

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

Reason for Virement:

Pupil premium

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
354	Pupil Premium	62,986	(26,131)	36,855
355	Pupil premium	0	26,131	26,131
<del>Costs transferred to other cost centres</del>				

Virement actioned by: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised (Headteacher / Business Manager): \_\_\_\_\_ Date: \_\_\_\_\_

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.