BIDFORD ON AVON PARISH COUNCIL In the County of Warwickshire



BIDFORD-ON-AVON PARISH COUNCIL BUDGET VIREMENT POLICY

1. **Definition of Virement**

Virement is the process of transferring a revenue budget from one budget heading to another, with the approval of the Parish Council. It can be used to amend budgets in the light of experience, or to reflect anticipated changes in the pattern of future income or expenditure

2. Financial Responsibilities

In a cash limited budget environment, budgetary control must be strictly maintained throughout the year in order that potential expenditure overspends and income under-achievement within individual budget heads are identified at the earliest possible opportunity.

The Parish Council has a duty to ensure that adequate policies and procedures are in place to ensure effective system of financial control. The budget virement process is one of those controls.

3. Virement Guidelines

- No virement may be made where it would potentially result in an overspend.
- All virements must be as identified as related to expenditure
- No non-recurrent savings may be vired to increase recurrent expenditure.
- Virements may not be made in respect of ring-fenced allocations
- No virement proposal shall involve the introduction of a new policy or a significant change to existing policy without prior approval of the Finance and Strategy Committee.

• All virement proposals shall be recorded in the Minutes of the Finance and Strategy Committee or the Parish Council, as appropriate

4. Implementation of this Policy

This policy is to take effect from 1^{st} September 2009 (adopted by the Parish Council at its meeting of 24^{th} August 2009)