

**APPENDIX 2 - GLAMORGAN ARCHIVES PROPOSED BUDGET 2024-25**

<b>EXPENSE / INCOME ACCOUNT</b>	<b>2023/24 Budget £</b>	<b>2024/25 Budget £</b>	<b>Increase / (Decrease) £</b>
<b>Employees</b>			
Employees Gross Pay	415,907	426,914	11,008
Employees Superannuation	86,093	82,821	(3,271)
Employees National Insurance	39,941	42,120	2,179
Employee Miscellaneous Allowances	350	350	0
Employer & Public Liability Insurance	739	769	30
Apprenticeship Levy	2,157	2,243	86
Medical Expenses	200	200	0
Training Expenses	500	500	0
<b>Employees Total</b>	<b>545,886</b>	<b>555,918</b>	<b>10,032</b>
<b>Premises</b>			
Repairs, Alterations & Improvements	20,000	30,000	10,000
Security	7,524	16,775	9,251
Rodent & Pest Control	100	0	(100)
Grounds Maintenance	1,246	1,823	577
Fire Management/Protection	3,319	3,651	332
Maintenance Contracts	13,997	16,030	2,033
Electricity	92,524	51,036	(41,488)
Gas	87,125	43,781	(43,344)
National Non Domestic Rates	188,588	191,811	3,223
Water	5,592	2,903	(2,689)
Security Services	280	0	(280)
Cleaning Materials	300	600	300
Refuse Collection / Bulk	2,000	2,000	0
Office Cleaning Contract	10,502	11,940	1,438
Sanitation & Waste Disposal	400	400	0
Insurance	6,977	7,256	279
<b>Premises Total</b>	<b>440,474</b>	<b>380,006</b>	<b>(60,468)</b>
<b>Transport</b>			
Hire Transport	40	40	0
Private Transport - Clients	0	0	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	3,000	3,120	120
Box-making supplies	3,500	5,897	2,397
Vending Machines	0	520	520
Catering Sundries	150	150	0

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	2024/25 Budget £	Increase / (Decrease) £
<b>Supplies &amp; Services</b>			
General Printing & Stationery	250	250	0
Photocopying Materials	0	0	0
Audit Fees	2,300	2,392	92
Central Telephone Exchanges	4,162	4,328	166
Telephones	1,539	2,061	522
Postages	500	600	100
Internet Charges	650	676	26
It Consumables	100	230	130
Hardware Purchase	0	3,000	3,000
Software Licences & Maintenance	15,200	14,964	(236)
Security Services	0	250	250
Subscriptions	650	676	26
Maintenance and Development	0	500	500
Public Liability Insurance	933	970	37
Miscellaneous Insurance	405	422	16
<b>Supplies &amp; Services Total</b>	<b>33,339</b>	<b>41,005</b>	<b>7,666</b>
<b>Support Services</b>			
Accountancy	6,471	8,407	1,936
Income Recovery	334	328	(7)
Payroll	259	295	36
Payments	464	491	28
Audit	437	4,964	4,527
SAP Support	3,343	4,367	1,024
Democratic Service	0	2,184	2,184
ICT Services	10,800	10,918	118
Human Resources	7,657	6,704	(954)
Bilingual Cardiff	2,427	1,179	(1,247)
<b>Support Services Total</b>	<b>32,192</b>	<b>39,836</b>	<b>7,644</b>
<b>Gross Expenditure</b>	<b>1,052,130</b>	<b>1,017,004</b>	<b>141,932</b>
<b>Income</b>			
Other Grants	(10,000)	(10,000)	0
Government Grant (DWP)	(15,135)	0	15,135
Publications General	(1,061)	(520)	541
Sale Of Photocopies	(2,122)	(3,000)	(878)
Conservation Income	(6,500)	(6,760)	(260)
Box Making	(10,000)	(10,400)	(400)
Sale Of Food	(1,061)	0	1,061
Course Fees General	(156)	(104)	52
Search Fees	(4,243)	(3,500)	743

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	2024/25 Budget £	Increase / (Decrease) £
<b>Income</b>			
Royalties	(13,000)	(13,520)	(520)
Hire Of Special Rooms	(22,880)	(55,000)	(32,120)
Donations	(1,500)	(1,500)	0
Interest	(200)	(200)	0
Digitisation		(1,000)	(1,000)
Access Charges	0	(500)	(500)
<b>Income Total</b>	<b>(87,858)</b>	<b>(106,004)</b>	<b>(18,146)</b>
<b>Contributions From Reserves</b>	<b>(65,000)</b>	<b>(1,000)</b>	<b>64,000</b>
<b>Total Net Budget</b>	<b>899,273</b>	<b>910,000</b>	<b>72,355</b>
<b>LA Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Budget Gap / (Surplus)</b>	<b>899,273</b>	<b>910,000</b>	<b>10,727</b>

#### LA Contributions

	2023/24 Total £	2024/25 Total £	Increase £
Bridgend	125,898	127,400	1,502
Cardiff	287,767	291,200	3,433
Merthyr Tydfil	53,956	54,600	644
Rhondda Cynon Taf	224,818	227,500	2,682
Caerphilly	98,920	100,100	1,180
Vale of Glamorgan	107,913	109,200	1,287
<b>Total Contributions</b>	<b>899,273</b>	<b>910,000</b>	<b>10,727</b>

#### Reserve

	£
Balance at 01/04/2023	132,708
2023/24 Projected Drawdown	(52,122)
<b>Projected Balance 31/03/2024</b>	<b>80,586</b>
2023/24 Projected Drawdown	(1,000)
<b>Projected Balance 31/03/2025</b>	<b>79,586</b>