

Council contact details and other core information

Please provide the following contact details for the Council.

Current details	
Clerk's name	CHERYL HOOD
Clerk's address ¹	LLANWRTYD HALL, STATION ROAD LLANWRTYD WELLS POWYS LD5 4RW
Clerk's contact telephone	07761123110
Clerk's email address	lwtcclerk@gmail.com
Council website	Llanwrtyd-town-council.wales

Accounting records

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

	Yes / No
Manuscript cashbook / receipts and payments book	
Spreadsheet	YES
Accounts software packages:	
• Rialtas	
• Sage	
• Scribe	
• Xero	
• Other (Please specify)	

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.

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 required? Less than 15% - NO More than 15% - YES
Line 3 Total other receipts	1983	13016	-11033	-5.6	NO
Line 4 Staff costs	7340	8133	+793	10.8	NO
Line 5 Loan interest/ capital repayments	0	0	0	0	NO
Line 6 Total other payments	16027	27397	+11370	70.9	YES
Line 8 Debtors and stock balances	0	0	0	0	NO
Line 10 Creditors	0	0	0	0	NO
Line 12 Total fixed assets and long term assets	11096 94	11229 65	13271	1.2	NO
Line 13 Total borrowing	0	0	0	0	NO

Suggested layout for explanations

One sheet to be prepared for **each variance** that requires explanation.

Line 6	£
Figure in This Year column	27397
Figure in Last Year column	16027
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	+70.9

Reasons (as many as are applicable)	Amount £11370
Reason 1	Transfer of £10,00 to Swansea Building Society to gain higher rate of interest for 2025/26 earnings
Reason 2	The Precept notified to Powys County Council was £5000 short. The Town Council made a conscious decision to use its reserves to make up the shortfall to reduce the increase to the Towns Community, due to the cost-of-living crisis.
Reason 3	IRPfW Payments £4,288.00. 11 Councillors x £156, £52 and Mayor £1,500 and Deputy £500 No Councillors currently claim these allowances but have to be taken into account for the budget
Reason 4	
Unexplained	2082
Confirm unexplained amount is less than 15% of Last Year figure	YES

Bank reconciliation²

COUNCIL NAME: LLANWRTYD WELLS TOWN COUNCIL

COUNTY: POWYS

	£
A Balance on the bank statement at 31 March (taken from bank statement)	<u>£18635 B1</u> <u>£3576 B2</u> <u>£16502 SWANSEA</u> <u>B.S.</u> TOTAL £38713
Outstanding items	
B Less unpresented cheques (List each outstanding cheque)	
1) Abergweyn Hall Annual Payment (2023) Cheque No. 201573	<u>£250</u>
2) Abergwesyn Hall Annual Payment (2024) Cheque no. 201593	<u>£250</u>
3) Council Chamber Rent Annual Payment (2024) Cheque No. 201594	<u>£500</u>
4) Neuadd Arms Annual Payment for housing Town WiFi Hub Cheque No. 201626	<u>£25</u>
5) Clerk March Salary Cheque No. 201640	<u>£542.64</u>
	<u>£1568</u>
C Plus uncleared payments into bank (to agree with attached list)	
NIL	<u>£0</u>
D Petty cash - NIL	
Plus any petty cash balance held at 31 March	<u>£0</u>
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)	<u>£37145</u>

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.