

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

To show Additional Pupil Premium Income, allocated to Staffing; therefore reducing the Teachers budget by the same amount + moving this to contingency.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
200	ESFA Income	6 667 523	+ 19 205	6 686 728
355	Pupil Prem. Staffing	1 19 633	+ 19 205	138 838
108	Teachers main Sal	3 279 602	- 19 205	3 260 397
299	Contingency	87 270	+ 19 205	106 475

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

Virement actioned by: 

Date: 18.10.19

Authorised
(Headteacher /
Business Manager): 

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