

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

## Reason for Virement:

To increase the Cricket Academy budget to reflect increased  
coaching costs due to moving to standardised rates.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
365	Cricket Academy	4000	+ £1500	5500
299	Contingency	60214	- £1500	58714

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

Virement actioned by: D. masDate: 11.11.20.
 Authorised  
 (Headteacher /  
 Business Manager): [Signature]
Date: 11-11-20
 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