023-24. The Council has no loans owed by it or to it.
Line 6 Total other payments	212	159	-53	-25	Travel costs coded to '4060' TRAVEL during FY2023-24. No travel to conferences during FY2024-25.
	754	7,801	7,047	93	Training Costs coded to '4070' TRAINING during FY2024-25 increased due to: 1) Clerk training provided to Clerk 1 Mr Daryn Wilcox 2) FiLCA, Minutes and Clerk training provided to Clerk 2 Ms Amy Quinn. 3) Rialtas user training provided to acting Clerk & RFO Mr Stephen Consterdine. 4) Clerk and Rialtas training provided to new Clerk & RFO in post Mr Peter Davis.
	486	0	-486	-100	Cleaning costs coded to '4085' CLEANING during FY2023-24. No cleaning services during FY2024-25.
	154	0	-154	-100	Mayoral costs coded to '4095' MAYORAL ALLOWANCE during FY2023-24. The Mayor Mr Stephen Consterdine did not claim his Mayoral Allowance during FY2024-25
	638	12,220	11,582	1,815	Audit fees coded to '4110' AUDIT during FY2024-25. Fees were significantly increased for the following reasons: 1) Audit Wales Internal Audit fees FY2018-19 – £518.65. 2) Audit Wales Internal Audit fees FY2019-20 - £7,352.80. 3) Audit Wales Internal Audit fees FY2020-21 - £449.00

					4) Interim Internal Audit Fees FY2024-25 - £1,275.00 5) Retrospective Internal Audit Fees FY2023-24 - £2,625.00
	1,553	11,003	9,450	609	Legal & Professional fees coded to ' 4120' LEGAL & PROFESSIONAL FEES during FY2024-25 were significantly increased for the following reasons: 1) Legal fees re purchase of land at St David's Lane £999.00 2) Rialtas Year-end Close down service £510.00 3) Professional fees re Bron Haul Woodland Project - £7,733.00 4) Additional Payroll service charges – new starters £208.00
	618	0	-618	-100	Office Services coded to ' 4140' OFFICE SERVICES during FY2023-24. This code has been retired at the recommendation of the Internal Auditor. Office Services such as Broadband, Water Charges, Electricity etc., now have their own codes for more accurate analysis.
	223	182	-41	-18	Daily Consumables coded to ' 4145' DAILY CONSUMABLES during FY2023-24 now only has tea, coffee, milk etc., coded to it. Stationery is now coded to ' 4160' POSTAGE & STATIONERY
	1,947	2,593	646	33	IT coded to ' 4150' IT during FY2024-25 increased expenditure due to the following: 1) Government Cyber Essentials Security Registration £320.00 2) Engineering fees for SharePoint work £226.98

					3) New Flatscreen monitor £84.00
	701	19	-682	-97	Postage fees coded to ' 4160 ' POSTAGE decreased significantly due to the newsletter and communications being made available electronically.
	4,113	0	-4,113	-100	Nominal Code ' 4170 ' RENT & HIRE was a duplicate code and was retired in 2024-25 on the advice of the internal auditor. HALL HIRE '4169' and PTC OFFICE RENT '4171' are now recorded separately: 1) 4169 Hall Hire £1,345.00 2) 4171 PTC Office rent £2,257 Reduction in Hall Hire costs due to restructuring of committees and fewer meetings being held.
	1,017	1,626	609	60	Nominal Code ' 4180 ' REPAIRS & MAINTENANCE increase in FY2024-25 expenditure due to significant repairs to the historic weighbridge: 1) £600.00
	668	1,045	337	56	Nominal Code ' 4190 ' MEMBERSHIP & SUBSCRIPTION increase in FY2024-25 expenditure due to increase in OVW subscription and a new annual subscription to 'Grants Online Ltd in the amount of £125.00.
	52	95	43	83	Nominal Code ' 4195 ' BOOKS & PUBLICATIONS increase in FY2024-25 expenditure due to the purchase of 'The Clerk's Manual' twice! <i>(This is still in dispute with the vendor).</i>
	3,462	486	2,976	86	Nominal Code ' 4210 ' WEBSITE decrease in FY2024-25 expenditure due to major redevelopment of the Council's official website in

					FY2023-24 and only maintenance work being undertaken in FY2024-25.
	262	401	139	53	Nominal code ' 4230 ' BANK CHARGES Increase in FY2024-25 due to the increased number of transactions made by the Council and the increase in charges by NatWest Bank.
	617	0	-617	-100	Nominal code ' 4299 ' MAJOR EQUIPMENT decrease in FY2024-25 expenditure due to no purchases being made.
	3,353	10,330	6,977	208	Nominal code ' 4300 ' GRANTS & DONATIONS significant increase in FY2024-25 expenditure due to the increased number of grants: 1) Library support payment £9,500.00 LGA 1972 s.144 2) Small Towns £330.00 LGA 1972 s.137 3) Plants for Penmaenmawr baskets etc., LGA 1972 s.144 £500.00
	1,629	2,093	464	28	Nominal code ' 4335 ' PLAYING OUT SCHEME significant increase in FY2024-25 expenditure due to the increase in charges from Conwy County Borough Council.
	3,463	0	-3,463	-100	Nominal code ' 4350 ' CHRISTMAS TREES retired at the recommendation of the Internal Auditor.
	15,690	0	-15,690	-100	Nominal code ' 4355 ' CHRISTMAS LIGHTS retired at the recommendation of the Internal Auditor.
	0	16,304	16,304	100	Nominal code ' 4345 ' CHRISTMAS EVENTS to be used for all Christmas expenditure. Reduction against combined expenditure in FY2023-24 for nominal

					codes 4335 and 4350 due to new Christmas Lights installation couplings and repairs in FY2023-24.
	1,726	5,382	3,656	212	Nominal code ' 4390 ' COMMUNITY SKIPS Increase in expenditure during FY2024-25 due to the provision of a second community skip on an additional site.
	1,111	17	-1,094	-98.47	Nominal code ' 4400 ' COMMUNITY MAINTENANCE reduction in expenditure during FY2024-25 due to sufficient stock of uniforms, work wear and equipment. Only purchases in year a door hinge and a litter picking tongue.
	280	1,500	1,200	436	Nominal code ' 4415 ' TRAFFIC CONTROL increase in expenditure during FY2024-25 due to the additional traffic management requirements during the Remembrance Day and Christmas Events.
	329	0	-329	-100	Nominal Code ' 4440 ' CORONATION PICNIC no expenditure during FY2024-25. This code has been retired at the Recommendation of the Internal Auditor a single SPECIAL EVENTS nominal code '4520' has been established to ensure the non-proliferation of erroneous and unnecessary codes.
	5,840	1,470	-4,370	-75	Nominal code ' 4490 ' BASKETS & PLANTERS the reduction in expenditure during FY2025-25 was due to a number of projects not progressing as there was no overall continuity of the Clerk & RFO to maintain the projects.
	1,080	1,260	180	17	Nominal code ' 4460 ' CCTV increase in expenditure was due to an increase in fees charged by Conwy County Borough Council.

TOTAL	51,978	75,986	29,900	58	
Line 8 Debtors and stock balances	6,268	15,149	8,881	140	The VAT reclaim for FY2023-24 was not submitted, therefore the VAT control account is recording both the unclaimed FY2023-24 s.126 VAT reclaim and that of FY2024-25. The increase in the VAT reclaim for FY2024-25 is due to the overall increase in expenditure on VATable goods and services.
Line 10 Creditors	0	2,534	2534	100	Penmaenmawr Town Council moved from Receipts and Payments reporting to Income and Expenditure on the 31 st of March 2024.
Line 12 Total fixed assets and long term assets	151,827 Restated as 132,923	99,023	33,900	26	The reduction in the Fixed Asset Register Value reflects the in-year acquisitions of £1,572.49 for IT equipment and an 'honours board' and the in-year disposal of the Council's old Christmas Lights recorded in the amount of £33,675.60 (replaced with a lease agreement with Blachere) and a broken ride-on lawnmower recorded in the amount of £1,799.00
Line 13 Total borrowing	0	0	0	0	Not applicable.

Governance themes 2024-25

Capital projects

1. No capital projects have been undertaken during the FY2024-25 financial year.

Member and officer training

Please provide the following information:

1. A copy of the Council's training plan for the 2024-25 financial year is attached. It is also published on the Council's website under the policies section.

Completion of audit 2023-24

Please provide the following information:

1. The 2023-24 financial year Annual Return was not submitted until March 2025 for reasons that were explained in that submission. The link to the area on the Penmaenmawr Town Council website where all Audit and Accounting information is published and publicly available is: <https://penmaenmawr.org/penmaenmawr-town-council/accounts-and-audits>