

Report of the Director of Place

West Glamorgan Archives Committee – 16 March 2018

2018/2019 Revenue Budget

Purpose:	To give details of the Joint Archive Service revenue budget for 2018/2019 and the reserves held by the Joint Archive Service
Policy Framework:	None.
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For Information Only.	

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 2018/2019 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2018/19

- 2.1 The budget for 2018/19 is expected to be £282,800, compared with the 2017/18 budget of £272,300. In line with the City and County of Swansea's budget assumptions a 2% pay award which covers 2018/2019 has been included and uplift has been applied for the increase in employers pension fund contributions, but no other price increases have been assumed. The detailed budget is shown in Appendix A.
- 2.2 The increase of £10,500 is mainly as a result of the pay award and pension contributions. This is offset against one minor adjustment to insurance budgets and a small increase in fees and charges and sales income as part of savings.
- 2.3 The required contributions from the two partners are:

	2018/2019
	£
City and County of Swansea	191,100
Neath Port Talbot County Borough Council	91,700
Total	282,800

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at 31 March 2018. The only expected use of the Training Reserve during 2017/18 and 2018/19 is in respect of the Trainee post.

Reserve	Estimated Balance 31/03/18	Budgeted Use 2018/2019	Estimated Balance 31/03/19
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	7,758	0	7,758
Archives Training Reserve	98,363	-19,400	78,963
	127,064	-19,400	107,664

Background Papers: None

Appendices: Appendix A – Detailed Archives Budget 2018/2019.

Archives Budget 2018/19

27/02/2017

Original Budget 2017/18 £	Account Code			Account Description	Original Budget 2018/19 £
213,900	41118	000001	00000	Salaries Basic Pay	220,700
20,600	41118	000002	00000	Salaries NI	21,300
47,400	41118	000003	00000	Salaries Pension	51,000
500	41118	000171	00000	Professional Fees	500
1,000	41118	000313	00000	Staff Training	1,000
1,100	41118	000499	00000	Insurance Liability	1,000
284,500				EMPLOYEES	295,500
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
100	41118	290022	00000	Vehicle Hire Recharges	100
100	41118	290045	00000	Vehicle Fuel Recharges	100
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
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
15,000	41118	300321	00000	Other Hired & Contracted Services	15,000
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
46,200				SUPPLIES AND SERVICES	46,200
335,700				GROSS EXPENDITURE	346,700
-19,400	41118	750061	00000	Transfer from Reserves	-19,400
-24,000	41118	750001	70075	Inter Service Credits	-24,000
-17,000	41118	800001	00000	Fees & Charges	-17,420
-3,000	41118	800212	83215	Sales Income	-3,080
-63,400				GROSS INCOME	-63,900
272,300				NET EXPENDITURE	282,800
183,900				City and County of Swansea	191,100
88,400				Neath Port Talbot Borough Council	91,700