

# SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

Jack Petchey Funding received 18.1.17.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
509	Jack Petchey		1435	+ 1500	2935
516	Other Income		-37750	+ 1500	-39250

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

Virement actioned by: D. marDate: 19.1.17.

Authorised  
(Headteacher /  
Business Manager): [Signature]

Date: 20-1-17

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 Finance and Premises Committee for authorisation
- £35000+ - To be referred to the Finance and Premises Committee
- All virements, including increases to income, are to be formally recorded
- All virements over £5,000 must be reported to the Finance and Premises Committee at the next meeting