

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To adjust Income Budgets.

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
203	B/F Unrest.	-305 535	- 23 331	-282 204
200	ESFA Income	-7936 456	+ 151 110	-8087 566
201	LEA Income	- 105 824	+ 2000	- 107 824
516	Other Income	+ 10 000	+ 13 800	- 23 800
299	Contingency Unrest	155 769	+ 143 579	299 348

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

Virement actioned by: D. m/vDate: 8.3.22
 Authorised
 (Headteacher /
 Business Manager): [Signature]
Date: 9-3-22
 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