

Report of the Director of Place

West Glamorgan Archives Committee – 18 March 2016

2016/2017 REVENUE BUDGET

Purpose:	To give details of the Joint Archive Service revenue budget for 2016/2017 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 2016/2017 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2016/17

- 2.1 The budget for 2016/2017 before removal of the required saving for the *Sustainable Swansea: Fit for the Future* programme is expected to be £313,400, compared with the 2015/2016 budget of £302,100. In line with the City and County of Swansea's budget assumptions a 1% pay award which covers 2016/2017 has been included and uplift has been applied for the increase in employer's contributions for National Insurance, but no other price increases have been assumed in the non-salaries budget. The detailed budget before the application of the saving is shown in Appendix A.

2.2 The increase of £11,300 is as a result of the following amendments:

	£
1% Pay Award and NI contribution increase	8,900
Single Status increase in costs	<u>2,400</u>
Net Increase	11,300

It should be noted that there are savings for the Archive Service put forward for 2016/2017. We are currently awaiting final confirmation of the *Sustainable Swansea* savings, part of whose proposals is a reduction of £36,000 allocated to the Archive Service. As this is a joint service, the reduction in each partner's contribution will be apportioned as follows – CCS £24,000 NPTCBC £12,000.

An amount has been allocated for single status which includes an element for increments and a small amount for gainers.

2.3 The required contributions from the two partners are:

	2016/2017
	£
City and County of Swansea	211,600
Neath Port Talbot County Borough Council	101,800
Total	313,400

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archive Reserves as at the 31st March 2016. The only expected use of the Training Reserve during 2015/2016 and 2016/2017 is in respect of the Trainee post.

Reserve	Estimated Balance 31/03/16	Budgeted Use 2016/2017	Estimated Balance 31/03/17
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	7,758	0	7,758
Archives Training Reserve	106,863	-19,400	87,463
	135,564	-19,400	116,164

Background Papers: None.

Appendices: Appendix A – Detailed original Archives Budget 2016/2017.

Appendix B – Detailed Archive Budget showing savings 2016/2017.

Appendix A

Archives Budget 2016/2017

Original Budget 2015/2016	Account Code	Account Description	Original Budget 2016/2017
221,700	41118 00001 00000	Salaries Basic Pay	225,700
16,600	41118 00002 00000	Salaries NI	23,000
48,800			
500	41118 00003 00000	Salaries Pension	49,700
	41118 000171 00000	Professional Fees	500
1,000	41118 000313 00000	Staff Training	1,000
1,200	41118 000499 00000	Insurance Employers	1,200
289,800		EMPLOYEES	301,100
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
341,500		GROSS EXPENDITURE	352,800
-19,400	41118 750061 00000	Transfer from Reserves	-19,400
-11,000	41118 800001 00000	Fees & Charges	-17,000
-9,000	41118 800212 83215	Sales Income	-3,000
-39,400		GROSS INCOME	-39,400
302,100		NET EXPENDITURE	313,400
205,500		City and County of Swansea	211,600
96,600		Neath Port Talbot Borough Council	101,800

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Appendix B

Archives Budget with Saving 2016/2017

Original Budget 2015/2016	Account Code	Account Description	Original Budget 2016/2017
221,700	41118 00001 00000	Salaries Basic Pay	202,200
16,600	41118 00002 00000	Salaries NI	14,900
48,800			
500	41118 00003 00000	Salaries Pension	45,300
	41118 000171 00000	Professional Fees	500
1,000	41118 000313 00000	Staff Training	1,000
1,200	41118 000499 00000	Insurance Employers	1,200
289,800		EMPLOYEES	265,100
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
341,500		GROSS EXPENDITURE	316,800
-19,400	41118 750061 00000	Transfer from Reserves	-19,400
-11,000	41118 800001 00000	Fees & Charges	-17,000
-9,000	41118 800212 83215	Sales Income	-3,000
-39,400		GROSS INCOME	-39,400
302,100		NET EXPENDITURE	277,400
205,500		City and County of Swansea	187,600
96,600		Neath Port Talbot Borough Council	89,800

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