

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

Allocation of roll forward balance from 17/18

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
303A	DRAMA PROD	0	+ 2239	2239 ✓
304A	MUSIC PROD	0	+ 4369	4369 ✓
351	BURSARY FUNDING	18738	+ 539	19277 ✓
354A	P/PRem CATCHUP	5000	+ 675	5675 ✓
367	D. of E	0	+ 556	556 ✓
370	Sch Imp - OFC	24064	+ 2338	26402 ✓

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

Virement actioned by: Dmy

Date: 11-9-18

Authorised
(Headteacher /
Business Manager): [Signature]

Date: 11-9-18

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

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

.....

.....

.....

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
508	C.C.F.	2250	+ 984	3234 ✓
509	JACK PETCHY	0	+ 1522	1522 ✓
552	STAFFROOM FUND	0	+ 263	263 ✓
576	OASIS	700	+ 261 *	961 ✓
AGP0202	ARTIF. PITCH	10000	+ 95000	105000 ✓
337	KSS VOC.	500	+ 129	629 ✓

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

Virement actioned by: DMRDate: 11.9.18.
 Authorised
 (Headteacher /
 Business Manager): [Signature]
Date: 11-9-18
 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

* £180 from Just Giving
 > £81 bal. of donation.

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

.....

.....

.....

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
SG 150	SCHOOL GAMES	240	+ 7043	7283 ✓
SG 151	SPORTIVATE	0	+ 252	252 ✓
TR 907	P/A Summ. Camp	0	+ 33	33 ✓
TR 916	SPORTS CAMP	0	+ 10 081	10 081 ✓
TR 924	LITERARY Sum. Sch	0	+ 119	119 ✓
TR 940	Sci Sum. Sch	0	+ 105	105 ✓

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

Virement actioned by: J. MarshallDate: 11.9.18
 Authorised
 (Headteacher /
 Business Manager): [Signature]
Date: 11-9-18
 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

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
TR 950	YR 11 Prem 18	0	+ 3477	3477 ✓
354	Pup. Premium	16 200	+ 656	16 856 ✓
652	EFA CLADDING	0	+ 10547	10547 ✓
653	EFA ROOFING	0	+ 11389	11389 ✓
203	unrestricted cfund	310600	+ 157606	468206
299	Cont. unrest.	195494	+ 5029	200523.

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

Virement actioned by: J. MarDate: 11.9.18
 Authorised
 (Headteacher /
 Business Manager): [Signature]
Date: 11-9-18
 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