

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

To move balance of Yr 11 from 17 to
Yr 11 from 18.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
TR957	Plom 2017	3860-	- 3860	0
TR950	Plom 2018	0	+ 3860	3860

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

Virement actioned by: 

Date: 3.10.17.

Authorised
(Headteacher /
Business Manager): 

Date: 3-10-17

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