



# CASTLEMAN ACADEMY TRUST

## **POLICY :**

### **Virements**

**Author: Chief Financial Officer**

**Date: February 2022**

**Review Body: Trust Finance and Audit Committee**

**Date Adopted: 3<sup>rd</sup> February, 2022**

**Review Date: Spring 2023**

# CASTLEMAN ACADEMY TRUST

## VIREMENT POLICY

### **Purpose**

The Castleman Academy Trust sets an annual budget for each financial year, which is approved by the Trust Board. The Trust budget comprises individual expenditure budgets for each separate element of the Trust, including each of its Schools.

It is acknowledged that over the course of the financial year the circumstances of each of the Schools may change, which may necessitate changes in the allocation of expenditure compared to the original budget.

The purpose of this Virement policy is to ensure that the Trust's Schools are able to make appropriate decisions with regard to the allocation of expenditure within the parameters of the agreed budget, whilst ensuring that the Trust retains an appropriate level of oversight and control.

### **Definitions and Goals**

#### **Virement**

Virement is the process of moving money from one financial account or part of a budget (a plan for how the money will be spent) to a different one.

#### **Annual Budget**

The annual budget for a financial year, generally approved in June or July preceding the start of the budget period in 1<sup>st</sup> September of a given financial year.

This policy is intended to apply to transfers of budgeted expenditure between the categories shown in the table below, as reported using the Management Report from the Trust's Access financial system. Transfers of expenditure within each category are not covered by this policy and can be made without restriction.

## **Expenditure**

### **Staffing Expenditure**

ST1 - Teaching Staff

ST2 - Teaching Support Staff

ST3 - Premises Staff

ST4 - Catering Staff

ST5 - Admin & Other Staff

ST6 - Agency Staff

**Total Staffing Expenditure**

### **Other Expenditure**

OE1 - Indirect Staff Costs

OE2 - Staff Development

OE3 - Premises Costs

OE4 - Occupancy Costs

OE5 - Learning Resources

OE7 - Admin Non Educational Costs

OE8 - Items to Capitalise

ZINAC - Inactive Codes

**Total Other Expenditure**

## **Virements**

### **1. Virements delegated to Headteachers**

Within a financial year, the Headteachers of the Trust's Schools may choose to re-allocate up to £20,000 of expenditure within their Annual Budget.

Virements by individual Schools under this delegation should be notified to the relevant School Standards Board (SSB) at the next available opportunity. In assessing whether to approve a particular virement, Headteachers should consider both the in-year and future year effect of any commitments that are entered into.

Where a virement has been agreed, this should be included within the next updated financial forecast that is prepared for the School.

### **2. Virements delegated to School Standards Boards**

Within a financial year, the SSB of the Trust's Schools may choose to re-allocate up to £40,000 of expenditure within their Annual Budget.

In assessing whether to approve a particular virement, SSBs should consider both the in-year and future year effect of any commitments that are entered into.

Where a virement has been agreed, this should be included within the next updated financial forecast that is prepared for the School.

### **3. Virements delegated to CEO and CFO**

Within a financial year, CEO and CFO (acting jointly) may choose to re-allocate up to £50,000 of expenditure within the Annual Budget of the Trust.

In assessing whether to approve a particular virement, the CEO and CFO should consider both the in-year and future year effect of any commitments that are entered into.

Where a virement has been agreed under this delegation, this should be reported to the Trust Finance and Audit Committee at the next available opportunity.

### **4. Other Virements**

Any Virement that is not covered by delegations 1., 2. and 3. above must be approved in advance by the Trust Finance & Audit Committee.

### **5. Responsibility and monitoring**

The Trustees are responsible for ensuring that Virements take place as described in this policy.

### **Review of Policy**

This policy will be reviewed every year or sooner if warranted by internal or external events or changes. Changes to policy will be recommended to the Trust.

### **Equality Impact Assessment**

This policy has been reviewed with the equality impact considerations as laid down in the Trust's Equality Policy.