

SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM

Reason for Virement:

Staffing expenditure

Cost Centre Number	Cost Centre Description	Original Budget	*Increase /Decrease (£)	New Budget
112	Leadership	861,529 ✓	16,976	878,505 ✓
113	V/a teachers	79,510 ✓	1,598	81,108 ✓
108	Teachers	4,306,626 ✓	109,563	4,416,189 ✓
105	Premises	193,008 ✓	(10,189)	182,814 ✓
101	Admin	726,158 ✓	(27,871)	698,287 ✓
114	Cover Supervisors	40,131 ✓	5,171	45,302 ✓
115	PaStoral	527,572 ✓	24,245	551,817 ✓
116	Dept Tech	172,321 ✓	4,580	176,901 ✓
117	LSA	199,799 ✓	30,655	230,454 ✓
118	IT Techs	121,008 ✓	(28,832)	92,176 ✓
120	Science Techs	109,385 ✓	7,481	116,866 ✓
121	Library	27,183 ✓	1,835	29,018 ✓
122	Student Serrv	78,671 ✓	(24,156)	54,515 ✓
125	Additional hours	0 ✓	4,078	4,078 ✓
299	Support Staff Contingency	260,535	(115,134)	145,401

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.