

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To increase ESFA Income + Contingency for the
additional teachers pay set of £20986

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
200	ESFA Income	6646537	+ 20986	6667523
299	Contingency	66284	+ 20986	87270

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

Virement acted by: D.M.V.Date: 18.10.19.
 Authorised
 (Headteacher /
 Business Manager): [Signature]
Date: 21-10-19
 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