

**SHENFIELD HIGH SCHOOL
VIREMENT APPROVAL FORM**

Reason for Virement:

Donation

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	*Increase /Decrease (£)	New Budget
217	Donations		0	+ 600	600
304A	Music Prods		3175	+ 600	3775

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

Virement actioned by: J. MarDate: 28.1.16
 Authorised
 (Headteacher /
 Business Manager): D. Wiers
Date: 28.1.16.
 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

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Reason for Virement:

Year End Adjustments to match mws Accounts

Cost Centre Number	Cost Centre Description	Ledger Code	Original Budget	'Increase /Decrease (£)	New Budget
202	B/F Restricted		188 883	- 152 293	35 960
203	B/F Unrestricted		142 534	+ 170 278	312 812
299	Contingency Unrestricted		0	+ 17 355	17 355

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

Virement actioned by:

D. Mars

Date:

26.1.16

Authorised
(Headteacher /
Business Manager):

Alwens

Date:

26.1.16

Authorised
(Governor):

Date:

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