

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To set Income + Expenditure budgets for
the Fire Safety Project - CIF

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
258	Income	0	+198312	198312
658	Expenditure	0	198312	198312

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

Virement actioned by: D. my

Date: 21.6.19.

Authorised
(Headteacher /
Business Manager): [Signature]

Date: 24-6-19

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