

**Appendix 1 - Month 4 Monitoring Position**

Expense/Income Account	Plan £	Projected £	Variance £
<b>Employees</b>			
Gross Pay	420,849	396,978	(23,871)
Overtime	0	252	252
LG Pensions	98,394	93,288	(5,106)
National Insurance	38,962	36,731	(2,231)
Misc Allowances	500	500	0
Holiday Pay	0	874	874
Agency Staff - Cardiff Works	0	126	126
Staff Training Expenses	0	465	465
Apprenticeship Levy	0	1,645	1,645
Employer Liability Insurance	550	80	(470)
<b>Employees Total</b>	<b>559,255</b>	<b>530,939</b>	<b>(28,316)</b>

<b>Premises</b>			
Repairs, Alterations & Maintenance	20,000	20,000	0
Security Measures	6,200	6,200	0
Rodent & Pest Control	360	360	0
Grounds Maintenance	1,380	1,152	(228)
Fire Management/Protection	2,900	2,841	(59)
Maintenance Contracts	12,000	12,000	0
Electricity	22,000	18,738	(3,262)
Gas	5,000	3,450	(1,550)
National Non Domestic Rates	184,000	185,415	1,415
Water Rates	6,625	2,025	(4,600)
Security Services	280	100	(180)
Cleaning Materials	300	300	0
Refuse Collection/Bulk Containers	1,470	1,783	313
Contract Cleaning	9,600	9,739	139
Specialist Waste Disposal	500	461	(39)
Insurance	2,500	5,385	2,885
<b>Premises Total</b>	<b>275,115</b>	<b>269,949</b>	<b>(5,166)</b>

<b>Transport</b>			
Hire of Transport CTS	150	150	0
Public Transport - Staff Use	500	500	0
Car Allowances	300	160	(140)
Travel Expenses	50	50	0
MV Hire Insurance Premiums	0	14	14
<b>Transport Total</b>	<b>1,000</b>	<b>874</b>	<b>(126)</b>

<b>Supplies &amp; Services</b>			
Purchase/Repair - Office Equipment	0	900	900
Equipment & Materials	0	14	14
Signs - New & Repairs	500	500	0
Conservation	7,000	10,288	3,288
Vending Machines - Purchase	780	858	78
Catering Sundries	1,250	3,375	2,125
Welsh Translation	2,000	2,000	0
Audit Fee	2,100	2,100	0
General Printing & Stationery	0	2,364	2,364
Photocopying Materials	0	225	225
Consultant Fees	0	1,986	1,986
Commission (Inc. Credit Cards)	0	3	3
Central Telephone Exchanges	3,500	4,032	532
Telephones	1,200	894	(306)
Postages	400	739	339
Internet Charges	640	640	0
IT Consumables/Hardware	200	10,260	10,060
Software Licences & Maintenance Agreements	4,250	4,690	440
Accommodation Expenses	0	86	86
Security Expenses	0	250	250
Subscriptions	100	216	116
Public Liability Insurance	1,020	720	(300)
Miscellaneous Insurance	700	350	(350)
<b>Supplies &amp; Services Total</b>	<b>25,640</b>	<b>47,490</b>	<b>21,850</b>

<b>Expense/Income Account</b>	<b>Plan £</b>	<b>Projected £</b>	<b>Variance £</b>
<b>Support Services</b>			
Accountancy	5,690	5,690	0
Income Recovery	310	310	0
Payroll	280	280	0
Payments	380	380	0
Audit	530	530	0
Procurement	400	400	0
SAP Support	3,000	3,000	0
ICT Services	8,000	8,000	0
Human Resources	7,000	7,000	0
Legal	500	500	0
<b>Support Services Total</b>	<b>26,090</b>	<b>26,090</b>	<b>0</b>

<b>Gross Expenditure</b>	<b>887,100</b>	<b>875,342</b>	<b>(11,758)</b>
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<b>Income</b>			
Other Grants	(10,000)	(8,355)	1,645
Wellcome Trust Grant	(70,200)	(35,053)	35,147
Contributions from Reserves	(50,000)	(50,000)	0
Publications General	(2,000)	(562)	1,438
Sale of Photocopies	(2,000)	(1,722)	278
Conservation Income	(15,000)	(15,000)	0
Sale of Food	(7,000)	(7,320)	(320)
Course Fees	(600)	(90)	510
Search Fees	(4,000)	(3,630)	370
Royalties	(5,000)	(2,819)	2,181
Hire Of Specialist Rooms	(56,000)	(52,404)	3,596
Sundry Charges & Income	(9,700)	(10,119)	(419)
Donations	(600)	(987)	(387)
Access Charges for Filming	0	(975)	(975)
Interest	(1,000)	(1,000)	0
<b>Income Total</b>	<b>(233,100)</b>	<b>(190,036)</b>	<b>43,064</b>

<b>Total Net Budget</b>	<b>654,000</b>	<b>685,306</b>	<b>31,306</b>
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