# Minor Joint Committees in Wales
# Annual Return for the Year Ended 31 March 2026

## Accounting statements 2025-26 for:

**Name of Committee:** PROSIECT GWYRDD

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | **31 March 2025 (£)** | **31 March 2026 (£)** | **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 | 237,091 | 191,061 | 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 | 135,000 | 135,000 | Total amount of income received/receivable in the year from levy/contribution from principal bodies. |
| **3.** (+) Total other receipts | 42,124 | 43,640 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants. |
| **4.** (-) Staff costs | -156,501 | -164,721 | 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 | 0 | 0 | Total expenditure or payments of capital and interest made during the year on external borrowing (if any). |
| **6.** (-) Total other payments | -66,654 | -73,318 | 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 | 191,061 | 131,662 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6). |
| **Statement of balances** | | | |
| **8.** (+) Debtors | 0 | 108,000 | **Income and expenditure accounts only:** Enter the value of debts owed to the Committee at the year-end. |
| **9.** (+) Total cash and investments | 193,086 | 24,700 | **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 | -2,025 | -1,038 | **Income and expenditure accounts only:** Enter the value of monies owed by the Committee (except borrowing) at the year-end. |
| **11.** (=) Balances carried forward | 191,061 | 131,662 | **Total balances should equal line 7 above:** Enter the total of (8+9-10). |
| **12.** Total fixed assets and long-term assets | 0 | 0 | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March. |
| **13.** Total borrowing | 0 | 0 | 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 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 2026, that:

| | **Agreed?** | | **'YES' means that the Committee:** |
|---|---|---|---|
| | **Yes** | **No*** | |
| **1.** We have put in place arrangements for:<br>• effective financial management during the year; and<br>• the preparation and approval of the accounting statements. | Y | | Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law. |
| **2.** We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness. | Y | | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| **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 Committee to conduct its business or on its finances. | Y | | 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. |
| **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. | Y | | Has given all persons interested the opportunity to inspect the committee's accounts as set out in the notice of audit. |
| **5.** We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | Y | | Considered the financial and other risks it faces in the operation of the Committee and has dealt with them properly. |
| **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. | Y | | 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 Committee. |
| **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 Committee and, where appropriate, have included them on the accounting statements. | Y | | Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant. |
| **8.** We have taken appropriate action on all matters raised in previous reports from internal and external audit. | Y | | Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors. |

* 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.

## Additional disclosure notes*

| **The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement** |
|---|
| **1.** |
| **2.** |
| **3.** |

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

## Committee approval and certification

The Committee 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** I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2026. | **Approval by the Committee** I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference: **Minute ref:** |
|---|---|
| **RFO signature:**  | **Chair signature:**  |
| **Name:** Christopher Lee | **Name:** Cllr Norma Mackie |
| **Date:** 19 May 2026 | **Date:** 19 May 2026 |

# Annual internal audit report to:

| | |
|---|---|
| **Name of Committee:** | **PROSIECT GWYRDD 2025-2026** |

The 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 2026.

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

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to the Committee) |
|---|---|---|---|---|---|
| | **Yes** | **No*** | **N/A** | **Not covered**** | |
| **1.** Appropriate books of account have been properly kept throughout the year. | YES | | | | **Proper books of account.**<br><br>Reviewed SAP general ledger extracts, income and expenditure reports and balance sheet reconciliations to confirm that accounting records were properly maintained throughout the year and reconcile to the Annual Return figures. |
| **2.** Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for. | YES | | | | **Financial regulations, payments and VAT.**<br><br>Tested a sample of expenditure transactions to confirm they were supported by invoices, appropriately authorised, correctly coded and that VAT was treated in accordance with Cardiff Council processes. No exceptions identified. |
| **3.** The Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | YES | | | | **Risk management arrangements.**<br><br>Reviewed Joint Committee reports and governance documentation to confirm that key financial and operational risks were identified, considered and overseen through established committee arrangements. |
| **4.** The annual precept/levy/resource demand requirement resulted from an | YES | | | | **Budgetary control and reserves.** |

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to the Committee) |
|---|---|---|---|---|---|
| | **Yes** | **No*** | **N/A** | **Not covered**** | |
| adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | | | | | Reviewed approved budgets, in-year budget monitoring reports and the outturn report. Confirmed that expenditure was monitored during the year, variances were reported to the Joint Committee and reserve movements were appropriate and supported |
| **5.** Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for. | YES | | | | **Income collection and recording**.<br><br>Verified partner contribution invoices (£27,000 per authority), SAP postings and receipt status. Confirmed full income was raised correctly; identified outstanding debtor balances at year end and confirmed they were appropriately recorded in the Annual Return. CMB meeting in the diary for 6th May where the reports will be reviewed with the board. |
| **6.** Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for. | YES | | | | **Petty cash.**<br><br>Confirmed that Prosiect Gwyrdd does not operate a petty cash system. All expenditure is processed through Cardiff Council's SAP financial system |
| **7.** Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied. | YES | | | | **Salaries, PAYE and NI.**<br><br>Reviewed payroll recharge schedules and SAP payroll reports to confirm staff costs were paid in accordance with approved arrangements and that PAYE, National Insurance and pension contributions were correctly applied. |
| **8.** Asset and investment registers were complete, accurate, and properly maintained. | YES | | | | **Assets and investments.**<br><br>Confirmed that the Joint Committee does not hold fixed assets or long-term investments. Asset register values are correctly stated as nil in the Annual Return |

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to Committee) |
|---|---|---|---|---|---|
| | **Yes** | **No*** | **N/A** | **Not covered**** | |
| **9.** Periodic and year-end bank account reconciliations were properly carried out. | YES | | | | **Bank reconciliations.**<br><br>Reviewed evidence that cash balances are held and reconciled by Cardiff Council through SAP intercompany processes and confirmed year-end balances reconcile to the Annual Return. |
| **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. | YES | | | | **Accounting statements and audit trail.**<br><br>Reviewed the draft Annual Return to confirm it was prepared on the correct income and expenditure basis, agreed to SAP records and supported by a clear audit trail. Confirmed that debtors and creditors were appropriately recorded at year end. |

**For any risk areas identified by the 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 Committee) |
|---|---|---|---|---|---|
| | **Yes** | **No*** | **N/A** | **Not covered**** | |
| **11.** | YES | | | | At year end, four partner authorities (Caerphilly, Newport, Monmouthshire and Vale of Glamorgan) had not paid their £27,000 contributions, resulting in a total outstanding debtor of £108,000.<br><br>Risk that income is not received promptly, impacting cash flow and reserve balances, or that disclosure is not sufficiently clear for external audit. |
| **12.** | YES | | | | Final assurance on the Annual Return is dependent on either post–year-end receipt of partner contributions or appropriate disclosure within the accounting statements and narrative.<br><br>Risk of delay to audit sign-off if evidence or narrative is incomplete. |

## Internal audit confirmation

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

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| **Name of person who carried out the internal audit:** | **Pernille Larsen** |
| **Signature of person who carried out the internal audit:** | Pernille Larsen |
| **Date: 29.04.2026** | |