

Appendix 1 - Month 6 Monitoring Position 2021/22

| EXPENSE/INCOME ACCOUNT | 2021/22 Budget £ | Actual at Month 6 £ | Projected Outturn £ | Outturn Variance £ |
|---------------------------------------|---------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| Employees | | | | |
| Employees Gross Pay | 394,926 | 192,886 | 396,258 | 1,332 |
| Employees Superannuation | 81,763 | 38,866 | 82,016 | 254 |
| Employees National Insurance | 36,827 | 15,869 | 36,989 | 162 |
| Employee Miscellaneous Allowances | 500 | 89 | 500 | 0 |
| Employer & Public Liability Insurance | 640 | 0 | 640 | 0 |
| Apprenticeship Levy | 2,000 | 793 | 1,614 | (386) |
| Holiday Pay | 0 | 376 | 376 | 376 |
| Medical Expenses | 200 | 0 | 200 | 0 |
| Training Expenses | 500 | 775 | 1,500 | 1,000 |
| Employees Total | 517,356 | 249,655 | 520,094 | 2,738 |
| Premises | | | | |
| Repairs, Alterations & Improvements | 20,000 | 12,675 | 20,000 | 0 |
| Security | 6,890 | 431 | 6,685 | (205) |
| 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 | 6,626 | 13,195 | 0 |
| Electricity | 27,000 | 11,203 | 27,000 | 0 |
| Gas | 6,000 | 2,418 | 6,000 | 0 |
| National Non Domestic Rates | 194,245 | 188,588 | 188,588 | (5,658) |
| Water | 2,000 | 1,365 | 3,000 | 1,000 |
| Security Services | 280 | 0 | 280 | 0 |
| Cleaning Materials | 1,500 | 87 | 250 | (1,250) |
| Refuse Collection / Bulk | 2,000 | 0 | 2,000 | 0 |
| Office Cleaning Contract | 9,900 | 5,293 | 10,585 | 685 |
| Sanitation & Waste Disposal | 500 | 350 | 500 | 0 |
| Insurance | 6,041 | 0 | 6,041 | 0 |
| Premises Total | 294,516 | 232,046 | 288,708 | (5,807) |
| Transport | | | | |
| Hire Transport | 40 | 0 | 40 | 0 |
| Public Transport - Staff Use | 100 | 0 | 100 | 0 |
| Car Allowances | 75 | 0 | 75 | 0 |
| Travelling Expenses | 25 | 0 | 25 | 0 |
| Transport Total | 240 | 0 | 240 | 0 |

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| Supplies & Services | | | | |
| Conservation | 4,000 | 1,148 | 3,000 | (1,000) |
| Box-making supplies | 3,500 | 4,080 | 4,491 | 991 |
| Vending Machines | 1,200 | 260 | 260 | (940) |
| Catering Sundries | 1,000 | 6 | 30 | (970) |
| Uniforms / Protective Clothing | 3,000 | 1,019 | 2,037 | (963) |
| General Printing & Stationery | 700 | 58 | 250 | (450) |
| Audit Fees | 2,200 | (2,100) | 2,200 | 0 |
| Consultants Fees | 0 | 1,600 | 13,000 | 13,000 |
| Commission (Inc. Credit Cards) | 0 | (8) | 58 | 58 |
| Central Telephone Exchanges | 4,000 | 1,003 | 2,407 | (1,593) |
| Telephones | 1,500 | 607 | 1,500 | 0 |
| Postages | 500 | 272 | 500 | 0 |
| Internet Charges | 650 | 334 | 1,337 | 687 |
| 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 | 9,597 | 39,631 | 10,352 |
| 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 | 3,970 | 525 | 4,025 | 55 |
| 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 | 310 | 2,250 | 0 |
| Support Services Total | 36,600 | 835 | 36,655 | 55 |
| Gross Expenditure | 877,990 | 492,132 | 885,328 | 7,338 |

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| Income | | | | |
| Archives & Records Council Wales | 0 | 0 | (10,340) | (10,340) |
| Welsh Government Covid 19 | 0 | (1,283) | (1,283) | (1,283) |
| Other Grants (Non-Government Grant) | (10,000) | 0 | (11,513) | (1,513) |
| Government Grant DWP (to be made) | 0 | 0 | (10,000) | (10,000) |
| Publications General | (1,000) | (145) | (300) | 700 |
| Sale Of Photocopies | (2,000) | (1,189) | (2,378) | (378) |
| Conservation Income | (5,000) | (4) | (1,000) | 4,000 |
| Box Making | (5,000) | (612) | (1,500) | 3,500 |
| Sale Of Food | (2,000) | 0 | (50) | 1,950 |
| Course Fees General | (150) | 0 | 0 | 150 |
| Search Fees | (4,000) | (2,067) | (4,500) | (500) |
| Royalties | (10,000) | 547 | (11,000) | (1,000) |
| Hire Of Special Rooms | (25,000) | 0 | (25,000) | 0 |
| Donations | (1,500) | (260) | (500) | 1,000 |
| Interest | (200) | 0 | (200) | 0 |
| Sundry Income | (13,500) | (194) | (26,430) | (12,930) |
| Income Total | (79,350) | (5,206) | (105,994) | (26,644) |
| Contributions From Reserves | (40,000) | 0 | (20,695) | 19,305 |
| Net Expenditure | 758,640 | 486,926 | 758,640 | 0 |
| LA Contributions | (758,640) | 0 | (758,640) | 0 |