## SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

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## 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

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