

Report of the Director of Place

West Glamorgan Archives Committee – 13 March 2020

2020/2021 Revenue Budget

Purpose:	To give details of the Joint Archive Service revenue budget for 2020/2021 and the reserves held by the Joint Archive Service
Policy Framework:	None.
Reason for Decision:	For Information Only
Report Author:	Aimee Dyer

1.0 Introduction

- 1.1 The Archive Service is jointly funded by the Councils of the City and County of Swansea (CCS) and Neath Port Talbot County Borough (NPT). 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% NPT.
- 1.2 This report includes the detailed 2020/2021 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2020/21

- 2.1 The budget for 2020/21 is expected to be £298,900, compared with the 2019/20 budget of £291,000. In line with CCS's budget assumptions a 2.75% pay award which covers 2020/2021 has been included, as well as a small increase for the National Living Wage. No other price increases have been assumed.
- 2.2 The increase of £7,900 is mainly as a result of the pay award and National Living Wage. This is offset against a small increase in fees and charges and sales income as part of savings. The detailed budget is shown in Appendix A.
- 2.3 The required contributions from the two partners are as follows:

	2020/2021
	£
City and County of Swansea	203,300
Neath Port Talbot County Borough Council	95,600
Total	298,900

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31st March 2020. The only expected use of the Training Reserve is in respect of the Trainee post during 20/21. During 2019/20 £4,230 has been used from the Archives Publications Fund so it has now been exhausted. It is included in the balance below.

Reserve	Estimated Balance 31/03/19	Budgeted Use 2019/2020	Estimated Balance 31/03/20
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	4,230	4,230	0
Archives Training Reserve	153,251	0	153,251
	178,424	4,230	174,194

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2020/2021.

Appendix A

Archives Budget 2020/21

Original Budget 2019/20 £	Account Code			Account Description	Original Budget 2020/21 £
208,500	41118	000001	00000	Salaries Basic Pay	214,400
19,700	41118	000002	00000	Salaries NI	20,200
50,100	41118	000003	00000	Salaries Pension	51,500
500	41118	000171	00000	Professional Fees	500
700	41118	000313	00000	Staff Training	700
800	41118	000499	00000	Insurance Liability	900
280,300				EMPLOYEES	288,200
500	41118	100001	00000	Fixtures & Fittings Purchase	500
1,600	41118	100499	00000	Insurance Premises	1,700
200	41118	190023	00000	CBS Recharges	200
2,300				PREMISES	2,400
1,400	41118	200070	00000	Car Allowances	1,400
1,000	41118	200071	00000	Staff Transport Other	1,000
100	41118	290022	00000	Vehicle Hire Recharges	100
100	41118	290045	00000	Vehicle Fuel Recharges	100
2,600				TRANSPORT	2,600
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
0	41118	300109	00000	Postage & Carriage	0
600	41118	300129	00000	Books & Publications	600
200	41118	300129	31002	Books & Publications	200
1,000	41118	300150	31201	Printing Services	1,000
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
4,000	41118	300235	00000	Equipment Purchase	4,000
1,000	41118	300235	31625	Equipment Purchase	1,000
3,300	41118	300256	00000	Materials Purchase	3,300
0	41118	300321	00000	Other Hired & Contracted Services	0
700	41118	300413	00000	Subscriptions	700
500	41118	300433	00000	Miscellaneous Expenses	500
500	41118	300499	00000	Insurance General	500
2,000	41118	390150	00000	Printing Recharges	2,000
500	41118	390150	31003	Printing Recharges	500
15,000	41118	400089	00000	Local Authorities	15,000
331,400				GROSS EXPENDITURE	339,400
-19,400	41118	750061	00000	Transfer from Reserves	-19,400
0	41118	750001	70075	Inter Service Credits	0
-17,840	41118	800001	00000	Fees & Charges	-17,940
-3,160	41118	800212	83215	Sales Income	-3,160
-40,400				GROSS INCOME	-40,500
291,000				NET EXPENDITURE	298,900
196,500				City and County of Swansea	203,300
94,500				Neath Port Talbot Borough Council	95,600