

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

Reason for Virement:

To reflect reduced cleaning budget - new contract.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
602	CLEANING	175 000	- 2500	172 500
299	CONTINGENCY	205 325	+ 2500	207 825

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

Virement actioned by: D.M.R.Date: 28.9.18
 Authorised  
 (Headteacher /  
 Business Manager): [Signature]
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