

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To reflect staff changes since the Budget was set.

Cost Centre Number	Cost Centre Description	Original Budget	Increase /Decrease (£)	New Budget
101	Admin Staff costs	612 749	+ 424	613 173
106	Midday Supervisors	4 100	- 2050	2050
108	Teachers	3 558 481	+ 3418	3 561 899
113	Unq. Teachers	72 165	+ 18 466	90 631
114	Cover Supervisors	22 681	+ 110	22 791
115	Pastoral	407 121	+ 455	407 576
116	Dept. Technician	115 124	+ 14 853	129 977
117	LSA	151 669	- 2347	149 322
120	Science Technician	77 498	+ 108	77 606
122	Student Services	45 976	+ 109	46 085
299	Contingency	58 714	- 33546	25 168

Virement actioned by:

Date: 16.11.20.

Authorised (Headteacher / Business Manager):

Date: 16-11-20

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