

2022/23 Month 4 Monitoring Report

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	Actual at Month 4 £	Projected Outturn £	Outturn Variance £
Employees				
Employees Gross Pay	411,495	136,681	423,785	12,290
Employees Superannuation	85,179	27,308	87,723	2,544
Employees National Insurance	38,614	11,973	39,752	1,138
Employee Miscellaneous Allowances	500	126	500	0
Employer & Public Liability Insurance	704	0	704	0
Apprenticeship Levy	2,074	523	1,569	(505)
Medical Expenses	200	0	200	0
Training Expenses	500	475	750	250
Employees Total	539,267	177,087	554,983	15,716

Premises				
Repairs, Alterations & Improvements	20,000	9,945	20,000	0
Security	7,235	4,313	7,235	0
Rodent & Pest Control	400	0	400	0
Grounds Maintenance	1,199	0	1,199	0
Fire Management/Protection	3,458	3,191	3,191	(266)
Maintenance Contracts	13,459	4,616	13,459	0
Electricity	28,080	1,119	33,497	5,417
Gas	6,240	4,117	21,246	15,006
National Non Domestic Rates	192,370	0	188,588	(3,782)
Water	3,060	(251)	5,226	2,166
Security Services	280	0	280	0
Cleaning Materials	1,500	223	669	(831)
Refuse Collection / Bulk	2,000	322	2,000	0
Office Cleaning Contract	10,098	4,051	10,098	0
Sanitation & Waste Disposal	500	126	500	0
Insurance	6,645	(6,153)	6,645	0
Premises Total	296,522	25,619	314,231	17,709

Transport				
Hire Transport	40	0	425	385
Public Transport - Staff Use	100	0	100	0
Car Allowances	75	0	75	0
Travelling Expenses	25	0	25	0
Transport Total	240	0	625	385

Supplies & Services				
Conservation	4,000	974	4,000	0
Box-making supplies	3,500	0	3,500	0
Vending Machines	1,200	260	779	(421)
Catering Sundries	1,000	(30)	151	(849)
Uniforms / Protective Clothing	3,060	0	0	(3,060)
General Printing & Stationery	700	73	220	(480)
Photocopying Materials	0	39	118	118
Audit Fees	2,300	(4,300)	2,300	0
Central Telephone Exchanges	4,080	332	4,080	0
Telephones	1,530	510	1,530	0
Postages	500	23	500	0
Internet Charges	650	0	650	0
It Consumables	200	0	200	0
Software Licences & Maintenance	15,200	750	15,200	0
Subscriptions	650	(90)	650	0
Commission (Including Credit Cards)	0	16	47	47
Public Liability Insurance	888	(738)	888	0
Miscellaneous Insurance	386	0	386	0
Supplies & Services Total	39,844	(2,182)	35,198	(4,647)

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	Actual at Month 4 £	Projected Outturn £	Outturn Variance £
Support Services				
Accountancy	6,222	0	6,222	0
Income Recovery	321	0	321	0
Payroll	249	0	249	0
Payments	446	0	446	0
Audit	487	420	420	(67)
SAP Support	3,215	0	3,215	0
ICT Services	13,688	0	13,688	0
Human Resources	7,363	0	7,363	0
Bilingual Cardiff	2,333	1,080	2,333	0
Support Services Total	34,325	1,500	34,257	(67)
Gross Expenditure	910,198	202,024	939,294	29,096
Income				
Archives & Records Council Wales	0	90	(536)	(536)
Other Grants	(10,000)	0	(10,000)	0
Government Grant (DWP)	(10,250)	(3,653)	(14,805)	(4,555)
Publications General	(1,020)	(128)	(384)	636
Sale Of Photocopies	(2,040)	(669)	(2,040)	0
Conservation Income	(5,000)	(539)	(5,000)	0
Box Making	(5,000)	(7,150)	(10,000)	(5,000)
Sale Of Food	(2,040)	0	0	2,040
Course Fees General	(150)	0	(150)	0
Search Fees	(4,080)	(842)	(4,080)	0
Royalties	(10,000)	(34)	(10,000)	0
Hire Of Special Rooms	(22,000)	(0)	(22,000)	0
Donations	(1,500)	(311)	(932)	568
Interest	(200)	0	0	200
Access Charges	0	(225)	(225)	(225)
Income Total	(73,280)	(13,461)	(80,151)	(6,871)
Contributions From Reserves	(10,000)	0	(32,225)	(22,225)
Total Net Budget	826,918	188,563	826,918	0
LA Contributions	(826,918)	0	(826,918)	0
Budget Gap / (Surplus)	0	188,563	0	

Reserve

£

Balance at 01/04/2022	112,960
2021/22 Projected Drawdown	(32,225)
Projected Balance at 31/03/2023	80,735

LA Contributions

£

Bridgend	115,768
Cardiff	264,614
Merthyr Tydfil	49,615
Rhondda Cynon Taf	206,729
Caerphilly	90,961
Vale of Glamorgan	99,230
	826,918