

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To increase budgets for Insurance Income + Expenditure
to match Actuals.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
615	Ins. Claim - Govt	0	+ 15602	15602
615A	Ins Claim - Inc.	0	- 15602	15602

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

Virement acted by: D. MasDate: 8.6.17.
 Authorised
 (Headteacher /
 Business Manager): [Signature]
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