

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

Increased SEN Funding received

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
201	LBA INCOME	774 527	14 063	788 590
299	GRANTING	44 030	14 063	58 093

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

Virement actioned by: D. MarDate: 8.6.17Authorised
(Headteacher /
Business Manager): [Signature]Date: 8-6-17Authorised
(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