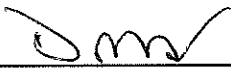


**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

Reason for Virement:

Various cost centre updates.  
See attached.

Cost Centre Number	Cost Centre Description	Original Budget	Increase /Decrease (£)	New Budget
516	Other Income	20 400	+ 60 600	81 000
200	ESFA Income	7348 026	+ 57 265	7405 291
503	Comms.	15 000	+ 2 750	17 750
525	Education Support	0	+ 4 000	4 000
531	Pupil Exclusion	0	+ 7 000	7 000
600	Working Environment	6 000	+ 7 000	13 000
602	Cleaning	180 000	+ 8 000	188 000
606	Grounds	15 500	+ 8 500	24 000
299	Contingency	25 168	+ 80 615	105 783

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