

# SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

## Reason for Virement:

To allocate budget to new Cost Centre - Sports + Coaching Services.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
523	Sports + Coaching Services.	0	+ 8000	8000
TR 916	Sports Comp.	9341	- 3000	6341
299	Contingency	209434	- 5000	204434

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

Virement actioned by: D.M.V. Date: 4.10.17

Authorised (Headteacher / Business Manager): [Signature] Date: 5-10-17

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