

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

Reason for Virement:

To revise budgets for known income changes.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
200	ESFA Income	7 405 291	+ 109 369	7 514 660
516	Other Income	81 000	+ 7 600	88 600
609	Lettings	65 000	- 39 000	26 000
640	Sports Hall Income	35 000	- 23 000	12 000
AGP0101	Astro Income	60 000	- 18 000	42 000
299	Contingency Unres.	104 000	+ 36 969	140 975

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

Virement actioned by: DmyDate: 20.5.21
 Authorised  
 (Headteacher /  
 Business Manager): [Signature]
Date: 25-5-21
 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