

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

To increase existing budgets to cover expenditure

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
502	Catering- other	8 500	+ 3 000	11 500
526	Staff Recruitment	2 850	+ 5 000	7 850
611	Swimming Pool	8 500	+ 900	9 400
320	P.E	4 000	+ 1 500	5 500
299	Contingency	203 084	- 10 400	192 684

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

Virement actioned by: J. MrDate: 19.1.18

Authorised
(Headteacher /
Business Manager): [Signature]

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