

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

APPENDIX B
REF NO V2

Reason for Virement:

To adjust salary cost centres to match staff allocations.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
105	Premises Staff	170 829	- 506	170 323
101	Admin Staff	627 158	+ 30 091	657 249
108	Teachers	3 831 811	- 30 086	3 801 725
112	Leadership	911 220	- 27 332	883 888
113	UQ Teachers	119 818	+ 9 768	129 586
114	Cover Supervisors	21 852	+ 4 984	26 836
115	Pastoral Staff	423 710	+ 42 261	465 971
116	Dept Tech.	139 515	- 7 611	131 904
117	LSA	147 781	+ 33 948	181 729
118	IT Tech.	82 869	+ 22 372	105 241
120	Science Tech.	85 995	+ 31 585	117 580
121	Library Staff	35 379	- 9 342	26 037
122	Student Services	46 472	+ 22 89	48 761
299	Contingency Unrest.	258 190	- 102 421	155 769

Virement actioned by: J. M. J.

Date: 8.3.22

Authorised (Headteacher / Business Manager): [Signature]

Date: 9-3-22

Authorised (Governor): _____

Date: _____

The Business Manager must be aware of every Virement

- £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 must be reported to the Resources Committee and FGB.