

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

- To increase ESFA Income for Mass Testing Funding between 6.3.21 - 1.4.21 - £20080
- To correct Brought Forward Unrestricted balance as per Year-End Close
- To allocate remainder to Contingency Unrestricted.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
200	ESFA Income	7514 660	+ 20 080	7534740
203	Brought forward Unrest.	253 422	- 2208	251 214
299	Contingency Unrestricted	35533	+ 17 872	53405

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

Virement actioned by: D.M.M.

Date: 25.5.21.

Authorised
(Headteacher /
Business Manager): 

Date: 26-5-21

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