

PROPOSED BUDGET 2021/22

APPENDIX 2

EXPENSE/INCOME ACCOUNT	2020/21 Budget £	2021/22 Budget £	Increase/ (Decrease)
Employees			
Employees Gross Pay	403,502	394,926	(8,577)
Employees Superannuation	79,653	81,763	2,110
Employees National Insurance	39,921	36,827	(3,094)
Employee Miscellaneous Allowances	550	500	(50)
Employer & Public Liability Insurance	582	640	58
Apprenticeship Levy	2,033	2,000	(33)
Medical Expenses	0	200	200
Training Expenses	0	500	500
Employees Total	526,242	517,356	(8,886)
Premises			
Repairs, Alterations & Improvements	20,000	20,000	0
Security	6,678	6,890	212
Rodent & Pest Control	396	400	4
Grounds Maintenance	1,175	1,175	0
Fire Management/Protection	2,900	3,390	490
Maintenance Contracts	11,000	13,195	2,195
Electricity	22,000	27,000	5,000
Gas	3,500	6,000	2,500
National Non Domestic Rates	188,000	194,245	6,245
Water	2,500	2,000	(500)
Security Services	280	280	0
Cleaning Materials	300	1,500	1,200
Refuse Collection/Bulk	1,800	2,000	200
Office Cleaning Contract	10,376	9,900	(476)
Sanitation & Waste Disposal	500	500	0
Insurance	5,492	6,041	549
Premises Total	276,897	294,516	17,619
Transport			
Hire Transport	150	40	(110)
Public Transport - Staff Use	400	100	(300)
Car Allowances	300	75	(225)
Travelling Expenses	50	25	(25)
Transport Total	900	240	(660)
Supplies & Services			
Conservation	5,000	4,000	(1,000)
Box Making Supplies	0	3,500	3,500
Vending Machines	1,167	1,200	33
Catering Sundries	2,500	1,000	(1,500)
Uniforms / Protective Clothing	0	3,000	3,000
General Printing & Stationery	500	700	200
Audit Fees	2,150	2,200	50

EXPENSE/INCOME ACCOUNT	2020/21 Budget £	2021/22 Budget £	Increase/ (Decrease)
Central Telephone Exchanges	3,570	4,000	430
Telephones	1,000	1,500	500
Postages	400	500	100
Internet Charges	654	650	(4)
IT Consumables	200	200	0
Software Licences & Maintenance	4,750	5,000	250
Subscriptions	250	650	400
Public Liability Insurance	734	807	73
Miscellaneous Insurance	357	371	14
Supplies & Services Total	23,232	29,279	6,047
Support Services			
Accountancy	5,855	6,000	145
Income Recovery	306	310	4
Payroll	235	240	5
Payments	418	430	12
Audit	459	470	11
Procurement	408	0	(408)
SAP Support	3,060	3,100	40
ICT Services	8,160	13,200	5,040
Human Resources	7,140	7,100	(40)
Bilingual Cardiff	2,040	2,250	210
Legal	510	0	(510)
Support Services Total	28,591	33,100	4,509
Gross Expenditure			
	855,861	874,490	18,629
Income			
Other Grants	(25,553)	(10,000)	15,553
Wellcome Trust Grant	0	0	0
Publications General	(600)	(1,000)	(400)
Sale of Photocopies	(2,000)	(2,000)	0
Conservation Income	(15,000)	(5,000)	10,000
Box Making Income	0	(5,000)	(5,000)
Sale of Food	(8,000)	(2,000)	6,000
Course Fees General	(150)	(150)	0
Search Fees	(4,000)	(4,000)	0
Royalties	(8,000)	(10,000)	(2,000)
Hire of Special Rooms	(56,000)	(25,000)	31,000
Donations	(1,500)	(1,500)	0
Interest	(100)	(200)	(100)
Sundry Income	(30,958)	(10,000)	20,958
Income Total	(151,861)	(75,850)	76,011
Contributions from Reserves			
	(50,000)	(40,000)	10,000
Total Net Budget			
	654,000	758,640	104,640