

**Appendix 1 - 2020/21 Outturn Position**

<b>Expense/Income Account</b>	<b>Budget £</b>	<b>Actual £</b>	<b>Variance £</b>
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<b>Employees</b>			
Gross Pay	403,502	416,107	12,604
LG Pensions	79,653	84,005	4,352
National Insurance	39,921	34,625	(5,296)
Miscellaneous Allowances	550	353	(197)
Holiday Pay	0	819	819
Staff Training	0	350	350
Apprenticeship Levy	2,033	2,052	19
Employer Liability Insurance	582	0	(582)
<b>Employees Total</b>	<b>526,242</b>	<b>538,311</b>	<b>12,069</b>

<b>Premises</b>			
Repairs, Alterations & Maintenance	20,000	36,552	16,552
Security Measures	6,678	6,686	8
Rodent & Pest Control	396	0	(396)
Grounds Maintenance	1,175	1,152	(23)
Fire Management/Protection	2,900	2,840	(60)
Maintenance Contracts	11,000	13,048	2,048
Electricity	22,000	27,968	5,968
Gas	3,500	6,342	2,842
National Non Domestic Rates	188,000	188,588	588
Water Rates	2,500	1,810	(690)
Security Services	280	0	(280)
Cleaning Materials	300	123	(177)
Refuse Collection/Bulk Containers	1,800	1,950	150
Contract Cleaning	10,376	9,723	(653)
Specialist Waste Disposal	500	61	(439)
Insurance	5,492	5,960	468
<b>Premises Total</b>	<b>276,897</b>	<b>302,803</b>	<b>25,906</b>

<b>Transport</b>			
Hire of Transport CTS	150	0	(150)
Public Transport - Staff Use	400	0	(400)
Car Allowances	300	47	(253)
Travel Expenses	50	16	(34)
MV Hire Insurance Premiums	0	8	8
<b>Transport Total</b>	<b>900</b>	<b>71</b>	<b>(829)</b>

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<b>Supplies &amp; Services</b>			
Purchase/Repair - Office Equipment	0	4,220	4,220
Equipment & Materials	0	3,278	3,278
Welsh Translation	0	457	457
Conservation	5,000	5,552	552
Vending Machines	1,167	834	(333)
Catering Sundries	2,500	0	(2,500)
General Printing & Stationery	500	38	(462)
Photocopying Materials	0	80	80
Audit Fee	2,150	1,843	(307)
Consultants Fees	0	25,723	25,723
Commission (Including Credit Cards)	0	62	62
Central Telephone Exchanges	3,570	3,997	427
Telephones	1,000	988	(12)
Postages	400	113	(287)
Internet Charges	654	641	(13)
IT Consumables	200	41,650	41,450
Hardware Purchase	0	2,430	2,430
Software Licences & Maintenance Agreements	4,750	900	(3,850)
Maintenance and Development	0	509	509
Security Expenses	0	250	250
Subscriptions	250	698	448
Public Liability Insurance	734	0	(734)
Miscellaneous Insurance	357	0	(357)
<b>Supplies &amp; Services Total</b>	<b>23,232</b>	<b>94,263</b>	<b>71,031</b>
<b>Support Services</b>			
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	1,410	(630)
Legal	510	0	(510)
<b>Support Services Total</b>	<b>28,591</b>	<b>30,325</b>	<b>1,734</b>
<b>Gross Expenditure</b>	<b>855,861</b>	<b>965,773</b>	<b>109,911</b>

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<b>Expense/Income Account</b>	<b>Budget £</b>	<b>Actual £</b>	<b>Variance £</b>
<b>Income</b>			
Welsh Government Covid-19	0	(70,102)	(70,102)
Other Grants (Time and Tide)	(25,553)	(26,069)	(516)
Archives & Records Council Wales	0	(6,020)	(6,020)
Wellcome Trust Grant	0	(1,656)	(1,656)
Publications General	(600)	(155)	445
Sale of Photocopies	(2,000)	(2,260)	(260)
Conservation Income	(15,000)	(9,953)	5,047
Sale of Food	(8,000)	0	8,000
Course Fees	(150)	(1,800)	(1,650)
Search Fees	(4,000)	(4,499)	(499)
Royalties	(8,000)	(15,561)	(7,561)
Hire of Specialist Rooms	(56,000)	(47,293)	8,707
Sundry Charges & Income	(30,958)	(69,660)	(38,702)
Donations	(1,500)	(261)	1,239
Access Charges for Filming	0	(300)	(300)
Interest	(100)	0	100
<b>Income Total</b>	<b>(151,861)</b>	<b>(255,590)</b>	<b>(103,729)</b>
<b>Contributions from Reserves</b>	<b>(50,000)</b>	<b>(56,182)</b>	<b>(6,182)</b>
<b>Total Net Budget</b>	<b>654,000</b>	<b>654,000</b>	<b>0</b>