

# Councillor Internal Controller Policy

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BUCKLESHAM PARISH COUNCIL

Ruth Johnson  
CLERK, BUCKLESHAM PARISH COUNCIL

## Introduction

Bucklesham Parish Council recognises the importance of nominating a Councillor to act as a Councillor Internal Controller (CIC) to strengthen its Internal Controls. This role requires the nominated person to complete a checklist of tasks to verify the Internal Control arrangements in place at the Council (see below). These reviews will be undertaken bi-monthly, reported to Council at the next Full Council meeting, and minuted. The role of CIC will be reviewed at the Annual Parish Council Meeting in May of each year.

## Duties of the CIC

### **On a bi-monthly basis, the Councillor Internal Controller will:**

1. Receive the Cash Book spreadsheet electronically and physical folder with all invoices, remittance advices and bank statements in.
2. Check the entries in the Cash Book against the hard copies of invoices, and remittance advices, verifying that entries in the Cash Book correspond with the figures on the bank statements.
3. Check all invoices have been initialled by authorisers.
4. Check there are no additional payments or receipts, for which there is no paperwork.
5. Report to the Clerk all findings, for forwarding to Full Council and minuting at the next meeting

### **On an annual basis (in June each year), the Councillor Internal Controller will:**

1. Check the following items are shown on the Website for the previous accounting year:
  - a. All items of expenditure above £100.
  - b. End of Year accounts.
  - c. Annual Governance Statement.
  - d. Internal Audit Report.
  - e. List of Councillor responsibilities.
  - f. Location of public land and building assets.
  - g. Minutes, Agendas and papers of formal meetings.

This Policy was adopted by the Council at its meeting held on:

13<sup>th</sup> May 2026

Signed:

*Ruth Johnson*

Clerk

*Clive Lenton*

Chair

### Version Control

Date	Details	Next Review
14 <sup>th</sup> May 2025	First Publication	September 2027
13 <sup>th</sup> May 2026	Annual Review	May 2027