Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: Rhuddlan Town Council

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	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	125,583	101,842	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	183,039	199,211	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	121,660	51,516	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	43,865	43,144	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	6,876	11,529	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	277,698	141,871	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	101,842	156,024	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances0			
8. (+) Debtors			**Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	101,842	156,024	**All accounts:** 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			**Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	101,842	156,024	**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	455,726	472,214	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	133,499	125,904	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, 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 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	✓		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	✓		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website]. rhuddlantowncouncil.gov.uk	✓		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	✓		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 does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	✓		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: • Effective financial management including the setting and monitoring of the Council's budget • Maintenance and security of accurate and up to date accounting and other financial records • Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.	✓		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: • measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments • assessment and management of risks facing the Council • an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging 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.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. **General power of Competence** – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		✓	Meets the eligibility criteria to exercise the general Power of Competence	E

* Please include an explanation for any 'No' answers

	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 has met its responsibilities as a trustee..	✓				COUNCIL IS SOLE TRUSTEE OF ADMIRALS FIELD CHARITY ACCOUNTS UP TO DATE - NO INCOME & EXPENDITURE

For any risk areas identified by the Council (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.					
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 are included in my detailed report to the Council dated MAY 2025] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	SARA JONES
Signature of person who carried out the internal audit:	[signature]
Date: 14.05.2025	

* Please include an explanation for any 'No' answers

Annual internal audit report to:

Name of body: DENBIGHSHIRE COUNTY COUNCIL AUDIT TEAM

The Council'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 2025.

The internal audit has been carried out in accordance with the Council'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.

	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.	✓				
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 contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

* Please include an explanation for any 'No' answers

Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement
1. **Expenditure under S137 Local Government Act 1972** Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector. In 2024-25, the Council made payments totalling £ 8,794.65 under section 137. These payments are included within 'Other payments' in the Accounting Statement. PAYMENTS AS PER APPENDIX S137/1
2.

Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		V *		* IS SOLE TRUSTEE OF ADMIRALS FIELD CHARITY WITH ZERO INCOME & EXPENDITURE

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO	**Approval by the Council**
I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: **Minute ref:** 10 of Minutes of 15/5/25
RFO signature:	**Chair signature:**
Name: STEPHEN WILSON	**Name:** Cllr JACKIE BURNHAM
Date: 4/4/2025	**Date:** 3/6/2025

* Please include an explanation for any 'No' answers

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sir ddinbych
denbighshire
County Council

D252601 - Internal Audit of Rhuddlan Town Council 2024-25

Issue May 2025

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Purpose and Scope of Review

Rhuddlan Town Council requested Denbighshire Internal Audit Services to perform a review of their financial propriety and governance arrangements of their 2024/25 accounts based on an assessment of risk, including carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

Audit Opinion

Our review of Rhuddlan Town Council for the financial year 2024/25 confirmed robust governance and financial controls remain in place with an effective standard of record keeping, supported by the electronic financial system 'Rialtas'.

Comprehensive policies including financial regulations, are in place and available on the Town Council's website which are reviewed regularly and complied with, and terms of reference are in place for committees.

Testing confirmed compliance with financial regulations, with effective controls in place for income and expenditure, including the treatment of VAT. Regular reconciliations are performed and presented at town council meetings on a quarterly basis for approval, which are minuted. Further improvements of the reconciliation process were identified in our previous review, which have now been implemented with the mayor now a second signatory to sign off the accounts each month. The review of the Annual Return identified some variances; however, valid explanations were provided to support the variances.

An asset register is in place and insurance has been reviewed to ensure sufficient cover for assets recorded. There is a comprehensive risk assessment in place to identify and manage risks, which was last reviewed in May 2024.

Based on the scope of the review, we give a high assurance rating. Details of the definitions of the ratings used in the report are included in Appendix 1.

High Assurance ●	Risk and controls well managed and objectives are being achieved

Appendix 1 – Definition of Ratings Used Within the Report

Assurance Levels

High Assurance ●	Risk and controls well managed and objectives are being achieved
Medium Assurance ●	Minor weaknesses in management of risks and/or controls but no risk to achievement of objectives
Low Assurance ●	Significant weaknesses in management of risks and/or controls that put achievement of objectives at risk
No Assurance ●	Fundamental weaknesses in management of risks and/or controls that will lead to failure to achieve objectives

Risk Assessment Criteria

Risk Severity	Escalation Criteria	Likelihood & Impact
Moderate ●	Risk containable at service level – senior management and Senior Leadership Team (SLT) may need to be kept informed	• Event is almost certain/likely to occur in most circumstances with very low impact • Event is likely/possible to occur with low impact • Event will possibly/unlikely/rarely occur with medium impact • Event rare and may occur only in exceptional circumstances with high impact
Major ●	Intervention by SLT and / or Corporate Executive Team (CET) with Cabinet involvement	• Event is almost certain to occur in most circumstances with low impact • Event is almost certain/likely to occur in most circumstances with medium impact • Event will possibly/unlikely to occur at some time with high impact • Event rare and may occur only in exceptional circumstances with very high impact
Critical ●	Significant CET and Cabinet intervention	• Event is almost certain or likely to occur with high impact • Event is almost certain/likely/possibly to occur with very high impact

Report Recipients

- Clerk to Rhuddlan Town Council

Internal Audit Team

Sara Jones, Senior Auditor (Career Pathway) sara.webster@denbighshire.gov.uk

Key Dates

Review commenced	April 2025
Review completed	May 2025