

Report of the Director of Place

West Glamorgan Archives Committee – 13 March 2015

2015/2016 REVENUE BUDGET

Purpose:	To give details of the Joint Archive Service revenue budget for 2015/2016 and the reserves held by the Joint Archive Service
Policy Framework:	None.
Reason for Decision:	For Information Only.
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1.0 Introduction

- 1.1 The Archive 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 2015/2016 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2015/16

- 2.1 The budget for 2015/2016 is expected to be £302,100, compared with the 2014/2015 budget of £293,200. In line with the City and County of Swansea's budget assumptions a 2.2% pay award which covers 2014/2015 and 2015/2016 has been included, but no other price increases have been assumed. The detailed budget is shown in Appendix A.

2.2 The increase of £8,900 is as a result of the following amendments:

	£
2.2% Pay Award for two years	3,500
Single Status increase in costs	<u>5,400</u>
Net Increase	8,900

It should be noted that there are no additional savings for the Archive Service put forward for 2015/2016. An amount has been allocated for single status which includes an element for protection until it ceases in 2016/2017, increments and a small amount for gainers.

2.3 The required contributions from the two partners are:

	2015/2016
	£
City and County of Swansea	205,500
Neath Port Talbot County Borough Council	96,600
Total	302,100

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31st March 2016. The only expected use of the Training Reserve during 2014/2015 and 2015/2016 is in respect of the Trainee post.

Reserve	Estimated Balance 31/03/15	Budgeted Use 2015/2016	Estimated Balance 31/03/16
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	7,758	0	7,758
Archives Training Reserve	108,416	-19,400	89,016
	137,117	-19,400	117,717

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2015/2016.

Appendix A

Archives Budget 2015/2016

Original Budget 2014/2015	Account Code	Account Description	Original Budget 2015/2016
214,900	41118 000001 00000	Salaries Basic Pay	221,700
16,000	41118 000002 00000	Salaries NI	16,600
47,300	41118 000003 00000	Salaries Pension	48,800
0	41118 000171 00000	Professional Fees	500
1,000	41118 000313 00000	Staff Training	1,000
1,200	41118 000499 00000	Insurance Employers	1,200
280,400		EMPLOYEES	289,800
500	41118 100001 00000	Fixtures & Fittings Purchase	500
1,600	41118 100499 00000	Insurance Premises	1,600
200	41118 190023 00000	CBS Recharges	200
2,300		PREMISES	2,300
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
2,700		TRANSPORT	2,700
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
1,000	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
19,000	41118 300256 00000	Conservation Services	19,000
700	41118 300413 00000	Subscriptions	700
500	41118 300433 00000	Miscellaneous Expenses	500
2,500	41118 390150 00000	Printing Recharges	2,500
46,700		SUPPLIES AND SERVICES	46,700
332,100		GROSS EXPENDITURE	341,500
-19,400	41118 750061 00000	Transfer from Reserves	-19,400
-10,500	41118 800001 80253	Fees & Charges	-11,000
-9,000	41118 800212 83215	Sales Income	-9,000
-38,900		GROSS INCOME	-39,400
293,200		NET EXPENDITURE	302,100
Funded By			
199,400		City and County of Swansea	205,500
93,800		Neath Port Talbot Borough Council	96,600

17 February 2015