

Appendix 1 - Month 9 Monitoring Position 2021/22

EXPENSE/INCOME ACCOUNT	2021/22 Budget £	Actual at Month 9 £	Projected Outturn £	Outturn Variance £
Employees				
Employees Gross Pay	394,926	289,038	395,774	849
Employees Superannuation	81,763	58,261	82,033	271
Employees National Insurance	36,827	24,060	36,960	133
Employee Miscellaneous Allowances	500	245	500	0
Employer & Public Liability Insurance	640	0	640	0
Apprenticeship Levy	2,000	1,261	1,711	(289)
Holiday Pay	0	450	450	450
Medical Expenses	200	0	200	0
Training Expenses	500	1,165	1,450	950
Employees Total	517,356	374,480	519,719	2,364
Premises				
Repairs, Alterations & Improvements	20,000	12,899	20,000	0
Security	6,890	6,805	6,805	(85)
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	9,824	13,195	0
Electricity	27,000	21,562	27,000	0
Gas	6,000	3,040	6,000	0
National Non Domestic Rates	194,245	188,588	188,588	(5,658)
Water	2,000	2,725	2,725	725
Security Services	280	0	280	0
Cleaning Materials	1,500	121	250	(1,250)
Window & Flue Cleaning	0	0	150	150
Refuse Collection / Bulk	2,000	0	2,000	0
Office Cleaning Contract	9,900	6,927	10,195	295
Sanitation & Waste Disposal	500	350	350	(150)
Insurance	6,041	0	6,041	0
Premises Total	294,516	255,850	288,162	(6,353)
Transport				
Hire Transport	40	0	0	(40)
Public Transport - Staff Use	100	0	0	(100)
Car Allowances	75	0	0	(75)
Travelling Expenses	25	0	0	(25)
Transport Total	240	0	0	(240)

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Supplies & Services				
Conservation	4,000	1,446	3,000	(1,000)
Box-making supplies	3,500	4,080	4,491	991
Vending Machines	1,200	260	624	(576)
Catering Sundries	1,000	6	30	(970)
Uniforms / Protective Clothing	3,000	1,019	1,358	(1,642)
General Printing & Stationery	700	60	120	(580)
Photocopying Materials	0	34	150	150
Audit Fees	2,200	(2,100)	2,200	0
Consultants Fees	0	3,912	14,892	14,892
Commission (Inc. Credit Cards)	0	16	50	50
Central Telephone Exchanges	4,000	2,346	4,022	22
Telephones	1,500	831	736	(764)
Postages	500	419	650	150
Internet Charges	650	500	545	(105)
IT Consumables/Hardware	200	1,283	1,483	1,283
Software Licences & Maintenance	5,000	5,250	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	19,930	41,430	12,151
Support Services				
Accountancy	6,000	5,450	5,450	(550)
Income Recovery	310	300	300	(10)
Payroll	240	230	230	(10)
Payments	430	410	410	(20)
Audit	3,970	525	3,775	(195)
SAP Support	3,100	4,000	4,000	900
ICT Services	13,200	10,000	10,000	(3,200)
Human Resources	7,100	6,140	6,140	(960)
Bilingual Cardiff	2,250	810	1,620	(630)
Support Services Total	36,600	27,865	31,925	(4,675)
Gross Expenditure	877,990	678,125	881,237	3,247

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Income				
Archives & Records Council Wales	0	0	(11,320)	(11,320)
Welsh Government Covid 19	0	(1,283)	(1,283)	(1,283)
Other Grants (Non-Government Grant)	(10,000)	(11,593)	(11,593)	(1,593)
Government Grant DWP (to be made)	0	(2,244)	(9,434)	(9,434)
Publications General	(1,000)	(273)	(364)	636
Sale Of Photocopies	(2,000)	(1,547)	(2,063)	(63)
Conservation Income	(5,000)	(71)	(2,500)	2,500
Box Making	(5,000)	(917)	(3,350)	1,650
Sale Of Food	(2,000)	(12)	(12)	1,988
Course Fees General	(150)	0	0	150
Search Fees	(4,000)	(3,761)	(5,015)	(1,015)
Royalties	(10,000)	(5,870)	(13,670)	(3,670)
Hire Of Special Rooms	(25,000)	(11,659)	(25,000)	0
Donations	(1,500)	(386)	(500)	1,000
Interest	(200)	0	0	200
Sundry Income	(13,500)	0	(36,430)	(22,930)
Income Total	(79,350)	(39,617)	(122,535)	(43,185)
Contributions From Reserves	(40,000)	0	(62)	39,938
Net Expenditure	758,640	638,508	758,640	0
LA Contributions	(758,640)	(257,938)	(758,640)	0