

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

## Reason for Virement:

To update Budget Allocation for staffing to agree  
with salary calculation.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
101	Admin.	567 949	(1105)	566 844
105	Premises	154 213	(389)	153 824
108	Teachers MS	2,928 100	30 306	2,958 406
112	Leadership	761 261	46 996	808 257
113	UQ Teachers	41 341	23 385	64 726
114	Cover Supervisors	33 806	(7661)	26 145

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

Virement actioned by:

Date:

17.5.19

Authorised  
(Headteacher /  
Business Manager):

Date:

20-5-19

Authorised  
(Governor):

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Date:

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**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:

To update Budget Allocation for staffing to agree with  
staff calculator.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
115	Pastoral	361 768	8706	370 474
116	Dept. Tech.	94 414	( 248)	94 166
117	LSAs	137 002	203	137 205
118	IT Tech.	72 499	( 286)	72 213
120	Sci Tech	82773	( 1781)	80992
121	Library	32641	73	32714
122	Student Serv.	78385	1612	39997
299	Contingency	22307	(99811)	121 496

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

Virement acted by: J.M.VDate: 17.5.19
 Authorised  
 (Headteacher /  
 Business Manager): [Signature]
Date: 20.5.19
 Authorised  
 (Governor): \_\_\_\_\_

Date: \_\_\_\_\_

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