

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

To correct V2

B/F Budget for Just Giving was misparked as income + s/b
Expenditure.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
JG001	Just Giving	- 360	+ 720	360
299	Contingency	201 583	- 720	200 863

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

Virement actioned by: DM

Date: 26-9-17

Authorised
(Headteacher /
Business Manager):

[Signature]

Date: 27-9-17

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