

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To increase budgets for cost ~~centres~~ centres
with \pounds overspends.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
299	CONTINGENCY	47730	- 3700	44030
513	MINIBUS	8000	+ 450	8450
604	FURNITURE	1000	+ 250	1250
502	CATERING	7500	+ 2000	9500
606	OTHER GROUNDS upkeep	15300	+ 1000	16300

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

Virement acted by:  Date: 8.6.17.

Authorised
(Headteacher /
Business Manager):  Date: 8-6-17

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

From: S.Roberts
Sent: 01 June 2017 11:26
To: D.Matthews
Subject: Virement

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dawn,

Can you arrange a virement from contingency to 606 Grounds Upkeep for £1000 please.

Many Thanks,

Stuart Roberts

Business Manager
Tel: 01277 249237
s.roberts@shenfield.essex.sch.uk



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D.Matthews

From: S.Roberts
Sent: 26 May 2017 13:05
To: D.Matthews
Subject: Virements

Hi Dawn,

Can you also arrange the following virement please

502 Catering other increase by £2,000 from Contingency

Many Thanks,

Stuart Roberts

Business Manager
Tel: 01277 249237
s.roberts@shenfield.essex.sch.uk



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D.Matthews

From: S.Roberts
Sent: 26 May 2017 11:52
To: D.Matthews
Subject: Virements

Hi Dawn,

Can you arrange the following virements please:

513	Minibus Expenditure	increase by	£450	from contingency
604	Furniture	increase by	£250	from contingency

Many Thanks,

Stuart Roberts

Business Manager
Tel: 01277 249237
s.roberts@shenfield.essex.sch.uk



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