

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

EFA FUNDING - MARCH.PUPIL PREMIUM YR 7 CATCH-UP.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
200	EFA INC.		6008596	+ 10000	6018596
355	PUPIL PREMIUM STAFFING.		163000	+ 10000	173000

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

Virement actioned by: D. M. J.Date: 26-2-16
 Authorised
 (Headteacher /
 Business Manager): Alwens
Date: 26-2-16
 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

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Reason for Virement:

FUNDING FROM ECC FOR MUSIC ICT EQUIPMENT

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
516	Other Income		33 100	+ 821	33 921
304	MUSIC		1 300	+ 821	2 121

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

Virement actioned by: D. marDate: 26.2.16
 Authorised
 (Headteacher /
 Business Manager): D. Owens
Date: 26.2.16.
 Authorised
 (Governor): _____

Date: _____

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Reason for Virement:

To correct V10

Initial finding of £1000 from Bexley is for Pupil Premium not Pupil Premium Staffing.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
355	P.P. Staffing		173 000	- 1000	172 000
364	Pupil Premium		19 465	+ 1000	20 465

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

Virement actioned by: D. MacDate: 29.2.16
 Authorised
 (Headteacher /
 Business Manager):
AlwensDate: 29.2.16
 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
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Reason for Virement:

To move Bexley Funding for JVK from Pupil Premium
to Looked After Children.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
354	Pupil Premium		20465	-1000	19465
SFLAC	Looked After Children		2000	+1000	3000

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

Virement acted by: D. marDate: 10.3.16
 Authorised
 (Headteacher /
 Business Manager): EDwens
Date: 11.3.16
 Authorised
 (Governor): _____

Date: _____

The Business Manager must be aware of every Virement

- 0 - £10000 - Headteacher or Business Manager to authorise
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Reason for Virement:

To move £1000 from Staff recruitment to
Supply Budget.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
526	Staff Recruitment		4000	- 1000	3000
150	Supply		20000	+ 1000	21000

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

Virement acted by: D. M. S.

Date: 6.5.16

Authorised (Headteacher / Business Manager): [Signature]

Date: 16/5/16

Authorised (Governor): _____

Date: _____

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- 0 - £10000 - Headteacher or Business Manager to authorise
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Reason for Virement:

EFA Capital - Pipes 16-17.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
257	EFA Pipes - Inc.		0	- 496 746	- 496 746
657	EFA Pipes - Exp.		0	496 746	496 746

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

Virement actioned by: Date: 16.5.16.Authorised
(Headteacher /
Business Manager): Date: 16/06/16.Authorised
(Governor): _____

Date: _____

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Reason for Virement:

Additional funding received from LEA for Children in Care.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
SFLAC	Looked after Children		3000	+ 1500	4500
LEA 251	LEA INCOME		318570	+ 1500	320070

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

Virement actioned by: 

Date: 24.5.16

Authorised
(Headteacher /
Business Manager): 

Date: 16/06/16

Authorised
(Governor): _____

Date: _____

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Reason for Virement:

Funding received from The Jack Petchey Foundation.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
509	Jack Petchey		2449	739	3188
516	Other Income		33921	739	34660

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

Virement actioned by:

J. Mar

Date:

13.6.16.

Authorised
(Headteacher /
Business Manager):

[Signature]

Date:

16/06/16.

Authorised
(Governor):

Date:

The Business Manager must be aware of every Virement

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