

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**


Reason for Virement:

Final carryforward figures as per accounts -

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
202	BFW-unrest.	468206	51266	519472
299	Cont-unrest.	207376	51266	258642

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

Virement actioned by: K. Walden Date: 9/10/19.

Authorised (Headteacher / Business Manager):  Date: 9-1-19

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