

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

C1A Capital windows income due £39479.
but expenditure due £25015 as already paid balance from
revenue in 15/16 therefore balance to contingency

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
254	EFA Capital windows Inc		0	39479	39479
354	EFA cap. windows exp		0	25015	25015
200/300	Contingency		21132	14464	35596.

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

Virement actioned by: W. C. ...Date: 5/10/16
 Authorised
 (Headteacher /
 Business Manager): [Signature]
Date: 7/10/16
 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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Reason for Virement:

PPG reduced by 28 pupils due to Everb dates ending.
Income reduced £22380 - PPS offset to staffing reduced +
Teaching costs increased.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
108	Teachers' net scale		2843568	22380	2865948
355	PP staffing		150275	-22380	127895
200	EKA (PPG) income		5424607	-22380	5402227
299/300	Contingency		35596	-22380	13216.

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Virement actioned by: W. Coe Date: 5/10/16

Authorised
(Headteacher /
Business Manager): [Signature] Date: 7/10/16

Authorised
(Governor): _____ Date: _____

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Reason for Virement:

Year End actual clfd now £121274 + capital clfd £ 88910
Allocated to cost centres as balances rolled over as per
attached list £102516 plus amendment of balance to contingency
leaves a balance of £3568.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
669	Bwt forward capital		0	88910	88910
256	Capital p/e Income		0	124186	124186
657	Capital p/e Exp.		0	213096	213096
203	W/res clfd.		0	121274	121274
202	Restricted clfd		13951	-13951	0
	Various as attached				121274

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

Virement actioned by: K Cannon
K. CANNON (EEs).

Date: 5/10/16

Authorised
 (Headteacher /
 Business Manager): [Signature]

Date: 7/10/16

Authorised
 (Governor): _____

Date: _____

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Reason for Virement:

To move Tutorial budget (n/s) to History.

History allocation missed off original budget.

Balance to contingency.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
338	Tutorial		2000	- 2000	0
309	History		0	+ 1360	1360
299	Contingency		1512	+ 640	4258
			18072		18672

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

Virement actioned by: *W. Case*

Date: 5/10/16

Authorised (Headteacher / Business Manager): *[Signature]*

Date: 7/10/16

Authorised (Governor): _____

Date: _____

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