

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

**APPENDIX B
REF NO V4**

Reason for Virement:

To adjust C&C allocation

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
606	Grounds	20 000	+ 8000	28 000
503	Communications	16500	+ 1100	17600
151	Other Staff Cost	5000	+ 9500	14500
526	Staff Recruitment	12500	+ 9500	22000
531	Pupil Exclusion	0	+ 11050	11050
600	Working Environ	16500	+ 3100	20600
600	Working Environ	6500	+ 3100	9600
613	Energy	160000	+ 100000	260000
SFLAC	Looked After Children	323	+ 3000	3323
319	maths	15500	+ 6000	21500
506	First Aid	550	+ 150	700
299	Contingency Unrest	299 299348	299348 + 151400	450748 147948

Virement actioned by: D.M.V

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.