

SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM

Reason for Virement:

NON-staffing expenditure

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
151	Other Staff cost	7,500	12,000	19,500
602	Cleaning	209,000	(10,000) ¹⁰	195,000
613	energy	312,000	155,000	467,000
319	maths	19,000	(3,500)	15,500
365	Cricket	6,500	(1,500)	5,000
366	Football	29,500	(2,000)	27,500
316	Food	1,000	1,000	2,000
529	Alt Ed	10,000	(10,000)	0
610	Estate Management	0	35,000	35,000
370	Capital Exp.	30,117	25,000	55,117
519	Prof. fees	60,000	10,000	70,000
299	Contingency	211,000	(211,000)	260,535
		471,535		

199k

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.