


**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To top-up budgets as necessary from Contingency - as per
S. Roberts.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
526	Recruitment	8500	+ 3750	12250
531	Pupil Exclusions	0	+ 17191	17191
552	Staff Fund	425	+ 600	1025
105	Premises Staff	161494	+ 8000	169494
358	Careers	14150	+ 450	14600
299	Contingency	104019	- 29991	74028

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

Virement actioned by: 

Date: 24.1.20

Authorised
(Headteacher /
Business Manager): 

Date: 24-1-20

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