

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

Reason for Virement:

*To cover additional finding needed @  
Supply budget*

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
150	SUPPLY	£10,000	+7,500	17,500
299	CONTINGENCY	220,184	-7,500	212,684

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

Virement actioned by: *D.M.V.*Date: *8.2.19.*
 Authorised  
 (Headteacher /  
 Business Manager):


Date: *8-2-19*
 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