

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

To move £3000 from Contingency to Buildings Maintenance

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
299	Contingency		51730	-3000	48730
605	Buildings Maint		37000	+3000	40000

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

Virement actioned by: D. MATTHEWSDate: 14.3.17.
 Authorised
 (Headteacher /
 Business Manager):


Date: 14-3-17
 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