

Appendix 1 - Month 4 Monitoring Position

Expense/Income Account	Budget £	Projected £	Variance £
Employees			
Gross Pay	403,502	418,508	15,006
LG Pensions	79,653	83,768	4,115
National Insurance	39,921	34,228	(5,694)
Misc Allowances	550	396	(154)
Holiday Pay	0	796	796
Staff Training Expenses	0	150	150
Apprenticeship Levy	2,033	1,581	(452)
Employer Liability Insurance	582	582	0
Employees Total	526,242	540,010	13,768
Premises			
Repairs, Alterations & Maintenance	20,000	33,214	13,214
Security Measures	6,678	6,567	(111)
Rodent & Pest Control	396	396	0
Grounds Maintenance	1,175	1,152	(23)
Fire Management/Protection	2,900	3,323	423
Maintenance Contracts	11,000	12,936	1,936
Electricity	22,000	22,000	0
Gas	3,500	4,335	835
National Non Domestic Rates	188,000	188,588	588
Water Rates	2,500	2,500	0
Security Services	280	280	0
Cleaning Materials	300	300	0
Refuse Collection/Bulk Containers	1,800	1,950	150
Contract Cleaning	10,376	10,376	0
Specialist Waste Disposal	500	500	0
Insurance	5,492	5,492	0
Premises Total	276,897	293,909	17,012
Transport			
Hire of Transport CTS	150	75	(75)
Public Transport - Staff Use	400	200	(200)
Car Allowances	300	141	(159)
Travel Expenses	50	49	(1)
MV Hire Insurance Premiums	0	23	23
Transport Total	900	487	(413)
Supplies & Services			
Personal Protective Equipment (PPE)	0	200	200
Conservation	5,000	2,000	(3,000)
Vending Machines - Purchase	1,167	1,144	(23)
Catering Sundries	2,500	500	(2,000)
Audit Fee	2,150	2,100	(50)
General Printing & Stationery	500	250	(250)
Commission (Inc. Credit Cards)	0	9	9
Materials Haulage - Other Matrls	0	9	9
Central Telephone Exchanges	3,570	2,500	(1,070)
Telephones	1,000	894	(105)
Postages	400	200	(200)

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Supplies & Services			
Internet Charges	654	641	(13)
IT Consumables/Hardware	200	2,630	2,430
Software Licences & Maintenance Agreements	4,750	4,750	0
Subscriptions	250	651	401
Public Liability Insurance	734	734	(0)
Miscellaneous Insurance	357	357	0
Supplies & Services Total	23,232	19,569	(3,663)
Support Services			
Accountancy	5,855	5,450	(405)
Income Recovery	306	300	(6)
Payroll	235	230	(5)
Payments	418	410	(8)
Audit	459	525	66
Procurement	408	0	(408)
SAP Support	3,060	4,000	940
ICT Services	8,160	11,000	2,840
Human Resources	7,140	7,000	(140)
Bilingual Cardiff	2,040	2,740	700
Legal	510	510	0
Support Services Total	28,591	32,165	3,574
Gross Expenditure	855,861	886,139	30,278
Income			
Other Grants	(25,553)	(26,069)	(516)
Archives & Records Council Wales	0	(426)	(426)
Publications General	(600)	(300)	300
Sale of Photocopies	(2,000)	(2,000)	0
Conservation Income	(15,000)	(7,500)	7,500
Sale of Food	(8,000)	(1,600)	6,400
Course Fees	(150)	(75)	75
Search Fees	(4,000)	(1,688)	2,312
Royalties	(8,000)	(8,000)	0
Hire of Specialist Rooms	(56,000)	(29,769)	26,231
Sundry Charges & Income	(30,958)	(43,670)	(12,712)
Donations	(1,500)	(150)	1,350
Interest	(100)	(100)	0
Income Total	(151,861)	(121,347)	30,514
Contributions from Reserves	(50,000)	(50,000)	0
Total Net Budget	654,000	714,792	60,792