

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

Reduction in original budgeted Pupil Premium. Shortfall to
Staffing top-up covered by Contingency.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
200	ESFA INCOME	5,845,642	-14,025	5,831,617
355	PUPIL PREMIUM STAFFING	131,542	-14,025	117,517
108	TEACHALS	2,914,075	+14,025	2,928,100
299	CONTINGENCY	212,684	-14,025	198,659

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

Virement acted by: J.mvDate: 8.2.19.

Authorised
(Headteacher /
Business Manager):


Date: 8-2-19

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