

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To increase the History + Art budgets from Contingency
 History - to purchase workbooks & catchup from Covid
 Art - to cover workshops agreed by CTH.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
309	HISTORY	3250	+ 177	3427
301	ART	3950	+ 480	4430
299	Contingency	105503	- 657	104846

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

Virement actioned by: 

Date: 1.12.20

Authorised
(Headteacher /
Business Manager): 

Date: 1-12-20

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