

**Notice of Authorised Signatories**

To: Chief Finance Officer  
 Schools Accountancy Section  
 Building 4,NLBP, Oakleigh Road South, N11 1NP

From **Westfield Secondary School**

This list of signatories was approved by the Governing Body/Finance Committee on \_\_\_\_\_(date)

Please note that any existing Authorised Signatory list is hereby cancelled. The replacement Signatory List as shown below will now come into effect from \_\_\_\_\_(date). This list of signatories forms part of the schools Financial Management Policy and Procedures. It will remain in force until it has been amended or cancelled, and notified in writing to the Chief Finance Officer

The Headteacher may sign virements to a maximum of £20,000 thereafter all virements must be signed by the Chair of Governors/Finance Committee

All cheques of value above £1000 will be signed by two authorised signatories

Signed \_\_\_\_\_Chair of Governors/Finance Committee

<b>Name including Title</b>	<b>Position Held</b>	<b>Specimen Signature</b>	<b>Areas (see below)</b>
Mrs A Smith	Head Teacher	<i>A Smith</i>	1-5
Mr R Patel	Deputy Head Teacher	<i>R Patel</i>	1-5
Ms R Jones	Office Manager	<i>R Jones</i>	1 & 3 office Supplies Only
Mr N Brown	Premises Manager	<i>N Brown</i>	3 premises only, 4 caretakers overtime only
Miss K Shah	Head of English	<i>K Shah</i>	3 English only
Dr S Peterson	Head of Science	<i>S Peterson</i>	3 Science only
Mr P Owen	Head of Maths	<i>P Owen</i>	3 Maths only
Mrs A Thompson	Head of Art	<i>A Thompson</i>	3 Art only
Mr B Levy	Head of Humanities	<i>B Levy</i>	3 Humanities only
Mr M Ball	Head of Music	<i>M Ball</i>	3 Music only

Miss G Granger	Head of RE	<i>G Granger</i>	3 RE only
Ms A Monchaux	Head of MFL	<i>A Monchaux</i>	3 MFL only
Ms N Lawson	Head of D&T	<i>N Lawson</i>	3 D&T only
Mr M Thatcher	Chair of Governors	<i>M Thatcher</i>	4,5

## Areas of Authorisation

- 1 Bank Transfers and cheques
- 2 Certification of Invoices and Petty Cash payments
- 3 Orders for supplies, works and services
- 4 Salaries and wages, including honoraria, timesheets overtime car mileage & travel claims
- 5 Budget virements (see note 7 below)

## Notes of Guidance

- 1 This form must be completed under the requirements of the Scheme for Financing Schools (paragraph 2.3)
- 2 This form must be agreed at a meeting of the Governing Body and be certified by the Chair of Governors unless the function has been delegated to a committee, e.g. Finance Committee
- 3 A copy of this form should be included in the school's Financial Management Policy and Procedures and be available for audit purposes
- 4 When designating who can authorise what, consideration should be given to ensure adequate separation of duties
- 5 Owing to possible staff absence, it is advisable to have at least two signatories for each area of authorisation
- 6 For area 2 bank transfers and cheques, ensure a Bank Mandate has been completed for all staff authorised to sign this area
- 7 Budget virements - the school may wish to designate different signatories for different levels of virements e.g. the headteacher up to £20,000, the Chair of Finance Committee or Chair of Governors above £20,000. Specify on the front of the form.
- 8 For any assistance you may require or a supply of additional forms contact the Schools Accountancy Section on 020 8359 7228/7223/7227.
- 9 Once this form has been completed please return it to:

Chief Finance Officer  
Schools Accountancy Section  
Building 4  
North London Business Park  
Oakleigh Road South  
London N11 1NP