

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

**Reason for Virement:**

To set up Income & Expenditure cost centres for CIF

Funding for Cladding

Funding due May - Aug 17 - £380 832 - 4 x £95208

	Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
Income	252	EFA Cladding 17	0	+ 380 832	380 832
Exp.	652	EFA Cladding 17	0	380 832	380 832

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

Virement acted on by: Dmr

Date: 19.5.17

Authorised  
(Headteacher /  
Business Manager): [Signature]

Date: 23-5-17

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