

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

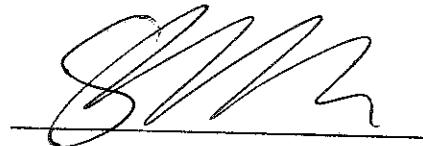
Reason for Virement:

To correct Salix Loan repayment figure

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
614	SALIX LOAN	27 680	- 4802	22 878
299	CONTINGENCY	200 523	+ 4802	205 325

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

Virement actioned by: D. marDate: 28.9.18.
 Authorised
 (Headteacher /
 Business Manager):


Date: 28-9-18
 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