

Report of the Director of Place

West Glamorgan Archives Committee – 15 March 2019

2019/2020 REVENUE BUDGET

Purpose:	To give details of the Joint Archive Service revenue budget for 2019/2020 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 2019/2020 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2019/20

- 2.1 The budget for 2019/20 is expected to be £291,000, compared with the 2018/19 budget of £282,800. In line with the City and County of Swansea's budget assumptions a 2% pay award which covers 2019/2020 has been included, as well as an increase for the National Living Wage (NLW) and an 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 £8,200 is mainly as a result of the pay award, NLW and pension contributions. This is offset against a small increase in fees and charges and sales income as part of savings.

2.3 The required contributions from the two partners are:

	2019/2020
	£
City and County of Swansea	196,500
Neath Port Talbot County Borough Council	94,500
Total	291,000

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31st March 2019. The only expected use of the Training Reserve during 2018/19 and 2019/20 is in respect of the Trainee post. During 2018/19 £3,528 has been used from the Archives Publications Fund, 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	0	7,758
Archives Training Reserve	88,363	-19,400	68,963
	113,536	-19,400	94,136

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2019/2020.

Appendix A

Archives Budget 2019/20

Original Budget 2018/19 £	Account Code			Account Description	Original Budget 2019/20 £
220,700	41118	000001	00000	Salaries Basic Pay	208,500
21,300	41118	000002	00000	Salaries NI	19,700
51,000	41118	000003	00000	Salaries Pension	50,100
500	41118	000171	00000	Professional Fees	500
1,000	41118	000313	00000	Staff Training	700
1,000	41118	000499	00000	Insurance Liability	800
295,500				EMPLOYEES	280,300
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	1,400
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
2,700				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
15,000	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
0	41118	400089	00000	Local Authorities	15,000
346,700				GROSS EXPENDITURE	331,400
-19,400	41118	750061	00000	Transfer from Reserves	-19,400
-24,000	41118	750001	70075	Inter Service Credits	0
-17,420	41118	800001	00000	Fees & Charges	-17,840
-3,080	41118	800212	83215	Sales Income	-3,160
-63,900				GROSS INCOME	-40,400
282,800				NET EXPENDITURE	291,000
191,100				City and County of Swansea	196,500
91,700				Neath Port Talbot Borough Council	94,500