

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

Funding received from the Jack Petchey Foundation.
6 x £250 awards - £1500.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
509	Jack Petchey	1773	+ 1500	3273
516	Other Income	11430	+ 1500	12930

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

Virement actioned by: D. M. V. Date: 20.2.18.

Authorised (Headteacher / Business Manager): [Signature] Date: 20-2-18

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