

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To cover additional expenditure & income.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
150	Supply	17 500	5000	22 500
199	Other LA Inc.	48148	- 1200	49 348
200	ESFA Inc.	5 831 617	-130 383	5 962 000
201	LEA Inc.	397 700	- 5626	403 326
323	Literacy	250	200	450
516	other Inc.	11 600	- 5000	16 600

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

Virement actioned by: D.M.

Date: 17.5.19.

Authorised
(Headteacher /
Business Manager): [Signature]

Date: 20-5-19

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

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VIREMENT APPROVAL FORM**

Reason for Virement:

To cover additional expenditure + income.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
533	PRAP	850	400	1250
550	Parent Don	3500	- 1500	5000
601	Licences	6000	600	6600
604	Furniture	1500	150	1650
299	Contingency	121 496	137 359	258 855

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Virement actioned by: Date: 17.5.19.Authorised
(Headteacher /
Business Manager): _____

Date: _____

Authorised
(Governor): _____

Date: _____

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