

SHENFIELD HIGH SCHOOL VIREMENT APPROVAL FORM

Reason for Virement:

Income due from Billeray Educational Consortium
+ Teachers Alliance for LSM / LSE work carried out
by J. Sands. Income to music Productions as agreed by
HT/co.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
516	Other Income		10600	+ 3000	13600
304A	music Prods.		175	+ 3000	3175

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

Virement actioned by: D. MarDate: 12.11.15

Authorised
(Headteacher /
Business Manager): Quens

Date: 13.11.15

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 received from Jack Petchey Foundation.

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
516	Other Income		10000	+ 600	10600
509	Jack Petchey		349	+ 600	949

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

Virement actioned by: J. MarDate: 8.10.15

Authorised
(Headteacher /
Business Manager):

Quens

Date: 13.11.15.

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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