

To : Bursar Support, Zone D, Town Hall Maidenhead, St Ives Road, Maidenhead, Berkshire, SL6 1RF.

**AGRESSO - AUTHORISED SIGNATORIES FOR
A HOLY TRINITY CE PRIMARY SCHOOL, SUNNINGDALE**

I confirm that the School's Governing Body has approved the following members of staff to sign the documentation listed below: -

B	Post Title	Post Holder Name	Signature
1.	Headteacher	Mrs J Griffith	
2.	A/Headteacher	Mrs C Barnes	
3.	A/Headteacher	Miss S Harding	
4.	Bursar	Mrs W Poulter	
5.	School Administrator	Mrs S Lawson	
6.			

POST HOLDERS						
	1	2	3	4	5	6
C	Financial Documentation, General					
	Contract Payments processed centrally	Yes	Yes	Yes		
	Virement Requests	£10k	£10k	£10k	£2,000	£2,000 £
	Journal Transfer Requests	£5,000	£5,000	£5,000	£2,000	£2,000 £
	Purchasing Card Limit	£10k	£10k	£10k	£	£ £

D	Financial Documentation, Agresso					
	Requisitioner	£	£	£	£10k	£10k £
	Requisition Authoriser	£10k	£10k	£10k	£	£ £
	Invoice Authoriser	£10k	£10k	£10k	£	£ £
	Cash Reconciliation					

E	Payroll Documentation					
	Appointment / Termination Forms	X	X	X		
	Variation Forms	X	X	X		
	Timesheets	X	X	X		
	Overtime Claims	X	X	X		
	Mileage / Expenses Claims	X	X	X		

F	Approved by	
..... Chairman of Governors		Date:

Bursar Support Copies sent to payroll:	Date	Initials

**Guidance notes for completing
Schedule of Authorised Signatories
For Agresso Users**

AIM

The schedule aims to notify other areas of RBWM of the school's authorised signatories for financial transactions undertaken centrally. This schedule should form part of your school financial policy. Evidence of the delegation of other tasks will also need to be documented and held within the school. E.g. Certification of Orders, budgetary responsibility etc. Whilst governors may delegate as they see fit, they do need to ensure that budgetary responsibilities are appropriate and that there is adequate separation of duties so that, for example, staff completing payroll forms may not also authorise them. This serves to protect both the school and the members of staff involved.

COMPLETION OF FORM

A. Complete School Name

B. Complete details of personnel authorised to complete the documents listed in order of seniority. E.g. Headteacher first

C. Financial Documents, General:

Contract Payments: Please mark Yes or No for each signatory. It is recommended that responsibility for signing these documents is delegated to the Headteacher/Deputy Head or member of the Senior Management Team, with the Deputy or SMT member only completing in the Head's absence.

Virement Requests: Enter the amount authorised, if not applicable enter £0 or X. Refer to schools own cost centre controls. For example the Finance Officer will only sign for cost centres they have responsibility for.

Purchasing Card As per the terms and conditions of the card only the Cardholder can sign/use the card, the amount is as per the schools finance policy (usually £2,000). Enter the amount authorised, if not applicable enter £0 or X.

D. Financial Documents, Agresso:

Journal Transfer Request; Purchase Order Requisitioner; Purchase Order Authoriser; Invoice Authoriser:

Give delegated authorised amounts for each signatory. Refer to Segregation of Duties for guidance as to appropriate staff and financial levels for each role. Enter the amount authorised, if not applicable enter £0 or X.

Cash Reconciliation: Complete for all staff dealing with banking of income.

E. Payroll Documentation

We would recommend that authorisation be delegated to the Headteacher and Deputy Head or member of the SMT. We would expect that permanent changes be authorised by the Headteacher with the Deputy Head or SMT member only completing in the Headteacher's absence. Appointment and variation forms for the Headteacher must be authorised by the Chair of Governors.

F. Approval

The Signatory Form must be approved at a full governing body meeting and signed by the Chairman of Governors.

Further advice and guidance on the completion of this form please contact Bursar Support
Tel: 01628-685801