

## Report of the Director of Place

West Glamorgan Archives Committee – 14 March 2014

### 2014/2015 REVENUE BUDGET

<b>Purpose:</b>	To give details of the Joint Archive Service revenue budget for 2014/2015 and the reserves held by the Joint Archive Service
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	For Information Only.
<b>Report Author:</b>	Sarah Willis

#### 1.0 Introduction

- 1.1 The Archives Service is jointly funded by both the City and County of Swansea (CCS) and Neath Port Talbot County Borough Council (NPTCBC). Each authority is responsible for agreeing their level of contribution as part of their respective budget processes, always in the ratio of 68% (CCS) and 32% (NPTCBC).
- 1.2 This report includes the detailed 2014/2015 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

#### 2.0 Revenue Budget 2014/2015

- 2.1 The budget for 2014/2015 is expected to be £293,200, compared with the 2013/2014 budget of £331,300. In line with the City and County of Swansea's budget assumptions a 1% pay award for 2013/2014 and 2014/2015 has been included, but no other price increases have been assumed. The detailed budget is shown in Appendix A.

2.2 The decrease of £38,100 is as a result of the following amendments:

	<b>£</b>
1% Pay Award for two years	5,900
Single Status increase in costs	2,500
Staff, efficiency and income savings	-46,500
<b>Net Decrease</b>	<b>-38,100</b>

It should be noted that the Single Status adjustment for 2014/15 hasn't yet been finalised, and will partly depend on the actual implementation date. Subject to appeals, the cost to the Archives Service is expected to reduce from 2015/16 onwards, as protection ends.

2.3 The required contributions from the two partners are:

	<b>2014/2015</b>
	<b>£</b>
City and County of Swansea	199,400
Neath Port Talbot County Borough Council	93,800
<b>Total</b>	<b>293,200</b>

### 3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31<sup>st</sup> March 2015. The only expected use of the Training Reserve during 2013/2014 and 2014/2015 is in respect of the Trainee post. During 2013/14 £20,000 from the Documents Fund, together with £30,000 of grant funding, was used to purchase the Neath Abbey Ironworks Collection.

<b>Reserve</b>	<b>Estimated Balance 31/03/14</b>	<b>Budgeted Use 2014/15</b>	<b>Estimated Balance 31/03/15</b>
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	7,758	0	7,758
Archives Training Reserve	122,848	-19,400	103,448
	<b>151,549</b>	<b>-19,400</b>	<b>132,149</b>

**Background Papers:** None.

**Appendices:** Appendix A – Detailed Archives Budget 2014/2015.

## Appendix A

### Archives Budget 2014/15

Original Budget 2013/14	Account Code	Account Description	Original Budget 2014/2015
238,700	41118 000001 00000	Salaries Basic Pay	214,900
17,800	41118 000002 00000	Salaries NI	16,000
52,700	41118 000003 00000	Salaries Pension	47,300
1,000	41118 000313 00000	Staff Training	1,000
1,200	41118 000499 00000	Insurance Employers	1,200
<b>311,400</b>		<b>EMPLOYEES</b>	<b>280,400</b>
1,000	41118 100001 00000	Fixtures & Fittings Purchase	500
1,600	41118 100499 00000	Insurance Premises	1,600
200	41118 190023 00000	CBS Recharges	200
<b>2,800</b>		<b>PREMISES</b>	<b>2,300</b>
1,500	41118 200070 00000	Car Allowances	1,500
1,000	41118 200071 00000	Staff Transport Other	1,000
200	41118 290022 00000	Vehicle Hire Recharges	200
<b>2,700</b>		<b>TRANSPORT</b>	<b>2,700</b>
1,100	41118 300046 30433	IT Consumables	1,100
2,500	41118 300047 00000	IT Hardware Purchase/Lease	2,500
2,700	41118 300050 00000	IT Networking	2,700
500	41118 300051 00000	IT Software Purchase/Lease	500
4,000	41118 300052 00000	IT Hardware & Software Maintenance	4,000
500	41118 300091 30603	Staff Expenses	500
300	41118 300096 00000	Advertising	300
1,500	41118 300099 00000	Telephone Rentals/Charges	1,500
1,600	41118 300109 00000	Postage & Carriage	1,000
600	41118 300129 00000	Books & Publications	600
200	41118 300129 31002	Books & Publications - Documents	200
1,000	41118 300171 00000	Stationery	1,000
1,000	41118 300212 31003	Items For Resale	1,000
1,800	41118 300234 00000	Equipment Maintenance	1,800
5,000	41118 300235 00000	Equipment Purchase	5,000
300	41118 300256 00000	Materials Purchase	300
19,500	41118 300256 00000	Conservation Services	19,000
700	41118 300413 00000	Subscriptions	700
500	41118 300433 00000	Miscellaneous Expenses	500
5,000	41118 390150 00000	Printing Recharges	2,500
500	41118 400131 00000	Third Party Payments (Grants)	0
<b>50,800</b>		<b>SUPPLIES AND SERVICES</b>	<b>46,700</b>
<b>367,700</b>		<b>GROSS EXPENDITURE</b>	<b>332,100</b>
-19,400	41118 750061 00000	Transfer from Reserves	-19,400
-9,000	41118 800001 80253	Fees & Charges	-10,500
-8,000	41118 800212 83215	Sales Income	-9,000
<b>-36,400</b>		<b>GROSS INCOME</b>	<b>-38,900</b>
<b>331,300</b>		<b>NET EXPENDITURE</b>	<b>293,200</b>
<b>Funded By</b>			
225,300		City and County of Swansea	199,400
106,000		Neath Port Talbot Borough Council	93,800

25 February 2014