

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To reverse V3 - processed in error.

Should be journal not virement.

Cost Centre Number	Cost Centre Description	Original Budget	Increase /Decrease (£)	New Budget
105	Premises Staff	170 018	- 1474	169 544
114	Cover Supervisors	22 791	- 260	22 531
115	Postoral Staff	407 576	- 3580	403 996
116	Dept Technicians	129 977	- 924	129 053
117	LSA	149 322	- 1091	148 231
118	IT Technician	81 634	- 907	80 727
120	Science Technicians	87 606	- 1002	76 604
121	Library Staff	35 390	- 200	35 190
122	Student Services	46 085	- 524	45 561
101	Admin Staff	613 173	+ 9962	623 135

Virement actioned by: D. M. M.

Date: 26.11.20.

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