

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

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
13 December 2013**

**REPORT OF:**

**THE INTERIM TREASURER TO THE  
GLAMORGAN ARCHIVES JOINT  
COMMITTEE**

<b>AGENDA ITEM NO. 5</b>
<b>2013-2014 BUDGET MONITORING &amp; 2014-2015 BUDGET PROPOSALS</b>

**PURPOSE OF REPORT**

1. This report provides members with the projected full year revenue outturn for the 2013/14 financial year. It also details the proposed revenue budget for 2014/15 financial year.

**PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2013/2014**

2. Appendix 1 details the position for the 2013/14 financial year, as forecasted at 31<sup>st</sup> October 2013. This is summarised in the table below.

**Table 1: Projected Outturn 2013/14 (at 31<sup>st</sup> October 2013)**

	<b>Budget £</b>	<b>Projection £</b>	<b>Variance £</b>
<b>Expenditure</b>			
Employees	582,780	551,042	(31,738)
Premises	228,900	229,175	275
Transport	6,550	6,810	260
Supplies & Services	48,020	70,020	22,000
Support Services	37,700	46,988	9,288
<b>GROSS EXPENDITURE</b>	<b>903,950</b>	<b>904,035</b>	<b>85</b>
Income	(46,520)	(75,903)	(29,383)
Contributions from Reserves	(100,000)	(100,000)	0
<b>NET EXPENDITURE</b>	<b>757,430</b>	<b>728,132</b>	<b>(29,298)</b>

3. The net expenditure for the full year is projected to be £728,132, which represents an underspend of £29,298, mainly as a result of additional income, against the approved budget of £757,430. This compares to a reported underspend of £23,844 at 31<sup>st</sup> July 2013. Reasons for the main variances are given below.

**Employees - £31,738**

4. One of the main factors which contributes towards the underspend on employees is the Conservator post, which has been vacant throughout the year. This post was filled from the beginning of December and the in-year saving that has resulted totals £19,532.
5. In line with the projected outturn as at 31<sup>st</sup> July 2013, an underspend of £9,520 exists against the budget held to fund the costs of a part-time Administrative Officer to provide support to the Archives & Record Council for Wales (ARCW). Due to the fact that responsibility for this post has transferred away from Glamorgan Archives, there will be no costs incurred this year.
6. A further underspend exists as a result of an Archivist post becoming vacant during the year. This post will remain vacant for the rest of the year, which will result in an underspend of £19,255.
7. Furthermore, as per the monitoring report dated 31<sup>st</sup> July 2013, there are underspends resulting from a member of staff not being part of the superannuation scheme and two members of staff experiencing a downward change in grade as a result of the implementation of the Single Status agreement. These underspends total £8,900. However, they are partly offset by an overspend of £2,250 on other staff expenses, such as training.
8. The net underspends outlined above are partly offset by a unfunded cost of £21,987 on two Relief Records Assistants. However, this overspend has been partly offset by additional income. Additional expenditure is also projected against the budget for agency staff. However, £4,827 of this overspend will be funded from additional ARCW grant income.

**Premises + £275**

9. Within premises is a projected saving of £12,654 against budgets for gas and electricity. This has increased by approximately £2,000 since the monitoring position at 31<sup>st</sup> July 2013 was reported. Projected gas and electricity costs are slightly lower than the actual 2012/13 costs.
10. The main change from the position at 31<sup>st</sup> July 2013, in terms of premises expenditure, relates to the budget for repairs, alterations and improvements. Currently an £11,000 overspend is projected against the budget held in respect of this, which represents a £6,000 increase

from the position at 31<sup>st</sup> July 2013. The reason for the overspend is due to the unforeseen level of repairs required to the Glamorgan Record Office. It is likely that there will also be further expenditure before the end of the year in respect of alterations to the search room. However, at this early stage it is not possible to quantify the likely impact the cost of these alterations will have upon the budget monitoring position.

### **Supplies & Services + £22,000**

11. Projected expenditure on supplies and services is largely in line with the monitoring position at 31<sup>st</sup> July 2013, aside from an increase in the projected expenditure on catering and catering sundries. This expenditure relates to the provision of catering to parties hiring rooms within the Glamorgan Record Office, and is reflected by a corresponding increase in projected income.
12. The other significant overspends within supplies and services are against conservation (£8,425), which is funded by the NMCT grant outlined in paragraph 14, and ICT hardware and Welsh language training (£1,935) which are both funded by ARCW grant income.

### **Support Services + £9,288**

13. The net overspend on support services is in line with the monitoring position as at 31<sup>st</sup> July 2013 and the 2012/13 outturn. The charges for these services are due to be processed in the coming weeks, however, it is not anticipated that they will vary significantly from the projected outturn.

### **Income - £29,383**

14. Income is currently projected to exceed budgeted levels, partly due to the receipt of grant income that was not known about at the time of setting the 2013/14 budget. As outlined in the previous monitoring report, these grants relate to CyMAL (£500), ARCW (£4,336) and the National Manuscripts Conservation Trust (£8,425). Furthermore, ARCW has subsequently awarded additional grant income totalling £7,762.
15. Income received in respect of the hire of rooms and sale of food is now anticipated to be £14,560 above the budgeted amount. This represents an increase of £6,235 compared to the amount projected at 31<sup>st</sup> July 2013. However, this increase in expected income is partly offset by a decrease in the amount of income that can be expected to be received in relation to conservation.
16. At 31<sup>st</sup> July 2013, the projected level of income expected to be received in royalties was £2,704. However, it has become apparent that income totalling £9,110 can now be expected. This is a new source of income and was, therefore, not budgeted for.

17. As outlined in paragraph 5, the responsibility for the CyMAL funded post has been transferred away from Glamorgan Archives. As a result this means that there will be a fall out of grant funding amounting to £10,470. However, this is almost offset in full by reduced employee expenditure.

### **Local Authority Contributions**

18. Any surplus projected in February against the revenue budget this year will reduce the second instalment required from the six contributing Local Authorities, as per the strategy outlined in the Glamorgan Archives Committee report dated 10<sup>th</sup> December 2010. On the basis of the projected underspend of £29,298 at 31<sup>st</sup> October 2013, the contributions required will be as follows:

**Table 2: Projected Contributions 2013/14 (at 31<sup>st</sup> October 2013)**

Authority	%	Contribution		
		2013/2014 Original	2013/2014 Current	Reduction
		£	£	£
Bridgend C.B.C.	14	106,040	101,938	(4,102)
Caerphilly C.B.C.	11	83,317	80,095	(3,222)
Cardiff Council	32	242,378	233,002	(9,376)
Merthyr Tydfil C.B.C.	6	45,446	43,688	(1,758)
Rhondda Cynon Taf C.B.C.	25	189,357	182,033	(7,324)
Vale of Glamorgan C.B.C.	12	90,892	87,376	(3,516)
<b>Total</b>	<b>100</b>	<b>757,430</b>	<b>728,132</b>	<b>(29,298)</b>

### **Conserving Local Communities Heritage (CLOCH)**

19. In June 2010 the Service was awarded a Heritage Lottery Fund (HLF) 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 was originally for 3 years, however it has been extended to a fourth year, ending on 31<sup>st</sup> December 2014, and additional grant awarded to bring the total to £322,500.
20. The projected expenditure for this year is £115,751, which is mainly required to fund the costs associated with bursary payments to trainees. Applications will be made to HLF throughout the year for payment of grant and it is currently anticipated, based on projections at 31<sup>st</sup> October 2013, that £99,522 will be unclaimed at the end of 2013/14 and, therefore, available for use during the fourth and final year of the project. It should be noted that within the £115,751 expenditure projected for 2013/14 is an additional £3,570 which is over and above the main grant of £322,500.

## **PROPOSED BUDGET FOR FINANCIAL YEAR 2014/2015**

21. The 2014/15 budget proposed below is set against a backdrop of severe reductions to local authority budgets. With this in mind, it was requested, by the lead authority, that Glamorgan Archives consider a 10% reduction in the net revenue budget. This equates to a net budget reduction of £75,740. A number of options have been considered and proposed, including additional income generation, which enable the target to be achieved. These proposals are discussed in the following paragraphs and are also summarised in Appendix 2.
22. The table below gives a summary of the proposed budget. A more detailed analysis is shown in Appendix 3.

**Table 3: Proposed Budget 2014/2015**

	<b>Current 2013/2014 Budget £</b>	<b>Proposed 2014/2015 Budget £</b>	<b>Yr on Yr change £</b>	<b>Yr on Yr change %</b>
<b>Expenditure</b>				
Employees	582,780	538,570	(44,210)	-7.59
Premises	228,900	204,900	(24,000)	-10.48
Transport	6,550	6,550	0	0.00
Supplies & Services	48,020	42,020	(6,000)	-12.49
Support Services	37,700	37,700	0	0.00
<b>GROSS EXPENDITURE</b>	<b>903,950</b>	<b>829,740</b>	<b>(74,210)</b>	<b>-8.21</b>
Income	(46,520)	(48,050)	(1,530)	-3.29
Contribution from Reserve	(100,000)	(100,000)	0	0.00
<b>NET EXPENDITURE</b>	<b>757,430</b>	<b>681,690</b>	<b>(75,740)</b>	<b>-10.00</b>

23. The proposed net expenditure budget for 2014/15 is £681,690, which represents a decrease of £75,740 compared with the approved budget for 2013/14.

### **Employees - £44,210**

24. The proposed saving against the employee budgets consists of savings totalling £56,000, offset by a financial pressure of £11,790. This financial pressure relates to annual increments for staff that are yet to reach the top of their grade and an assumed 1% pay award for all staff. This 1% pay award is in line with that awarded in respect of the 2013/14 financial year.
25. The main saving proposed against employee budgets relates to the currently vacant Grade 6 Archivist post. This post has become vacant during 2013/14 and it is proposed that it will remain vacant going forward. Therefore, it is possible to delete the £33,710 budget

associated with this post. However, it is not the intention to delete the post from the Glamorgan Archives establishment, as it may be possible to fill this post in the future, on a temporary basis, should any means of funding the post become available.

26. The second saving within employees relates to the Deputy Archivist post. It is intended, from 1<sup>st</sup> April 2014, for the hours worked by the post holder to reduce by 7 hours a week. Therefore, it is possible to reduce the budget in line with this proposal, equating to a saving of £8,770. If at any point in the future it is intended to restore the hours to those of a full time employee, it will be necessary to fund the increased expenditure from within existing resources or new income streams.
27. Other savings within employees include the removal of the £3,000 budget held for agency staff. All staff are now in either permanent or casual posts, which are budgeted for elsewhere. Furthermore, it is proposed to remove the £1,000 staff training budget, with the intention being that other funding sources will be used to cover any costs of training during the year. Also, within the overall reduction to the employee budget is the removal of the budget held for the grant funded Administrative Officer (£9,520), as outlined in paragraph 5.

#### **Premises - £24,000**

28. Despite the fact that the projection for 2013/14 is for the premises budget to be fully spent, it has been possible to identify savings totalling £24,000 going into the 2014/15 financial year. This is mainly due to the fact that it is anticipated that the amount of repairs and alterations that have been carried out on the Glamorgan Record Office will not be repeated during 2014/15.
29. In line with the above paragraph it has, therefore, been possible to remove the contingency budget held for repairs to the building (£10,000). This is because of the fact that the building has now been opened for a number of years and any problems associated with a new building should have been remedied. However, the budget for repairs, alterations and improvements is proposed to increase by £1,000, which means that a £5,000 budget will still exist for any work that is required.
30. The other savings proposals within premises relate to reducing the budgets held for gas (£5,000) and electricity (£10,000). These reductions are in line with the projected 2013/14 outturn. It is anticipated that these budgets will be sufficient going forward, despite an expected increase in the unit cost of energy.

#### **Supplies & Services - £6,000**

31. Although the projection for 2013/14 is £22,000 overspent, it is proposed to reduce the supplies and services budget by £6,000 for 2014/15. This is mostly due to the fact that the main overspends outlined in the

monitoring section of this report are either not expected to recur in 2014/15 or have been funded by one-off sources of grant funding.

32. The main saving within the supplies and services budget has been identified against the budget for ICT hardware (£5,000). This reduction is possible due to the fact that a renewal of ICT hardware is due to take place during the 2013/14 financial year. As a result, it is not anticipated that any purchase of hardware will be required during 2014/15.
33. The other proposed saving is in respect of the £1,000 budget for Welsh Translation. This service is now provided by Cardiff Council and is already accounted for within the budget for support services.

### **Income - £1,530**

34. For 2014/15, a contribution from reserves of £100,000 has been retained within the budget, in line with the budget strategy outlined in the 2011/12 budget report. This will result in a continued reduction in the contributions required from the six local authorities.
35. Income levels have increased significantly since the opening of the new Glamorgan Record Office, and this has continued to be the case in 2013/14. As a result it is possible to increase the income budgets further for the 2014/15 financial year. The main increases proposed are to the budget for the hire of special rooms (£7,000) and income from the sale of food (£5,000). These combined increases are slightly below the additional income projected in 2013/14, as it is expected that income levels in 2014/15 will not be quite as high.
36. Offsetting the combined total of savings outlined above (£12,000) is a financial pressure of £10,470. As outlined in paragraph 5, the fall out of CyMAL grant income has resulted in the loss of income totalling £10,470. However, there is an offsetting reduction in expenditure totalling £9,520, resulting in an overall budget pressure of £950.

### **Local Authority Contributions & Glamorgan Archives Reserve**

37. The effect of the 2014/15 budget proposals on the contributions made by the constituent authorities is shown in the table below. The current year budgeted contributions and the year on year reduction is also shown for comparative purposes.

**Table 4: Local Authority Contributions**

Authority	%	Contribution		
		2013/2014	2014/2015	Decrease
		£	£	£
Bridgend	14	106,040	95,437	(10,603)
Caerphilly	11	83,317	74,986	(8,331)
Cardiff	32	242,378	218,141	(24,237)
Merthyr Tydfil	6	45,446	40,901	(4,545)
Rhondda Cynon Taf	25	189,357	170,422	(18,935)
Vale of Glamorgan	12	90,892	81,803	(9,089)
<b>Total</b>	<b>100</b>	<b>757,430</b>	<b>681,690</b>	<b>(75,470)</b>

38. In line with the approach adopted from 2011/12, the 2014/15 contributions will be invoiced in two instalments. The first instalment in July 2014 will be for 50% of the approved budget for the financial year and the second instalment, in February 2015, will invoice for the remaining funding required based on the projected outturn at that time. Any shortfalls or surpluses generated on these amounts will then be managed through contributions to or from the general reserve.
39. This process was implemented to help limit any further build up of the general reserve, which at 31<sup>st</sup> March 2013 was £603,518, and may also lead to a reduction in the required contributions from the six authorities when an underspend is projected against the approved budget. Any overspend against the approved budget will be met from the general reserve.

### **Conserving Local Communities Heritage (CLOCH)**

40. As outlined in paragraphs 19 and 20, the CLOCH project will enter its final year in 2014/15. £322,500 of grant funding was made available and, prior to 2013/14, £110,797 had been claimed. A further £112,181 is currently projected to be used in 2013/14.
41. The project is due to end on 31<sup>st</sup> December 2014. Based on current projections for 2013/14, it is anticipated that £99,522 will be available to fund project activities during 2014/15. This funding will largely be used to cover the bursary costs associated with the trainees involved. However, it should be noted that this figure will ultimately be determined by the final 2013/14 outturn.



## **SUMMARY**

42. For the current year, the net cost of the provision of the Glamorgan Archives Service is projected to be £728,132 representing an underspend of £29,298 against the approved budget of £757,430.
43. The proposed net budget for the 2014/15 financial year is £681,690. This represents a decrease of £75,740 compared to the 2013/14 budget.

## **FINANCIAL IMPLICATIONS**

44. An underspend of £29,298 is projected for 2013/14 based on the position at 31<sup>st</sup> October 2013. This will continue to be reviewed in monitoring meetings between the Glamorgan Archivist and Finance officers. The second contribution from the contributing authorities will be based on the projected outturn in February 2014. This should more closely align the actual contributions paid by contributing authorities with the funding requirements of the Joint Committee.
45. The proposed budget for 2014/15 includes the final year of a three year proposal, recommended and approved in the 2011/12 Budget Report, to support the budget with an annual drawdown of £100,000 from the Joint Committee Reserve.
46. The current balance of the Joint Committee Reserve is £603,518 which would reduce to £503,518 after year 3 of the drawdown strategy is completed. In the context of an annual revenue budget of £681,690 this level of resource is considered adequate to support the activities of the Glamorgan Archives Joint Committee.

## **LEGAL IMPLICATIONS**

47. Under the terms of the Joint Archives Committee Agreement, the contributing Authorities delegated to the Committee all their powers and duties in connection with the care, preservation, maintenance and management of archives and records except for the power of setting a budget and borrowing money.
48. The Committee is required under the terms of the Agreement to approve draft budget proposals for 2014/15 for submission to each of the contributing Authorities for approval, with such budget to be borne in the proportions set out in clause 5 (a) (i) of the Agreement.

## **RECOMMENDATIONS**

49. It is recommended to members that they:

- Note the projected full year position for the 2013/14 financial year as presented in paragraphs 2 to 20 of this report and detailed in Appendix 1.
- Approve the draft budget proposals for 2014/15 as presented in paragraphs 21 to 41 of this report and detailed in Appendices 2 and 3.

**Marcia Sinfield**

**Interim Treasurer to the Glamorgan Archives Joint Committee**

	2013/2014 Budget £	2013/2014 Projected Outturn £	2013/2014 Variances £
<b>EXPENDITURE</b>			
<b>EMPLOYEES</b>			
APT & C GROSS PAY	384,620	365,887	-18,733
APT & C OVERTIME	3,000	3,589	589
APT & C SUPERANNUATION	84,470	76,520	-7,950
APT & C NATIONAL INSURANCE	25,750	22,756	-2,994
APT & C MISCELLANEOUS ALLOWANCES	820	835	15
P&T GROSS PAY	7,810	0	-7,810
P&T SUPERANNUATION	1,710	0	-1,710
P&T NATIONAL INSURANCE	0	0	0
HOS GROSS PAY	52,470	51,945	-525
HOS SUPERANNUATION	12,540	12,415	-125
HOS NATIONAL INSURANCE	5,040	4,948	-92
AGENCY STAFF	3,000	8,347	5,347
LONG SERVICE AWARDS	0	396	396
EMPLOYER & PUBLIC LIABILITY INSURANCE	550	550	0
TRAINING GENERAL	1,000	2,854	1,854
<b>TOTAL EMPLOYEES</b>	<b>582,780</b>	<b>551,042</b>	<b>-31,738</b>
<b>PREMISES</b>			
REPAIRS, ALTERATIONS & IMPROVEMENTS	4,000	15,000	11,000
REPAIRS CONTINGENCY	10,000	10,000	0
SECURITY	5,500	5,500	0
PEST CONTROL	100	105	5
GROUNDS MAINTENANCE	1,500	1,500	0
FIRE RELATED FIXTURES	3,640	3,757	117
PLANT & EQUIPMENT / REVOLVING DOOR MAINTENANCE	10,000	11,513	1,513
ELECTRICITY	72,000	64,150	-7,850
GAS	25,000	20,197	-4,803
CRC ALLOWANCES	5,200	5,616	416
NATIONAL NON DOMESTIC RATES	70,060	70,064	4
WATER	1,200	1,417	217
CLEANING MATERIALS	500	380	-120
WINDOW & FLUE CLEANING	700	700	0
REFUSE COLLECTION / BULK	1,500	1,523	23
OFFICE CLEANING CONTRACT	7,500	7,254	-246
SANITATION & WASTE DISPOSAL	1,500	1,500	0
INSURANCE	9,000	9,000	0
<b>TOTAL PREMISES</b>	<b>228,900</b>	<b>229,175</b>	<b>275</b>
<b>TRANSPORT</b>			
VEHICLE FUEL	500	500	0
VEHICLE LEASE	3,500	3,238	-262
PUBLIC TRANSPORT - STAFF USE	500	1,022	522
CAR ALLOWANCES	600	600	0
TRAVELLING EXPENSES	1,000	1,000	0
VEHICLE INSURANCE	450	450	0
<b>TOTAL TRANSPORT</b>	<b>6,550</b>	<b>6,810</b>	<b>260</b>
<b>SUPPLIES &amp; SERVICES</b>			
EQUIPMENT & MATERIALS	0	1,142	1,142
SIGNS - NEW & REPAIRS	250	5	-245
CONSERVATION	12,000	20,425	8,425
VENDING MACHINES & CATERING SUNDRIES	3,000	3,889	889
CATERING SUNDRIES	1,000	4,478	3,478
UNIFORMS / PROTECTIVE CLOTHING	100	0	-100
STATIONERY, PRINT & PHOTOCOPYING	1,500	2,239	739
PHOTOCOPYING MATERIALS	500	500	0
AUDIT FEES	3,200	3,500	300
TRANSLATION COSTS	1,000	1,206	206
ARCHIVING SERVICE	500	2,000	1,500
CENTRAL TELEPHONE EXCHANGES	3,000	3,344	344

	2013/2014 Budget £	2013/2014 Projected Outturn £	2013/2014 Variances £
<b>SUPPLIES &amp; SERVICES (continued)</b>			
TELEPHONES	2,950	1,420	-1,530
POSTAGES	600	557	-43
INTERNET CHARGES	0	604	604
SOFTWARE	1,000	1,000	0
IT CONSUMABLES	1,000	1,000	0
HARDWARE	5,000	6,729	1,729
SOFTWARE LICENCES & MAINTENANCE	4,000	4,000	0
HOSPITALITY (CATERING)	4,000	8,405	4,405
SUBSCRIPTIONS	1,200	1,200	0
PUBLIC LIABILITY INSURANCE	1,020	1,024	4
MISCELLANEOUS INSURANCE	700	700	0
ADVERTISING (EXCL STAFF)	500	653	153
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>48,020</b>	<b>70,020</b>	<b>22,000</b>
<b>SUPPORT SERVICES</b>			
SERVICE ACCOUNTANCY	14,800	17,300	2,500
TECHNICAL ACCOUNTANCY	1,500	1,220	-280
INCOME RECOVERY	100	230	130
PAYROLL	500	400	-100
PAYMENTS	500	860	360
PROCUREMENT	600	1,040	440
PROJECT ACCOUNTANCY	500	0	-500
SAP SUPPORT	3,000	2,490	-510
ICT SERVICES	12,000	10,510	-1,490
HUMAN RESOURCES	3,700	8,730	5,030
LEGAL	500	2,100	1,600
COMMUNICATIONS	0	2,080	2,080
CTS VEHICLE RECHARGE	0	28	28
<b>TOTAL SUPPORT SERVICES</b>	<b>37,700</b>	<b>46,988</b>	<b>9,288</b>
<b>GROSS EXPENDITURE</b>	<b>903,950</b>	<b>904,035</b>	<b>85</b>
<b>INCOME</b>			
CYMAL GRANT	-10,470	-500	9,970
ARCW (NCB)	0	-12,098	-12,098
NMCT	0	-8,425	-8,425
PUBLICATIONS GENERAL	0	-295	-295
SALE OF PHOTOCOPIES	-2,000	-2,266	-266
CONSERVATION INCOME	-10,000	-6,000	4,000
SALE OF FOOD	-5,000	-14,364	-9,364
VENDING INCOME	-300	-200	100
COURSE FEES GENERAL	-250	0	250
SEARCH FEES	-3,000	-1,714	1,286
HIRE OF SPECIAL ROOMS	-13,000	-18,196	-5,196
DONATIONS	0	-61	-61
ACCESS FOR FILMING	0	-50	-50
INTEREST	-2,500	-2,625	-125
ROYALTIES	0	-9,110	-9,110
CONTRIBUTIONS FROM RESERVES	-100,000	-100,000	0
<b>TOTAL INCOME</b>	<b>-146,520</b>	<b>-175,903</b>	<b>-29,383</b>
<b>TOTAL NET BUDGET</b>	<b>757,430</b>	<b>728,132</b>	<b>-29,298</b>

**GLAMORGAN ARCHIVES BUDGET PROPOSALS 2014/15**

**APPENDIX 2**

	<b>Total (£)</b>
2013/14 net budget	757,430
10% savings target	75,740
1% Pay Award & Annual Increments	11,790
Unavoidable pressure (CyMAL grant fall out)	10,470
Total proposed	98,000
<b>Variance from requirement</b>	<b>0</b>

**Savings Proposals:**

<b>Savings title</b>	<b>Current budget</b>	<b>Proposal</b>	<b>Description</b>
Archivist Post	33,710	33,710	Deletion of budget for vacant Grade 6 Archivist Post
Deputy Archivist Reduced Hours	48,500	8,770	Reduction in hours to 30 per week.
Administrative Officer (Grant funded)	9,520	9,520	Fall out of costs associated with officer funded by CyMAL grant.
Agency	3,000	3,000	Budget not required as all staff are now on permanent or casual contracts.
Staff Training	1,000	1,000	Training will not be funded from this budget during 2014/15.
Premises Repairs Budget & Contingency	14,000	9,000	It is expected that the requirement for repairs will reduce.
Electricity	72,000	10,000	Reduction in line with projected 2013/14 underspend.
Gas	25,000	5,000	Reduction in line with projected 2013/14 underspend.
Welsh Translation	1,000	1,000	Welsh translation now provided by Cardiff Council.
ICT Hardware	5,000	5,000	No planned hardware expenditure in 2014/15.
Hire of Rooms	-13,000	7,000	Increase in income budget to reflect anticipated income levels.
Food	-5,000	5,000	Increase in income budget to reflect anticipated income levels.
<b>Total</b>		<b>98,000</b>	

**PROPOSED BUDGET FOR FINANCIAL YEAR 2014/2015**

**APPENDIX 3**

	2013/2014	2014/2015	Yr on Yr
	Budget	Proposed	Variance
	£	£	£
<b>EXPENDITURE</b>			
<b>EMPLOYEES</b>			
GROSS PAY	384,620	362,550	-22,070
OVERTIME	3,000	3,000	0
SUPERANNUATION	84,470	79,050	-5,420
NATIONAL INSURANCE	25,750	22,550	-3,200
MISCELLANEOUS ALLOWANCES	820	820	0
GROSS PAY	7,810	0	-7,810
SUPERANNUATION	1,710	0	-1,710
GROSS PAY	52,470	52,470	0
SUPERANNUATION	12,540	12,540	0
NATIONAL INSURANCE	5,040	5,040	0
AGENCY STAFF	3,000	0	-3,000
EMPLOYER & PUBLIC LIABILITY INSURANCE	550	550	0
TRAINING GENERAL	1,000	0	-1,000
<b>TOTAL EMPLOYEES</b>	<b>582,780</b>	<b>538,570</b>	<b>-44,210</b>
<b>PREMISES</b>			
REPAIRS, ALTERATIONS & IMPROVEMENTS	4,000	5,000	1,000
REPAIRS CONTINGENCY	10,000	0	-10,000
SECURITY	5,500	5,500	0
PEST CONTROL	100	100	0
GROUNDS MAINTENANCE	1,500	1,500	0
FIRE RELATED FIXTURES	3,640	3,640	0
PLANT & EQUIPMENT / REVOLVING DOOR MAINTENANCE	10,000	10,000	0
ELECTRICITY	72,000	62,000	-10,000
GAS	25,000	20,000	-5,000
CRC ALLOWANCES	5,200	5,200	0
NATIONAL NON DOMESTIC RATES	70,060	70,060	0
WATER	1,200	1,200	0
CLEANING MATERIALS	500	500	0
WINDOW & FLUE CLEANING	700	700	0
REFUSE COLLECTION / BULK	1,500	1,500	0
OFFICE CLEANING CONTRACT	7,500	7,500	0
SANITATION & WASTE DISPOSAL	1,500	1,500	0
INSURANCE	9,000	9,000	0
<b>TOTAL PREMISES</b>	<b>228,900</b>	<b>204,900</b>	<b>-24,000</b>
<b>TRANSPORT</b>			
VEHICLE FUEL	500	500	0
VEHICLE LEASE	3,500	3,500	0
PUBLIC TRANSPORT - STAFF USE	500	500	0
CAR ALLOWANCES	600	600	0
TRAVELLING EXPENSES	1,000	1,000	0
VEHICLE INSURANCE	450	450	0
<b>TOTAL TRANSPORT</b>	<b>6,550</b>	<b>6,550</b>	<b>0</b>
<b>SUPPLIES &amp; SERVICES</b>			
SIGNS - NEW & REPAIRS	250	250	0
TRANSLATION SERVICE (WELSH LANGUAGE ACT)	1,000	0	-1,000
CONSERVATION	12,000	12,000	0
VENDING MACHINES - PURCHASE	3,000	3,000	0
CATERING SUNDRIES	1,000	1,000	0
UNIFORMS / PROTECTIVE CLOTHING	100	100	0
STATIONERY	1,500	1,500	0
PHOTOCOPYING MATERIALS	500	500	0
AUDIT FEES	3,200	3,200	0
ARCHIVING SERVICE	500	500	0
TELEPHONE CHARGES	2,950	2,950	0
CENTRAL TELEPHONE EXCHANGES	3,000	3,000	0
POSTAGES	600	600	0
SOFTWARE PURCHASES	1,000	1,000	0

**PROPOSED BUDGET FOR FINANCIAL YEAR 2014/2015**

**APPENDIX 3**

	2013/2014	2014/2015	Yr on Yr
	Budget	Proposed	Variance
	£	£	£
<b>SUPPLIES &amp; SERVICES (Continued)</b>			
CONSUMABLES - IT	1,000	1,000	0
HARDWARE PURCHASE	5,000	0	-5,000
SOFTWARE LICENCES & MAINTENANCE	4,000	4,000	0
HOSPITALITY (CATERING)	4,000	4,000	0
SUBSCRIPTIONS	1,200	1,200	0
PUBLIC LIABILITY INSURANCE	1,020	1,020	0
MISCELLANEOUS INSURANCE	700	700	0
ADVERTISING (EXCL STAFF)	500	500	0
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>48,020</b>	<b>42,020</b>	<b>-6,000</b>
<b>SUPPORT SERVICES</b>			
SERVICE ACCOUNTANCY	14,800	14,800	0
TECHNICAL ACCOUNTANCY	1,500	1,500	0
INCOME RECOVERY	100	100	0
PAYROLL	500	500	0
PAYMENTS	500	500	0
PROCUREMENT	600	600	0
PROJECT ACCOUNTANCY	500	500	0
SUPPORTING BUSINESS / SAP SUPPORT	3,000	3,000	0
ICT SERVICES	12,000	12,000	0
HR PEOPLE SERVICES	3,700	3,700	0
LEGAL SERVICES	500	500	0
<b>TOTAL SUPPORT SERVICES</b>	<b>37,700</b>	<b>37,700</b>	<b>0</b>
<b>GROSS EXPENDITURE</b>	<b>903,950</b>	<b>829,740</b>	<b>-74,210</b>
<b>INCOME</b>			
CYMAL GRANT	-10,470	0	10,470
SALE OF PHOTOCOPIES	-2,000	-2,000	0
CONSERVATION INCOME	-10,000	-10,000	0
SALE OF FOOD	-5,000	-10,000	-5,000
VENDING INCOME	-300	-300	0
COURSE FEES GENERAL	-250	-250	0
SEARCH FEES	-3,000	-3,000	0
HIRE OF SPECIAL ROOMS	-13,000	-20,000	-7,000
INTEREST	-2,500	-2,500	0
CONTRIBUTION FROM RESERVE	-100,000	-100,000	0
<b>TOTAL INCOME</b>	<b>-146,520</b>	<b>-148,050</b>	<b>-1,530</b>
<b>TOTAL NET BUDGET</b>	<b>757,430</b>	<b>681,690</b>	<b>-75,740</b>