

# SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

## Reason for Virement:

Funding received for Jack Petchey Budget.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
509	Jack Petchey	343	+ 750	1093
516	Other Income	10 000	+ 750	10750

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

Virement actioned by:

Date: 5-10-17

Authorised  
(Headteacher /  
Business Manager):

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