

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

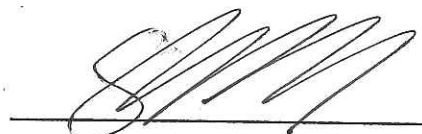
New budgets set for Literacy + Numeracy

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
323	Literacy	0	+ 250	250
324	Numeracy	0	+ 250	250
299	Contingency	203584	- 500	203084

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

Virement actioned by: D. meDate: 19.1.18

Authorised
(Headteacher /
Business Manager):


Date: 23-1-18

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