

**APPENDIX 2 - GLAMORGAN ARCHIVES PROPOSED BUDGET 2022/23**

<b>EXPENSE / INCOME ACCOUNT</b>	<b>2021/22 Budget £</b>	<b>2022/23 Budget £</b>	<b>Increase / (Decrease) £</b>
<b>Employees</b>			
Employees Gross Pay	394,926	411,495	16,570
Employees Superannuation	81,763	85,179	3,417
Employees National Insurance	36,827	38,614	1,787
Employee Miscellaneous Allowances	500	500	0
Employer & Public Liability Insurance	640	704	64
Apprenticeship Levy	2,000	2,074	74
Medical Expenses	200	200	0
Training Expenses	500	500	0
<b>Employees Total</b>	<b>517,356</b>	<b>539,267</b>	<b>21,911</b>
<b>Premises</b>			
Repairs, Alterations & Improvements	20,000	20,000	0
Security	6,890	7,235	345
Rodent & Pest Control	400	400	0
Grounds Maintenance	1,175	1,199	24
Fire Management/Protection	3,390	3,458	68
Maintenance Contracts	13,195	13,459	264
Electricity	27,000	28,080	1,080
Gas	6,000	6,240	240
National Non Domestic Rates	194,245	192,370	(1,875)
Water	2,000	3,060	1,060
Security Services	280	280	0
Cleaning Materials	1,500	1,500	0
Refuse Collection / Bulk	2,000	2,000	0
Office Cleaning Contract	9,900	10,098	198
Sanitation & Waste Disposal	500	500	0
Insurance	6,041	6,645	604
<b>Premises Total</b>	<b>294,516</b>	<b>296,522</b>	<b>2,006</b>
<b>Transport</b>			
Hire Transport	40	40	0
Public Transport - Staff Use	100	100	0
Car Allowances	75	75	0
Travelling Expenses	25	25	0
<b>Transport Total</b>	<b>240</b>	<b>240</b>	<b>0</b>
<b>Supplies &amp; Services</b>			
Conservation	4,000	4,000	0
Box-making supplies	3,500	3,500	0
Vending Machines	1,200	1,200	0
Catering Sundries	1,000	1,000	0
Uniforms / Protective Clothing	3,000	3,060	60
General Printing & Stationery	700	700	0
Audit Fees	2,200	2,300	100
Central Telephone Exchanges	4,000	4,080	80
Telephones	1,500	1,530	30
Postages	500	500	0

<b>EXPENSE / INCOME ACCOUNT</b>	<b>2021/22 Budget £</b>	<b>2022/23 Budget £</b>	<b>Increase / (Decrease) £</b>
<b>Supplies &amp; Services</b>			
Internet Charges	650	650	0
It Consumables	200	200	0
Software Licences & Maintenance	5,000	15,200	10,200
Subscriptions	650	650	0
Public Liability Insurance	807	888	81
Miscellaneous Insurance	371	386	15
<b>Supplies &amp; Services Total</b>	<b>29,279</b>	<b>39,844</b>	<b>10,566</b>
<b>Support Services</b>			
Accountancy	6,000	6,222	222
Income Recovery	310	321	11
Payroll	240	249	9
Payments	430	446	16
Audit	3,970	487	(3,483)
SAP Support	3,100	3,215	115
ICT Services	13,200	13,688	488
Human Resources	7,100	7,363	263
Bilingual Cardiff	2,250	2,333	83
<b>Support Services Total</b>	<b>36,600</b>	<b>34,325</b>	<b>(2,275)</b>
<b>Gross Expenditure</b>	<b>877,990</b>	<b>910,198</b>	<b>32,208</b>
<b>Income</b>			
Other Grants	(10,000)	(10,000)	0
Government Grant (DWP)	0	(10,250)	(10,250)
Publications General	(1,000)	(1,020)	(20)
Sale Of Photocopies	(2,000)	(2,040)	(40)
Conservation Income	(5,000)	(5,000)	0
Box Making	(5,000)	(5,000)	0
Sale Of Food	(2,000)	(2,040)	(40)
Course Fees General	(150)	(150)	0
Search Fees	(4,000)	(4,080)	(80)
Royalties	(10,000)	(10,000)	0
Hire Of Special Rooms	(25,000)	(22,000)	3,000
Donations	(1,500)	(1,500)	0
Interest	(200)	(200)	0
Sundry Income	(13,500)	0	13,500
<b>Income Total</b>	<b>(79,350)</b>	<b>(73,280)</b>	<b>6,070</b>
<b>Contributions From Reserves</b>	<b>(40,000)</b>	<b>(10,000)</b>	<b>30,000</b>
<b>Total Net Budget</b>	<b>758,640</b>	<b>826,918</b>	<b>68,278</b>
<b>LA Contributions</b>	<b>(758,640)</b>	<b>(826,918)</b>	<b>(68,278)</b>
<b>Budget Gap / (Surplus)</b>	<b>0</b>	<b>0</b>	<b>0</b>