Internal Control Councillor Checklist

Essington Parish Council is responsible for ensuring that its financial management is adequate and effective, conducted in accordance with the law, and that public money is safeguarded and properly accounted for. In discharging this overall responsibility, the Council is also responsible for ensuring there is a sound system of internal control which facilitates the effective exercise of the Council's functions and arrangements for the management of risk.

Item	**Documents Checked/Comments**
Annual Review of the Budget for the next financial year	2025-26 Budget approved 24.02.25
Monthly Bank Reconciliations	Current and Savings Account Reconciliation Statements on the Agenda for monthly Finance Committee and Full Council Meetings
Regular financial and budget reviews	Income & Expenditure reports presented at monthly Finance Committee and Full Council Meetings
All bills for payment are presented to the Council for approval	List of payments presented at monthly Finance Committee and Full Council Meetings
Payments supported by authorised invoices	Invoices signed by the Chairman. Another Councillor signs invoices for payments not included in the list of regular creditors
Random checks made on the accounts by a non-signatory Councillor	All Bank statements and invoices for 2025/26 passed to James to carry out an audit trail on the payment process.
Internal Audit timed to comply with the Annual Return timescales	All documents to be sent to the Internal Auditor in May 2026

Signed: [redacted]

Name: JAMES PARKER

Date: 29-5-2026