

Councillor Internal Controller Policy – May 2025

UFFORD PARISH COUNCIL

Judi Hallett
CLERK, UFFORD PARISH COUNCIL

Introduction

Following recommendations from the Internal Auditor, Ufford Parish Council agreed at its meeting in January 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 Quarterly, reported to Council at a Full Council meeting, and minuted.

The role of CIC will be reviewed at the Annual Meeting of the Parish Council.

Duties of the CIC

On a quarterly basis, the Councillor Internal Controller will:

1. Receive the Cash Book spread sheet 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, to 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:
 - i. All items of expenditure above £100.
 - ii. End of Year accounts
 - iii. Annual governance statement
 - iv. Internal audit report
 - v. List of councillor or member responsibilities
 - vi. Location of public land and building assets
 - vii. Minutes, agendas and papers of formal meetings

Details of all publication requirements can be found in the Transparency Code for Smaller Authorities: ([https://assets.publishing.service.gov.uk/media/5a7ef9cae5274a2e87db311f/Transparency Code for Smaller Authorities.pdf](https://assets.publishing.service.gov.uk/media/5a7ef9cae5274a2e87db311f/Transparency_Code_for_Smaller_Authorities.pdf))

Adopted by the Parish Council at a meeting on: 20th May 2025

Signed:



Mrs Judi Hallett
Clerk



Cllr. David Findley
Chair