

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To allocate Yr. End journal G Support Staff backpay to
the correct cost centres.

(Total cost was put against Admin at Year End)

Cost Centre Number	Cost Centre Description	Original Budget	Increase /Decrease (£)	New Budget
105	Premises Staff	169 544	+ 1 474	171 018
114	Cover Supervisors	22 421	+ 260	22 681
115	Partial Staff	403 541	+ 3580	407 121
116	Dept. Technicians	114 200	+ 924	115 124
117	LSA	150 578	+ 1091	151 669
118	IT Technicians	80 727	+ 907	81 634
120	Science Technicians	76 496	+ 1002	77 498
121	Library Staff	35 190	+ 200	35 390
122	Student Services	45 452	+ 524	45 976
101	Admin	622 711	- 9962	612 749

Virement actioned by: Date: 16.11.20.Authorised
(Headteacher /
Business Manager): Date: 16-11-20Authorised
(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