

Appendix 1 - Month 3 Monitoring Position 2021/22

EXPENSE/INCOME ACCOUNT	2021/22 Budget £	Actual at Month 3 £	Projected Outturn £	Outturn Variance £
Employees				
Employees Gross Pay	394,926	97,735	396,258	1,332
Employees Superannuation	81,763	19,704	82,016	254
Employees National Insurance	36,827	8,015	36,989	162
Employee Miscellaneous Allowances	500	47	500	0
Employer & Public Liability Insurance	640	0	640	0
Apprenticeship Levy	2,000	324	1,321	(679)
Holiday Pay	0	200	200	200
Medical Expenses	200	0	200	0
Training Expenses	500	340	1,000	500
Employees Total	517,356	126,365	519,123	1,767
Premises				
Repairs, Alterations & Improvements	20,000	4,105	20,000	0
Security	6,890	0	6,890	0
Rodent & Pest Control	400	0	400	0
Grounds Maintenance	1,175	0	1,175	0
Fire Management/Protection	3,390	3,010	3,010	(379)
Maintenance Contracts	13,195	2,950	13,195	0
Electricity	27,000	1,911	27,000	0
Gas	6,000	1,087	6,000	0
National Non Domestic Rates	194,245	0	194,245	0
Water	2,000	1,365	3,000	1,000
Security Services	280	0	280	0
Cleaning Materials	1,500	15	1,500	0
Refuse Collection / Bulk	2,000	0	2,000	0
Office Cleaning Contract	9,900	2,451	9,900	0
Sanitation & Waste Disposal	500	0	500	0
Insurance	6,041	0	6,041	0
Premises Total	294,516	16,894	295,136	621
Transport				
Hire Transport	40	0	40	0
Public Transport - Staff Use	100	0	40	(60)
Car Allowances	75	0	75	0
Travelling Expenses	25	0	25	0
Transport Total	240	0	180	(60)

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Supplies & Services				
Conservation	4,000	(1,603)	14,000	10,000
Box-making supplies	3,500	4,080	4,491	991
Vending Machines	1,200	260	1,200	0
Catering Sundries	1,000	0	1,000	0
Uniforms / Protective Clothing	3,000	0	3,000	0
General Printing & Stationery	700	10	700	0
Audit Fees	2,200	(2,100)	2,200	0
Commission (Inc. Credit Cards)	0	14	58	58
Central Telephone Exchanges	4,000	0	4,000	0
Telephones	1,500	224	1,500	0
Postages	500	182	500	0
Internet Charges	650	169	650	0
IT Consumables/Hardware	200	0	1,483	1,283
Software Licences & Maintenance	5,000	750	5,250	250
Subscriptions	650	570	650	0
Public Liability Insurance	807	0	807	0
Miscellaneous Insurance	371	0	371	0
Supplies & Services Total	29,279	2,555	41,861	12,583
Support Services				
Accountancy	6,000	0	6,000	0
Income Recovery	310	0	310	0
Payroll	240	0	240	0
Payments	430	0	430	0
Audit	470	525	4,025	3,555
SAP Support	3,100	0	3,100	0
ICT Services	13,200	0	13,200	0
Human Resources	7,100	0	7,100	0
Bilingual Cardiff	2,250	0	2,250	0
Support Services Total	33,100	525	36,655	3,555
Gross Expenditure	874,490	146,338	892,956	18,466

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Income				
Archives & Records Council Wales	0	0	(10,340)	(10,340)
Welsh Government Covid 19	0	0	(1,283)	(1,283)
Other Grants (Non-Government Grant)	(10,000)	0	(10,000)	0
Publications General	(1,000)	(108)	(1,000)	0
Sale Of Photocopies	(2,000)	(604)	(2,000)	0
Conservation Income	(5,000)	0	(5,000)	0
Box Making	(5,000)	(612)	(5,000)	0
Sale Of Food	(2,000)	0	(2,000)	0
Course Fees General	(150)	0	(150)	0
Search Fees	(4,000)	(1,017)	(4,000)	0
Royalties	(10,000)	1,462	(10,000)	0
Hire Of Special Rooms	(25,000)	0	(25,000)	0
Donations	(1,500)	(40)	(1,500)	0
Interest	(200)	0	(200)	0
Sundry Income	(10,000)	497	(36,430)	(26,430)
Income Total	(75,850)	(423)	(113,903)	(38,053)
Contributions From Reserves	(40,000)		(20,412)	19,588
Net Expenditure	758,640	145,915	758,640	0
LA Contributions	(758,640)	0	(758,640)	0