

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

## Reason for Virement:

To increase the Geography budget to cover additional  
expenditure on textbooks.

Skills gap identified due to lockdown.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
310	Geography	3250	+ 280	3530
299	Contingency	105783	- 280	105503

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

Virement actioned by: 

Date: 20.11.20

Authorised  
(Headteacher /  
Business Manager): 

Date: 20-11-20

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