

# Minor Joint Committees in Wales

## Annual Return for the Year Ended 31 March 2024

### Accounting statements 2023-24 for:

Name of Committee:

Glamorgan Archives Joint Committee

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	112,961	132,709	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	826,917	899,272	Total amount of income received/receivable in the year from levy/contribution from principal bodies.
3. (+) Total other receipts	107,428	177,984	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(545,488)	(581,269)	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	(369,110)	(455,149)	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	132,709	173,547	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	41,388	55,601	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the Committee at the year-end.
9. (+) Total cash and investments	123,844	127,464	<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	(32,523)	(9,518)	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the Committee (except borrowing) at the year-end.
11. (=) Balances carried forward	132,709	173,547	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	6,117,816	6,051,724	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 2024, that:

	Agreed?		'YES' means that the 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 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 the committee's accounts as set out in the notice of audit.	6, 23
<p>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.</p>	☉		Considered the financial and other risks it faces in the operation of the Committee 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 Committee.	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 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

\* 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.

<b>Certification by the RFO</b> 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 2024.	<b>Approval by the Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:
<b>RFO signature:</b> 	<b>Minute ref:</b>
<b>Chair signature:</b> 	<b>Chair signature:</b>
<b>Name:</b> Christopher Lee	<b>Name:</b> Cllr Elaine Winstanley
<b>Date:</b> 07-Jun-24	<b>Date:</b> 20th June 2024

## Annual internal audit report to:

Name of Committee:

Glamorgan Archives

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 2024.

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				<p>Review of records showed that appropriate books of accounts have been properly kept throughout the year through Cardiff Council's main accounting ledger, SAP.</p> <p>Regular budget monitoring information is maintained by the Accountant. Monitoring reports were provided to meetings of the Glamorgan Archives Joint Committee (copies of reports at month 4 and month 7 were provided for review).</p>
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	Yes				<p>The auditor identified that the Body's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for under the accountable body with the necessary disclosures and permissions being sought from HMRC.</p>
3. The Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes				<p>The auditor reviewed the records held of meetings relating to the Glamorgan Archives Joint Committee.</p> <p>The committee assesses and mitigates significant inherent risks in order to achieve its objectives on a quarterly basis and, when changes occur, these are discussed regularly at the Glamorgan Archives Joint Committee Meetings.</p> <p>The auditor reviewed the minutes of the Joint Committee meetings for 16/06/2023, 22/09/2023, 15/12/2023 and 22/03/2024, as well as the budget monitoring reports for months 4 (presented 22/09/2023) and 7 (presented 15/12/2023). The impact of risks is included in budget monitoring reports, although not in a separate section specifically devoted to risk analysis.</p>

	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**	
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.	Yes				<p>Review of the committee minutes and other records showed that regular progress against budget is maintained and monitored by the Accountant and discussed regularly at the Glamorgan Archives Joint Committee Meetings. The out-turn for 2022/2023 was discussed at the meeting on 16/06/2023.</p> <p>The budget for 2023/2024 was presented to the Joint Committee at the meeting on 16/12/2022. It was noted in the report that drawing down from general reserves was to be phased out, with the last drawdown planned for 2022/2023; there were also increases in contributions from the local authorities.</p> <p>In 2023/2024, there were budget monitoring reports presented to committee on 22/09/2023, 15/12/2023 and 22/03/2024.</p>
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Yes				<p>Contributions from partner authorities for 2023/2024 are made in accordance with the legal agreement for Glamorgan Archives (based on population percentages). All income had been received and in year from the partner authorities and paid with no outstanding balances.</p>
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			N/A		<p>The Glamorgan Archives imprest account is no longer used. There are purchasing cards in use for small purchases.</p>
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	Yes				<p>The auditor reviewed SAP and the supporting information for the annual return.</p> <p>Expenditure on staff is made through Cardiff Council's ledger, SAP, and internal Payroll process including DigiGOV. SAP shows that the expenditure on employees for 2023/2024 was £581,269.04.</p>
8. Asset and investment registers were complete, accurate, and properly maintained.	Yes				<p>Notional Capital Financing Costs and Capital Balance Sheet maintained by Cardiff Council Accountant for 2023/2024.</p> <p>At the last revaluation in 2021/22, the valuer gave a useful, economic life of 90 years for the buildings. However, the residual life from the previous valuation in 2018/19 was not updated, and continued</p>

	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**	
					at 87 years for the year, instead of being increased to 90 years, which affected the annual calculation for depreciation. The next valuation will be in 2024/25 at which point the asset will be reset with the new useful, economic life.

	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				Discussion and review of records showed that monthly and year-end bank account reconciliations for inter companies were undertaken as part of the council wide yearend bank reconciliations, and any imbalances rectified during the course of the year.  Reconciliations are subject to review by Audit Wales.  The end of year individual 'FICO' reconciliation was undertaken.
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 have been prepared from figures in SAP.  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.

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.					
12.					
13.					

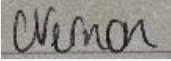
\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* 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 Committee are included in my detailed report to the Committee dated \_\_\_\_\_.] \* Delete if no report prepared.

### 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 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

<b>Name of person who carried out the internal audit:</b> Cara Vernon
<b>Signature of person who carried out the internal audit:</b> 
<b>Date:</b> 07/05/2024

## Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2024 of **Glamorgan Archives Joint Committee**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 and guidance issued by the Auditor General for Wales.

### **Audit opinion: Unqualified**

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Committee's governance arrangements; and
- that the Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

### **Other matters and recommendations**

There are no further matters I wish to draw to the Committee's attention.



**Richard Harries, Engagement Director, Audit Wales**

**For and on behalf of the Auditor General for Wales**

**Date 29 November 2024**