

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To move funds from contingency to cover additional
Expenditure

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
150	Supply	8000	6000	14000
502	Catering-other	11500	1000	12500
605	Building	45000	5000	50000
611	Swimming Pool	9400	2000	11400
301	Art	2534 850	850	3384
332	Training	10000	650	10650
601	Licences	5000	850	5850
299	Contingency	214691	-16350	198341

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

Virement actioned by: D.M.

Date: 1.5.18.

Authorised
(Headteacher /
Business Manager): [Signature]

Date: 1-5-18

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