

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To move balance of Yr 11 Prom 2018 to
Yr 11 Prom 2019

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
TR 950	Yr 11 Prom 2018	3477	(3477)	0
TR 903	Yr 11 Prom 2019	0	3477	3477

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

Virement actioned by:  Date: 20-11-18

Authorised
(Headteacher /
Business Manager):  Date: 23-11-18

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