

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To increase the Football Academy budget to cover
pitch hire for Brentwood Town F.C.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
366	Football Academy	17 750	+ 2500	20 250
299	Canterbury	100 775	- 2500	98 275

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

Virement actioned by: DMR

Date: 21.10.19

Authorised
(Headteacher /
Business Manager): [Signature]

Date: 22-10-19

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