

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To cover ~~for~~ Student Exclusion costs.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
531	PUPIL EXCLUSION	0	+38,458	38,458
299	CONTINGENCY	258,642	-38,458	220,184

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

Virement actioned by: *DMV*Date: *8.2.19.*
 Authorised
 (Headteacher /
 Business Manager): *[Signature]*
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