



Report of the Director of Place

West Glamorgan Archives Committee – 12th March 2021

2021/2022 Revenue Budget

Purpose: To give details of the Joint Archive Service revenue budget for 2021/2022 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 2021/2022 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2021/22

- 2.1 The budget for 2021/22 is expected to be £299,550, compared with the 2020/21 budget of £298,900. In line with the City and County of Swansea's budget assumptions a small increase for the National Living Wage (NLW) has been included. No other price increases have been assumed.
- 2.2 The increase of £750 is as a result of the NLW. This is offset against a small increase reduction in premises insurance of £100. The detailed budget is shown in Appendix A.

2.3 The required contributions from the two partners are:

	2021/2022
	£
City and County of Swansea	203,750
Neath Port Talbot County Borough Council	95,800
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 2021. Due to the pandemic and efficiencies, the trainee post budgeted use of £19,400 is not required. There is also an anticipated underspend of around £30,000 which will be transferred to the reserve at the year-end.

3.2 The only expected use of the Training Reserve is in respect of the Trainee post during 2021/22. The Archives Publications Fund was exhausted in 2019/20. The balances are:

Reserve	Estimated Balance 31/03/20	Budgeted Use 2020/2021	Estimated Balance 31/03/21
Archives Document Fund	20,943	0	20,943
Archives Training Reserve	178,977	30,000	208,977
	199,920	30,000	229,920

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2021/2022.

Appendix A

Archives Budget 202

Original Budget 2020/21 £	Account Code			Account Description	Original Budget 2021/22 £
214,400	41118	000001	00000	Salaries Basic Pay	214,900
20,200	41118	000002	00000	Salaries NI	20,300
51,500	41118	000003	00000	Salaries Pension	51,650
500	41118	000171	00000	Professional Fees	500
700	41118	000313	00000	Staff Training	700
900	41118	000499	00000	Insurance Liability	900
288,200				EMPLOYEES	288,950
500	41118	100001	00000	Fixtures & Fittings Purchase	500
1,700	41118	100499	00000	Insurance Premises	1,600
200	41118	190023	00000	CBS Recharges	200
2,400				PREMISES	2,300
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
339,400				GROSS EXPENDITURE	340,050
-19,400	41118	750061	00000	Transfer from Reserves	-19,400
0	41118	750001	70075	Inter Service Credits	0
-17,940	41118	800001	00000	Fees & Charges	-17,940
-3,160	41118	800212	83215	Sales Income	-3,160
-40,500				GROSS INCOME	-40,500
298,900				NET EXPENDITURE	299,550
203,300				City and County of Swansea	203,750
95,600				Neath Port Talbot Borough Council	95,800