

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To increase budgets for Energy + Working Environment;
+ decrease Contingency

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
600	Working Environment	3500	+ 2000	5500
613	Energy	135000	+ 9000	144,000
299	Contingency	77784	- 11000	66784

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

Virement acted by: D.Mc

Date: 24.9.19

Authorised
(Headteacher /
Business Manager): [Signature]

Date: 25-9-19

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