

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

**Reason for Virement:**

To increase the cleaning budget by £1000 from  
Contingency to cover 4% increased costs from April 17.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
602	CLEANING	125 000	+ 1 000	126 000
299	CONTINGENCY	48 730	- 1 000	47 730

\*Please write in BLACK where values Increase, and in RED where values Decrease

Virement actioned by: D. Mar Date: 3.5.17

Authorised  
(Headteacher /  
Business Manager): [Signature] Date: 4-5-17

Authorised  
(Governor): \_\_\_\_\_ Date: \_\_\_\_\_

**The Business Manager must be aware of every Virement**

- 0 - £10000 - Headteacher or Business Manager to authorise
- £10001 - £35000 - Virements to be referred to the Chair of the Resources Committee for authorisation
- £35000+ - To be referred to the Resources Committee
- All virements, including increases to income, are to be formally recorded
- All virements over £5,000 must be reported to the Resources Committee at the next meeting

## D.Matthews

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**From:** S.Roberts  
**Sent:** 21 April 2017 12:33  
**To:** D.Matthews  
**Subject:** Cleaning budget 602

Hi Dawn,

Can you arrange a Virement to increase Cleaning budget 602 by £1000 from contingency please.

This will cover the increased costs from April to August that are reflected on the new order.

Many Thanks,

Stuart Roberts

Business Manager  
T 01277 249237  
[s.roberts@shenfield.essex.sch.uk](mailto:s.roberts@shenfield.essex.sch.uk)



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