

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

Reason for Virement:

Funding received from C.C.F. (Combined Cadet Force)

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
516	Other Income	39250	+ 24218	<del>124218</del>
508	C.C.F.	0	+ 24218	24218

63468

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

Virement actioned by: *Dmv*

Date: 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