

**APPENDIX 2 - GLAMORGAN ARCHIVES PROPOSED BUDGET 2023/24**

<b>EXPENSE / INCOME ACCOUNT</b>	<b>2022/23 Budget £</b>	<b>2023/24 Budget £</b>	<b>Increase / (Decrease) £</b>
<b>Employees</b>			
Employees Gross Pay	411,495	415,907	4,411
Employees Superannuation	85,179	86,093	913
Employees National Insurance	38,614	39,941	1,327
Employee Miscellaneous Allowances	500	350	(150)
Employer & Public Liability Insurance	704	739	35
Apprenticeship Levy	2,074	2,157	83
Medical Expenses	200	200	0
Training Expenses	500	500	0
<b>Employees Total</b>	<b>539,267</b>	<b>545,886</b>	<b>6,620</b>
<b>Premises</b>			
Repairs, Alterations & Improvements	20,000	20,000	0
Security	7,235	7,524	289
Rodent & Pest Control	400	100	(300)
Grounds Maintenance	1,199	1,246	48
Fire Management/Protection	3,458	3,319	(139)
Maintenance Contracts	13,459	13,997	538
Electricity	28,080	92,524	64,444
Gas	6,240	87,125	80,885
National Non Domestic Rates	192,370	188,588	(3,782)
Water	3,060	5,592	2,532
Security Services	280	280	0
Cleaning Materials	1,500	300	(1,200)
Refuse Collection / Bulk	2,000	2,000	0
Office Cleaning Contract	10,098	10,502	404
Sanitation & Waste Disposal	500	400	(100)
Insurance	6,645	6,977	332
<b>Premises Total</b>	<b>296,522</b>	<b>440,474</b>	<b>143,951</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	3,000	(1,000)
Box-making supplies	3,500	3,500	0
Vending Machines	1,200	0	(1,200)
Catering Sundries	1,000	150	(850)

<b>EXPENSE / INCOME ACCOUNT</b>	<b>2022/23 Budget £</b>	<b>2023/24 Budget £</b>	<b>Increase / (Decrease) £</b>
<b>Supplies &amp; Services</b>			
Uniforms / Protective Clothing	3,060	0	(3,060)
General Printing & Stationery	700	250	(450)
Audit Fees	2,300	2,300	0
Central Telephone Exchanges	4,080	4,162	82
Telephones	1,530	1,539	9
Postages	500	500	0
Internet Charges	650	650	0
It Consumables	200	100	(100)
Software Licences & Maintenance	15,200	15,200	0
Subscriptions	650	650	0
Public Liability Insurance	888	933	44
Miscellaneous Insurance	386	405	19
<b>Supplies &amp; Services Total</b>	<b>39,844</b>	<b>33,339</b>	<b>(6,506)</b>
<b>Support Services</b>			
Accountancy	6,222	6,471	249
Income Recovery	321	334	13
Payroll	249	259	10
Payments	446	464	18
Audit	487	437	(51)
SAP Support	3,215	3,343	129
ICT Services	13,688	10,800	(2,888)
Human Resources	7,363	7,657	295
Bilingual Cardiff	2,333	2,427	93
<b>Support Services Total</b>	<b>34,325</b>	<b>32,192</b>	<b>(2,133)</b>
<b>Gross Expenditure</b>	<b>910,198</b>	<b>1,052,130</b>	<b>141,932</b>
<b>Income</b>			
Other Grants	(10,000)	(10,000)	0
Government Grant (DWP)	(10,250)	(15,135)	(4,885)
Publications General	(1,020)	(1,061)	(41)
Sale Of Photocopies	(2,040)	(2,122)	(82)
Conservation Income	(5,000)	(6,500)	(1,500)
Box Making	(5,000)	(10,000)	(5,000)
Sale Of Food	(2,040)	(1,061)	979
Course Fees General	(150)	(156)	(6)
Search Fees	(4,080)	(4,243)	(163)
Royalties	(10,000)	(13,000)	(3,000)
Hire Of Special Rooms	(22,000)	(22,880)	(880)
Donations	(1,500)	(1,500)	0
Interest	(200)	(200)	0
<b>Income Total</b>	<b>(73,280)</b>	<b>(87,858)</b>	<b>(14,578)</b>

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	2023/24 Budget £	Increase / (Decrease) £
Contributions From Reserves	(10,000)	(65,000)	(55,000)
<b>Total Net Budget</b>	<b>826,918</b>	<b>899,273</b>	<b>72,355</b>
<b>LA Contributions</b>	<b>(826,918)</b>	<b>(899,273)</b>	<b>(72,355)</b>
<b>Budget Gap / (Surplus)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>

### LA Contributions

	2022/23 Total £	2023/24 Total £	Increase £
Bridgend	115,768	125,898	10,130
Cardiff	264,614	287,767	23,153
Merthyr Tydfil	49,615	53,956	4,341
Rhondda Cynon Taf	206,729	224,818	18,089
Caerphilly	90,961	98,920	7,959
Vale of Glamorgan	99,230	107,913	8,683
<b>Total Contributions</b>	<b>826,917</b>	<b>899,273</b>	<b>72,356</b>

### Reserve

	£
Balance at 01/04/2022	112,960
2022/23 Projected Drawdown	(3,565)
<b>Projected Balance 31/03/2023</b>	<b>109,395</b>
2023/24 Projected Drawdown	(65,000)
<b>Projected Balance 31/03/2024</b>	<b>44,395</b>