

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

**Reason for Virement:**

To reduce LEA Income to reflect a decrease in  
SEN Funding.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
291	LEA Income	168007	- 5700	162307
299	Contingency	106475	- 5700	100775

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

Virement acted 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