

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

To allocate funds received from Jack Petchey Foundation

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
509	Jack Petchey	1093	+ 680	1773
516	Other Income	10750	+ 680	11430

*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