

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

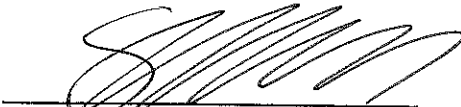
Reason for Virement:

INCREASE CFWD FROM 16/17; REDUCE INCOME ALLOCATION
FOR CIF CLADDING 17, ADJUST BURSARY FOLLOWING
AUDIT ADJUSTMENTS, INCREASE CONT.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
203	BWT FWD.	331,381	72,153	403,534
252	CIF CLADDING 17	146,199	-52,454	93,745
351	BURSARY FUNDING	20,534	-2308	18,226
299	CONTINGENCY	192,684	+22,007	214,691

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

Virement actioned by: K. WALKDEN Date: 25/01/18

Authorised
(Headteacher /
Business Manager):  Date: 25-1-18

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