

**BRACKNELL FOREST COUNCIL
CORPORATE SERVICES – PAYROLL**



PAYROLL REGISTER OF CERTIFYING OFFICERS

DEPARTMENT : Children, Young People & Learning APPROVED BY : (Chair of Governors)

(Signature)

ESTABLISHMENT NAME : NAME :

PAY POINT: (3 digit code) HEAD TEACHER: (Cost Centre Manager)

DATE: NAME : (Signature)

(Please use BLOCK CAPITALS)

SURNAME	INITIALS	SIGNATURE	JOB TITLE	TIME SHEET/TRAVEL CLAIMS	OTHER FORMS (State type)
				(WITHIN BUDGET LIMITS)	
				(WITHIN BUDGET LIMITS)	
				(WITHIN BUDGET LIMITS)	
				(WITHIN BUDGET LIMITS)	
				(WITHIN BUDGET LIMITS)	
				(WITHIN BUDGET LIMITS)	
				(WITHIN BUDGET LIMITS)	
				(WITHIN BUDGET LIMITS)	

PLEASE READ THE NOTES OVERLEAF FOR THE PURPOSE OF THIS FORM AND NOTES FOR GUIDANCE IN COMPLETION.

Once completed please return immediately to :-

The Payroll Department, Corporate Services, Easthampstead House, Bracknell, Berks. RG12 1AQ

September 2013

NOTES FOR GUIDANCE ON COMPLETION OF CERTIFYING OFFICERS FORM

This form is required to record the Officers who are authorised to certify Payroll claim forms committing expenditure from budgets within agreed limits. Once completed the form will be part of the central Payroll Certifying Officers Register. Any Payroll form bearing the signature of an officer not recorded on this form will be returned for correct certification. It is therefore the responsibility of each Head of Department and Cost Centre Manager to ensure that these records are kept up to date upon changes of certifying officers or their agreed financial limits. Should there be any query about the completion of this form, please contact the Payroll department. Queries about who should and should not be a certifying officer should be addressed to the Head of Department. Irrespective of mid year changes, the process must be carried out on an annual basis to satisfy audit requirements. The Head of Audit may be consulted in any matter connected with Certifying officers and should be advised of any unauthorised expenditure.

EXPLANATION OF TERMS USED:

1. DEPARTMENT - Record the name of the principal department the cost centre reports to e.g. Corporate Services, Environment Culture & Communities, Children Young People & Learning etc.
2. ESTABLISHMENT - Record the name of the Cost Centre e.g. School Name
3. PAY POINT – Three digit code to numerically identify file order of forms within register.
4. APPROVED BY CHAIR of GOVERNORS- This form must be submitted to the Chair of Governors as Head of Department for approval before being sent to the Payroll Office.
5. HEAD TEACHER - The form must be signed by the Head Teacher as Cost Centre Manager, with their name written in BLOCK CAPITALS below for ease of identification.
6. JOB TITLE - This is to easily identify a responsibility level in accordance with Audit requirements.
7. TIMESHEET - means a form used to claim for additional hours worked over and above normal contracted hours or for hours worked by casual or hourly paid staff.
8. TRAVEL CLAIM - means any form used to claim for travel expenses incurred by an employee whilst performing work duties but not for normal travel between their home and their usual place of work.

Should any of the column headings not apply to any person, write 'N/A' in the appropriate box. Rule or cross through any unused lines. Do NOT leave BLANK spaces as they can be filled in by anyone else and defeat the object of the register.

ONCE COMPLETED PLEASE RETURN IMMEDIATELY TO :-

The Payroll Department, Corporate Services, Easthampstead House, Town Square, Bracknell, Berks. RG12 1AQ
Payroll contact tel.: 01344-352081 or email payroll.help@bracknell-forest.gov.uk

Please photocopy this form if you require further copies

September 2013