

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

Reason for Virement:

ADJUSTING FOR STAFFING CHANGES & INCREASING  
ALLOCATIONS TO BUDGETS WITH KNOWN SHORTFALLS

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
101	Admin Staff		396 060	+ 50800	446 860
114	Cover Supervisors		33142	- 10100	23042
116	Dept Techs.		135 653	- 4500	131153
118	IT Techs.		104731	- 46500	58231
120	Sciona Techs.		70585	+ 250	70835
121	Library Staff		21225	+ 30	21255

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

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

Date: \_\_\_\_\_

10-2-17
 Authorised  
(Headteacher /  
Business Manager): \_\_\_\_\_

Date: \_\_\_\_\_

10/2/17
 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

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122	Student Servs.	33003 →		+ 60	33063
108	Teachers	2	2865948	- 24000	2841948
113	UNQ.		71181	+ 1000	72181
112	Leadership.		629214	- 19000	610214
151	Other Staff costs		162472	+ 9800	172272
346	Bishop 6th Form		640	+ 400	1040

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348	BWD Delivery		10 750	+ 5000	15 750
365	Cricket School		1 538	+ 650	2 188
502	Catering - other		3 500	+ 4000	7 500
544	Governors		1 500	+ 433	1 933
299	Contingency		20 053	+ 31 677	51 730

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