

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To move funds from Contingency to the Football Academy
to cover a Level 3 Coaching course.
Requested but not funded at start of year.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
366	Football Academy	20250	+ 500	20700
299	Contingency	98275	- 500	97775

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

Virement actioned by: J.M.J.

Date: 22.11.19

Authorised
(Headteacher /
Business Manager): _____

Date: _____

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