

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

To move Tutorial budget (n/r) 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		1568	+ 640	4268
			18032		18672

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

Virement actioned by: W. C. S.

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:

Income due from Billerica Educational Consortium,
Advanced to Music Productions.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
516	Other Income		35000	+ 2000	37000
304A	Music Prods		1167	+ 2000	3167

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

Virement actioned by: D. Mar

Date: 12.10.16

Authorised
(Headteacher /
Business Manager):



Date: 13.10.16

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
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SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

Funding received from Jack Petchey Foundation.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
509	Jack Petchey		685	+ 750	1435
516	Other Income		- 37000	+ 750	- 37750

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

Virement actioned by: D. M. J.Date: 12.10.16

Authorised
(Headteacher /
Business Manager): [Signature]

Date: 13.10.16

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
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