

THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH
COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL,
RHONDDA CYNON TAFF AND THE VALE OF GLAMORGAN

COMMITTEE

THE GLAMORGAN ARCHIVES JOINT
COMMITTEE
20 JULY 2012

REPORT OF THE TREASURER TO THE
GLAMORGAN ARCHIVES JOINT
COMMITTEE

PART 1	AGENDA ITEM NO: 9
BUDGET MONITORING 2012/2013	

PURPOSE OF REPORT

1. This report provides members with the actual expenditure and income to date and projected full year revenue outturn for the current financial year 2012/2013.

PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2012/2013

2. **Appendix 1** details the position for the financial year 2012/2013, as forecast at 30th June 2012. This is summarised in the Table below.

Table 1: Projected Outturn 2012/2013 (at Month 3)

	Budget £	Actual to date £	Projectio n £	Variance £
Expenditure				
Employees	534,420	134,872	550,413	15,993
Premises	233,400	78,293	216,189	-17,211
Transport	7,950	890	6,832	-1,118
Supplies & Services	65,300	4,831	70,621	5,321
Third party Payments	0	-6,345	6,345	6,345
Support Services	38,500	0	37,700	-800
GROSS EXPENDITURE	879,570	212,542	888,100	8,530
Income	-16,500	-2,224	-25,285	-8,785
Contribution from reserves	100,000	0	-100,000	0
NET EXPENDITURE	763,070	210,318	762,815	-255

3. The full year spend is projected to be £762,815, representing an underspend of £255 (0.03%) against the approved budget of £763,070. Reasons for the main variances are given below:

Employees (+£15,993)

4. There are a number of elements that constitute the net projected overspend on employee costs. The main variances have arisen from the following:
 - The need to employ agency staff as necessary to cover vacancies, maternity leave etc will cost £21,564 more than provided for in the budget.
 - The projected outturn includes £8,778 to cover the costs of employing a part time administrative officer to provide support to the Archives & Records Council Wales (ARCW). This post will be funded by a CyMAL grant from the Welsh Government.
 - The budget includes £24,651 to cover the cost of employing an Archivist. This post has not been filled but it is intended that a Conservator be appointed at a cost of £14,389 for the last 6 months of the year.
 - Maternity leave will save an estimated £9,606.

Premises (-£17,211)

5. Projected savings of £27,000 on the cost of gas will be partly offset by the payment of a carbon reduction commitment payment of £5,200 and the additional cost of maintenance contracts of £3,364. The projected outturn for gas charges has been based on an average £1,500 per month in line with the latest invoices received. At the time the 2012/2013 budget was set regular gas invoices were not being received so the budget had to be based on the previous year budget which proved to be higher than required.

Supplies & Services (+£5,321)

6. Overall an overspend is projected on supplies and services. Additional expenditure is expected on photocopying materials and translation costs. Public liability premiums will also contribute to the projected overspend.

Third Party Payments (+£6,345)

7. At the very end of 2011/2012 it came to light that the Service would be responsible for the cost of actuaries in respect of the bulk transfer of pension rights from the Rhondda Cynon Taf CBC Pension Fund to the Cardiff & Vale of Glamorgan Pension Fund. Rhondda Cynon Taf CBC Pensions Section has indicated that there will be ongoing costs and for this reason £6,345 has been built into the projected outturn for 2012/2013.

Income (-£8,785)

8. The projected outturn includes the CyMAL grant income of £8,778 from the Welsh Government to cover the cost of the administrative support for ARCW.

Local Authority contributions

9. On the basis of the projected outturn for 2012/2013 as detailed in this report the Local Authority contributions to fund the Service will be as follows:

Table 2: Projected Contributions 2012/2013 (at Month 3)

Authority	%	Contribution		
		2012/13 Original £	2012/13 Revised £	Reduction £
Bridgend C.B.C.	14	106,830	106,794	-36
Cardiff Council	32	244,182	244,101	-81
Merthyr Tydfil C.B.C.	6	45,784	45,769	-15
Rhondda Cynon Taf C.B.C.	25	190,768	190,704	-64
Caerphilly C.B.C.	11	83,938	83,910	-28
Vale of Glamorgan C.B.C.	12	91,568	91,538	-30
Total	100	763,070	762,815	-255

Conserving Local Communities Heritage (CLOCH)

10. In June 2010 the Service was awarded a Heritage Lottery Fund grant of up to £224,000 towards the provision of practical work based skills training opportunities in digitisation, research, local history, basic conservation and community engagement. The grant agreement is for 3 years of which 2012/2013 is Year 2. This year will see the expansion of the project with the recruitment of 5 trainees underway and a further recruitment round planned for December.
11. The projected costs for this year are £103,521 which in the main are to cover the cost of bursary payments to the trainees. Applications will be made throughout the year to the Heritage Lottery fund for payment of grant as and when costs are incurred.

FINANCIAL IMPLICATIONS

12. An underspend of £255 is projected for 2012/2013 based on the position as at Month 3. This will continue to be reviewed in the regular monitoring meetings between the Glamorgan Archivist and Finance Officers. The effect of achieving this underspend would be to reduce the member contributions as indicated in Table 2.

LEGAL IMPLICATIONS

13. There are no legal implications arising from this report.

RECOMMENDATIONS

1. It is recommended to members that they note the projected full year outturn position for 2012/2013.

Christine Salter

Treasurer to the Glamorgan Archives Joint Committee