

## Appendix 1 - 2021/22 Outturn Position

Expense/Income Account	Budget £	Actual as at 31/03/2022	Variance £
<b>Employees</b>			
Gross Pay	394,926	394,199	(726)
Overtime	0	13	13
LG Pensions	81,763	79,485	(2,278)
National Insurance	36,827	33,222	(3,605)
Misc Allowances	500	344	(156)
Holiday Pay	0	469	469
Agency Staff - Cardiff Works	0	2,885	2,885
Staff Training Expenses	500	780	280
Training : HR Funded	0	670	670
Medical Expenses	200	0	(200)
Apprenticeship Levy	2,000	1,955	(45)
Employer Liability Insurance	640	0	(640)
<b>Employees Total</b>	<b>517,356</b>	<b>514,023</b>	<b>(3,333)</b>
<b>Premises</b>			
Repairs, Alterations & Maintenance	20,000	21,418	1,418
Security Measures	6,890	6,985	95
Rodent & Pest Control	400	0	(400)
Grounds Maintenance	1,175	1,152	(23)
Fire Management/Protection	3,390	3,010	(379)
Maintenance Contracts	13,195	12,790	(404)
Electricity	27,000	31,364	4,364
Gas	6,000	17,134	11,134
National Non Domestic Rates	194,245	188,588	(5,658)
Water Rates	2,000	5,025	3,025
Security Services	280	0	(280)
Cleaning Materials	1,500	234	(1,266)
Refuse Collection/Bulk Containers	2,000	2,000	0
Contract Cleaning	9,900	10,195	295
Specialist Waste Disposal	500	350	(150)
Insurance	6,041	6,153	112
<b>Premises Total</b>	<b>294,516</b>	<b>306,396</b>	<b>11,880</b>
<b>Transport</b>			
Hire of Transport CTS	40	0	(40)
Public Transport - Staff Use	100	0	(100)
Car Allowances	75	0	(75)
Travel Expenses	25	0	(25)
<b>Transport Total</b>	<b>240</b>	<b>0</b>	<b>(240)</b>
<b>Supplies &amp; Services</b>			
Uniforms / Protective Clothing	3,000	0	(3,000)
Conservation	4,000	1,382	(2,618)
Box-making supplies	3,500	7,791	4,291
Vending Machines - Purchase	1,200	481	(719)

<b>Supplies &amp; Services</b>	<b>Budget £</b>	<b>Actual as at 31/03/2022</b>	<b>Variance £</b>
Catering Sundries	1,000	6	(994)
General Printing & Stationery	700	251	(449)
Photocopying Materials	0	163	163
Health & Safety	0	1,019	1,019
Audit Fee	2,200	2,200	0
Consultants Fees	0	4,812	4,812
Commission (Inc. Credit Cards)	0	83	83
Central Telephone Exchanges	4,000	4,013	13
Telephones	1,500	1,215	(285)
Postages	500	617	117
Internet Charges	650	665	15
IT Consumables/Hardware	200	0	(200)
Hardware Purchase	0	1,283	1,283
Software Licences & Maintenance Agreements	5,000	5,400	400
Maintenance and Development	0	599	599
Accommodation Expenses	0	0	0
Security Expenses	0	370	370
Subscriptions	650	610	(40)
Public Liability Insurance	807	738	(69)
Miscellaneous Insurance	371	0	(371)
<b>Supplies &amp; Services Total</b>	<b>29,279</b>	<b>33,696</b>	<b>4,417</b>
<b>Support Services</b>			
Accountancy	6,000	5,450	(550)
Income Recovery	310	300	(10)
Payroll	240	230	(10)
Payments	430	410	(20)
Audit	3,970	3,775	(195)
SAP Support	3,100	4,000	900
ICT Services	13,200	10,000	(3,200)
Human Resources	7,100	6,140	(960)
Bilingual Cardiff	2,250	810	(1,440)
<b>Support Services Total</b>	<b>36,600</b>	<b>31,115</b>	<b>(5,485)</b>
<b>Gross Expenditure</b>	<b>877,990</b>	<b>885,229</b>	<b>7,239</b>
<b>Income</b>			
WG Covid 19	0	(1,283)	(1,283)
Archives & Records Council Wales	0	(1,240)	(1,240)
Other Grants (Non-Government Grant)	(10,000)	(15,513)	(5,513)
Government Grant DWP (to be made)	0	(4,995)	(4,995)
Publications General	(1,000)	(345)	655
Sale of Photocopies	(2,000)	(2,894)	(894)
Conservation Income	(5,000)	(4,237)	763
Box Making	(5,000)	(4,983)	17
Sale of Food	(2,000)	(12)	1,988
Course Fees	(150)	0	150
Search Fees	(4,000)	(4,545)	(545)

<b>Income</b>	<b>Budget £</b>	<b>Actual as at 31/03/2022</b>	<b>Variance £</b>
Royalties	(10,000)	(13,652)	(3,652)
Hire of Specialist Rooms	(25,000)	(29,906)	(4,906)
Sundry Charges & Income	(13,500)	(36,430)	(22,930)
Donations	(1,500)	(811)	690
Access Charges for Filming	0	(500)	(500)
Interest	(200)	0	200
<b>Income Total</b>	<b>(79,350)</b>	<b>(121,347)</b>	<b>(41,997)</b>
<b>Contributions to/ (from) Reserves</b>	<b>(40,000)</b>	<b>(5,242)</b>	<b>34,758</b>
<b>Total Net Budget</b>	<b>758,640</b>	<b>758,640</b>	<b>(0)</b>

<b>LA Contributions</b>	<b>2021/22</b>
Bridgend	106,210
Cardiff	242,765
Merthyr Tydfil	45,518
Rhondda Cynon Taf	189,660
Caerphilly	83,450
Vale of Glamorgan	91,037
<b>Total</b>	<b>758,640</b>