

**THE CITY OF CARDIFF COUNCIL, COUNTY BOROUGH COUNCILS OF BRIDGEND,  
CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAF AND THE VALE OF  
GLAMORGAN**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
11th September 2015**

**REPORT OF:**

**THE TREASURER TO THE GLAMORGAN  
ARCHIVES JOINT COMMITTEE**

AGENDA ITEM NO.
<b>2015-2016 BUDGET MONITORING</b>

**PURPOSE OF REPORT**

1. This report provides members with the actual expenditure and income to date and projected full year revenue outturn for the current financial year 2015/2016.

**PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2015/2016**

2. **Appendix 1** details the position for the financial year 2015/2016, as forecast at 31st August 2015. This is summarised in the Table below.

**Table 1: Projected Outturn 2015/2016 (at Month 5)**

	<b>Budget £</b>	<b>Actual to date £</b>	<b>Projection £</b>	<b>Variance £</b>
<b>Expenditure</b>				
Employees	439,720	183,174	439,526	-194
Premises	303,200	216,603	308,390	5,190
Transport	2,550	295	2,621	71
Supplies & Services	49,520	18,556	47,708	-1,812
Third party Payments	0	0	0	0
Support Services	54,700	102	44,607	-10,093
<b>GROSS EXPENDITURE</b>	<b>849,690</b>	<b>418,729</b>	<b>842,852</b>	<b>-6,838</b>
Income	-68,000	-33,617	-64,450	3,550
Contribution from reserves	-100,000	0	-100,000	0
<b>NET EXPENDITURE</b>	<b>681,690</b>	<b>385,112</b>	<b>678,402</b>	<b>-3,288</b>

3. The full year spend is projected to be £678,402 representing an underspend of £3,288 against the approved budget of £681,690. Reasons for the main variances are given below:

**Employees ( - £194)**

4. Employee costs are projected as being closely aligned with the budgeted figures for the year, with a full establishment and no significant changes anticipated.

**Premises ( + £5,190)**

5. It is anticipated that there will be a net overspend on premise costs. The significant variances are detailed below.

- The full National Non Domestic Rates charge of £187,980 has been paid for the year resulting in a small underspend of £2,080. Appeals against these rates are ongoing.
- Utilities have been projected using the actual figures from last year with an allowance for inflation and price rises. As a result the electricity and gas budgets are likely to be underspent by £13,475 and £6,820 respectively and water overspent by £3,100. The budget figures for these expenses will be reviewed in the 2016/17 budget setting process in light of these variances.
- Repairs, alterations and improvements are predicted to overspend of £21,000 this year with ongoing work including dilapidation surveys, hardware alterations and improvement works on air condition systems imminent.

**Transport ( + £71)**

6. There is a projected overspend against transport costs of £71. Variances on line items are due to income from the ongoing repayment of a staff travel expenses loan and a predicted overspend on travelling expenses based on last years actual costs.

**Supplies & Services ( - £1,812)**

7. Overall an underspend is projected on supplies and services. Several of the budget lines have been adjusted and these as well as the main variances are explained below.

- External Audit fees have reduced to £2,912 due to the new financial reporting process which replaces a full statement of accounts with a smaller return.
- Public Liability Insurance is likely to overspend based on the previous years charge creating an estimated overspend of £1,330.

- The hospitality budget of £9,000 has been transferred to the Catering Sundries line to which expenditure is now being coded and looks to underspend by £3,500.
- Previous budget of £2,000 for private circuit rentals has been moved to telephones, where the BT line rental for five 'red care' lines has been charged. These budget line amendments will also form part of the budget update in December.

### **Support Services (- £10,093)**

8. The projected outturn for the majority of central support costs are in line with the actual charges for 2015/16. Significant variances are outlined below.
- An additional audit fee has been projected this year due to the need for an annual Internal Audit report as part of the new financial reporting process. These fees were previously biennial.
  - The vehicle recharge costs and fuel recharges are no longer applicable and the leased car has since been returned. CTS have confirmed no further payments are due and the budget will be realigned for 2016/17 to reflect this.
  - The cost of Central ICT support is projected to deliver an underspend of £5,000 based on previous years actual spend against the budgeted amount for 2015/16.
  - Service Accountancy is also projecting an underspend of £3,300. This incorporates both previous charges and the effect of a change of staff time committed to the Glamorgan Archives Service.

### **Income (+ £3,550)**

9. The projected income is £3,550 less than budgeted. Explanations for the most significant variances are given below.
- There is an over-recovery of income against hire of specialist rooms with an estimated £5,000 of additional income due to continued block booking.
  - Sales of food are also achieving greater levels of income than budgeted and looks to continue in future. Current year estimates amount to an over recovery of £2,000.
  - Conservation income is predicted to make a shortfall of £7,800 with projected income based on previous year's performance. There is still potential for this to be recovered but 2014/15 figures have been used for prudence.

### **Local Authority contributions**

10. On the basis of the projected outturn for 2015/2016 as detailed in this report the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to Committee.

### **FINANCIAL IMPLICATIONS**

11. An underspend of £3,288 is projected for 2015/2016 based on the position as at Month 5. This will continue to be reviewed in the regular monitoring meetings between the Glamorgan Archivist and Finance Officers. Should an overspend materialise then it will be necessary to draw upon the General Reserve, which currently stands at £306,460 and will be £206,460 after the agreed £100,000 drawdown this year.
12. Any overspend in year will not impact upon the level of Local Authority contributions provided that the overspend can be funded from the General Reserve.

### **LEGAL IMPLICATIONS**

13. There are no legal implications arising from this report.

### **RECOMMENDATIONS**

It is recommended to members that they:

- Note the projected full year outturn position for 2015/2016 as detailed in this report.
- Consider additional future funding streams and phasing out or reducing payments from the General Reserve to fund any overspend.

**Christine Salter**

**Treasurer to the Glamorgan Archives Joint Committee**

	2015/16 Plan £	2015/16 Projected £	2015/16 Variance £
<b>EXPENDITURE</b>			
<b>EMPLOYEES</b>			
APT & C GROSS PAY	285,910.00	284,734.42	-1,175.58
APT & C OVERTIME		88.20	88.20
APT & C SUPERANNUATION	65,310.00	63,999.41	-1,310.59
APT & C NATIONAL INSURANCE	16,870.00	16,612.42	-257.58
APT & C MISCELLANEOUS ALLOWANCES	820.00	513.00	-307.00
OPERATIONAL MANAGER - GROSS PAY	53,090.00	53,590.49	500.49
OPERATIONAL MANAGER - SUPERANNUATION	12,160.00	12,272.21	112.21
OPERATIONAL MANAGER - NATIONAL INSURANCE	5,010.00	5,112.77	102.77
HOLIDAY PAY		1,937.42	1,937.42
EMPLOYER & PUBLIC LIABILITY INSURANCE	550.00	350.00	-200.00
MEDICAL EXPENSES		14.00	14.00
STAFF TRAINING EXPENSES		301.85	301.85
<b>TOTAL EMPLOYEES</b>	<b>439,720.00</b>	<b>439,526.18</b>	<b>-193.82</b>
<b>PREMISES</b>			
REPAIRS, ALTERATIONS & IMPROVEMENTS	10,000.00	31,000.00	<b>21,000.00</b>
SECURITY	5,500.00	6,000.00	500.00
RODENT & PEST CONTROL	100.00	315.00	215.00
GROUNDS MAINTENANCE	1,500.00	2,000.00	500.00
FIRE MANAGEMENT/PROTECTION	3,640.00	3,770.00	130.00
MAINTENANCE CONTRACTS	10,000.00	13,000.00	3,000.00
ELECTRICITY	50,600.00	37,125.00	<b>-13,475.00</b>
GAS	16,400.00	9,580.00	<b>-6,820.00</b>
PREMISE HIRE		100.00	100.00
NATIONAL NON DOMESTIC RATES	190,060.00	187,980.00	<b>-2,080.00</b>
WATER	1,200.00	4,300.00	<b>3,100.00</b>
SECURITY SERVICES		30.00	30.00
KEY HOLDING		310.00	310.00
CLEANING MATERIALS	500.00	280.00	-220.00
WINDOW & FLUE CLEANING	700.00	500.00	-200.00
REFUSE COLLECTION / BULK	1,500.00	1,900.00	400.00
OFFICE CLEANING CONTRACT	7,500.00	7,200.00	-300.00
SANITATION & WASTE DISPOSAL	1,500.00	500.00	-1,000.00
INSURANCE	2,500.00	2,500.00	0.00
<b>TOTAL PREMISES</b>	<b>303,200.00</b>	<b>308,390.00</b>	<b>5,190.00</b>
<b>TRANSPORT</b>			
PUBLIC TRANSPORT - STAFF USE	500.00	700.00	200.00
STAFF RAIL LOAN		-578.56	-578.56
CAR ALLOWANCES	600.00	800.00	200.00
TRAVELLING EXPENSES	1,000.00	1,700.00	700.00
VEHICLE INSURANCE	450.00	0.00	-450.00
<b>TOTAL TRANSPORT</b>	<b>2,550.00</b>	<b>2,621.44</b>	<b>71.44</b>

	2015/16 Plan £	2015/16 Projected £	2015/16 Variance £
<b>SUPPLIES &amp; SERVICES</b>			
PURCHASE/REPAIR OF FURNITURE		17.59	17.59
NEW PLANT/TOOLS		9.75	9.75
EQUIPMENT/MATERIALS		559.00	559.00
OTHER MATERIALS		122.87	122.87
COMPRESSOR REPAIR		94.50	94.50
SIGNS - NEW & REPAIRS	250.00	0.00	-250.00
CONSERVATION	12,000.00	15,400.00	3,400.00
VENDING MACHINES		1,717.37	1,717.37
CATERING SUNDRIES	10,000.00	6,500.00	<b>-3,500.00</b>
CATERING SERVICES GENERAL		800.00	800.00
UNIFORMS / PROTECTIVE CLOTHING	100.00	190.00	90.00
GENERAL PRINTING & STATIONERY	1,500.00	1,700.00	200.00
PHOTOCOPIERS	1,000.00	1,375.00	375.00
PHOTOCOPYING MATERIALS	500.00	0.00	-500.00
AUDIT FEES	6,200.00	2,911.75	-3,288.25
ARCHIVING/STORAGE SERVICE	500.00	800.00	300.00
CENTRAL TELEPHONE EXCHANGES	4,000.00	4,900.00	900.00
TELEPHONES	2,950.00	1,540.00	-1,410.00
POSTAGES	600.00	500.00	-100.00
INTERNET CHARGES	1,000.00	300.00	-700.00
SOFTWARE	1,000.00	500.00	-500.00
IT CONSUMABLES	1,000.00	100.00	-900.00
SOFTWARE LICENCES & MAINTENANCE	4,000.00	4,020.00	20.00
SUBSCRIPTIONS	700.00	600.00	-100.00
PUBLIC LIABILITY INSURANCE	1,020.00	2,350.00	1,330.00
MISCELLANEOUS INSURANCE	700.00	700.00	0.00
ADVERTISING (EXCL STAFF)	500.00	0.00	-500.00
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>49,520.00</b>	<b>47,707.83</b>	<b>-1,812.17</b>
<b>SUPPORT SERVICES</b>			
SERVICE ACCOUNTANCY	17,300.00	14,000.00	-3,300.00
TECHNICAL ACCOUNTANCY	1,500.00	900.00	-600.00
INCOME RECOVERY	100.00	380.00	280.00
PAYROLL	500.00	150.00	-350.00
PAYMENTS	500.00	1,000.00	500.00
AUDIT	0.00	1,800.00	<b>1,800.00</b>
PROCUREMENT	600.00	500.00	-100.00
PROJECT ACCOUNTANCY	500.00	0.00	-500.00
SAP SUPPORT	2,000.00	3,000.00	1,000.00
ICT SERVICES	17,000.00	12,000.00	-5,000.00
HUMAN RESOURCES	7,200.00	7,000.00	-200.00
LEGAL	500.00	800.00	300.00
WELSH TRANSLATION	3,000.00	3,000.00	0.00

	2015/16 Plan £	2015/16 Projected £	2015/16 Variance £
VEHICLE RECHARGE	3,500.00	0.00	-3,500.00
FUEL RECHARGES	500.00	76.75	-423.25
<b>TOTAL SUPPORT SERVICES</b>	<b>54,700.00</b>	<b>44,606.75</b>	<b>-10,093.25</b>
<b>GROSS EXPENDITURE</b>	<b>849,690.00</b>	<b>842,852.20</b>	<b>-6,837.80</b>
<b>INCOME</b>			
PUBLICATIONS GENERAL	-2,000.00	-900.00	1,100.00
SALE OF PHOTOCOPIES	-2,000.00	-1,200.00	800.00
CONSERVATION INCOME	-10,000.00	-2,200.00	<b>7,800.00</b>
SALE OF FOOD	-15,000.00	-17,000.00	-2,000.00
VENDING INCOME		-100.00	-100.00
COURSE FEES GENERAL	-500.00	0.00	500.00
SEARCH FEES	-3,000.00	-2,200.00	800.00
ROYALTIES	-8,000.00	-5,600.00	2,400.00
HIRE OF SPECIAL ROOMS	-25,000.00	-30,000.00	<b>-5,000.00</b>
SUNDRY INCOME		-3,500.00	<b>-3,500.00</b>
DONATIONS		-250.00	-250.00
INTEREST	-2,500.00	-1,500.00	1,000.00
CONTRIBUTIONS FROM RESERVES	-100,000.00	-100,000.00	0.00
<b>TOTAL INCOME</b>	<b>-168,000.00</b>	<b>-164,450.00</b>	<b>3,550.00</b>
<b>TOTAL NET BUDGET</b>	<b>681,690.00</b>	<b>678,402.20</b>	<b>-3,287.80</b>