

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To move 'Little Extra' funding from Contingency
to School Improvement DFC

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
299	Contingency	268 669	- 60315	208354
370	DFC	26402	+ 60315	86717

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

Virement acted by: Date: 5-7-19
 Authorised
 (Headteacher /
 Business Manager): 
Date: 5-7-19
 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