

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

FUNDING DUE FROM BEXLEY FOR STUDENT - JVK

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
516	Other Income		13600	+ 17000	30600
117	LSA		156952	+ 17000	173952

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

Virement actioned by: D. MayDate: 18-1-16
 Authorised
 (Headteacher /
 Business Manager): D. Owens
Date: 19-1-16
 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

