

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

Additional Pupil Pupil Catch-up received.
£10,000 in Budget - £15966 received.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
200	EFA		5402 227	+ 5966	5408 193
354A	Pupil Premium				
	Catch-up		0	+ 5966	5966

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

Virement actioned by: J. MarDate: 15.3.17
 Authorised
 (Headteacher /
 Business Manager): [Signature]
Date: 15-3-17
 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