

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

To move funds from Contingency to Staff Recruitment to cover advertising in the Gazette for Keyholder.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
299	Contingency	204 434	- 850	203 584
526	Staff Recruitment	2000	+ 850	2850

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

Virement actioned by:

Date:

9.1.18

Authorised
(Headteacher /
Business Manager):

Date:

11-1-18

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