

Councillor Internal Controller Policy

BUCKLESHAM PARISH COUNCIL

Ruth Johnson
CLERK, BUCKLESHAM PARISH COUNCIL

Introduction

Following recommendations from the Internal Auditor, Bucklesham Parish Council agreed at its meeting in March 2025 to nominate a Councillor to act as a Councillor Internal Controller (CIC). 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 and cheque stubs 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 14th May 2025

Signed:

Clive Lenton

Chair

Ruth Johnson

Clerk

Version Control

Date	Details	Next Review
14 th May 2025	First Publication	September 2027