

SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM

Reason for Virement:

Funding received from Bexley re: JVK

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
516	Other Income		30600	+ 1000	31600
355	Pupil Premium Staff Funding		162000	+ 1000	163000

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

Virement actioned by: D. Mar

Date: 4.2.16

Authorised  
(Headteacher /  
Business Manager): Olwens

Date: 23.2.16

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

**SHENFIELD HIGH SCHOOL  
VIREMENT APPROVAL FORM**

Reason for Virement:

Funding received from ECC - Anxiety/Attendance - S. Duffy.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
201	LEA INCOME		313570	+ 5000	318570
539	Aft Ed.		38500	+ 5000	43500

\*Please write in BLACK where values increase, and in RED where values decrease

Virement actioned by: J. MarDate: 4.2.16
 Authorised  
 (Headteacher /  
 Business Manager): P Owens
Date: 23.2.16
 Authorised  
 (Governor): \_\_\_\_\_

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

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Reason for Virement:

Funding received from Jack Petchey Foundation

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
<del>516</del>	<del>Other Income</del>		<del>949</del>	<del>+1500</del>	<del>2449</del>
516	Other Income		31600	+ 1500	33100
509	Jack Petchey		949	+ 1500	2449

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

Virement actioned by: D.Mr

Date: 4.2.16

Authorised (Headteacher / Business Manager): OWens

Date: 23/2/16

Authorised (Governor): \_\_\_\_\_

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

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VIREMENT APPROVAL FORM**

Reason for Virement:

Staff Adjustments as at Feb '16.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
108	Teachers Pay		3270579	- 10000	3260579
120	Science Techn.		89850	- 13300	76550
114	Govt Supervisors		32331	- 4000	28331
117	LSA		173952	- 1000	172952
115	Pastoral		286779	+ 21300	308079
105	Premises		147622	+ 2000	149622
113	UQ Teachers		56100	+ 5000	61100

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

Virement actioned by: D. MayDate: 23.2.16.
 Authorised  
 (Headteacher /  
 Business Manager): E. Owens
Date: 23.2.16.
 Authorised  
 (Governor): \_\_\_\_\_

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

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