

MUSEUM - Proposed Budget 2018/2019						
	Annual Budget	Month Ending 31.11.17	% of Annual Budget	Forecast Out Turn	Proposed 2018/2019 Budget	Notes
						On target 67%
Museum Running Costs						
Salaries inc NIC & Supan	0	0		0	12,300	
Volunteer Expenses	3,400	2,187	64	3,280	3,400	New policy to manage exp
Conservation/Collection Care	500	44	9	44	550	plus c/f £450 approx
Collections Enhancement	650	128	20	219	300	
Office Supplies	800	195	24	292	500	
Shop Purchases for Resale	1,000	1,047	105	1,570	0	Below with receipt for 18/19
Subscriptions/Memberships	700	136	19	336	700	
Petty Cash	200	126	63	189	200	
Equipment Maintenance/Purchase	2,080	569	27	700	500	plus c/f £1,000 approx (CCTV)
Exhibitions/Displays	1,750	267	15	900	750	plus c/f £750 approx
Audience Development/Website	750	160	21	240	400	
Education/Community Outreach	20	0	0	0	0	Fund from donations below
Advertising/Marketing	150	465	310	800	1,000	
	12,000	5,324	44	8,570	20,600	
Museum Reserves	15,270	0		0		
Reserves Expenditure	0	3,099		10,158		
	15,270	3,099		10,158	5,112	Must be spent by 31.3.2019
Income						
Museum Donations	0	-1,354		-1,505		To fund Education/Outreach
Education/Community Outreach		0		0	0	
		-1,354		-1,505		c/f
Museum Receipts	0	-1,261		-2,162		To fund purchases for resale
less Shop Purchases for Resale		1,047		1,570	0	Funded from sale of goods
Surplus		-214		-592		
Museum Grants	0	0		0		
Net Income		-1,568		-2,689		
Underspends on these items to be carried forward for specific projects						
Other museum costs funded as follows:						
Finance & General Purposes Committee - Insurance, IT support, CCTV						
Facilities Committee - Cleaner's salary, repairs and maintenance, lift maintenance, non-domestic business rates, electricity, gas, water, consumables and Guildhall store costs						
Reserves						
Conservation/Collection Care					450	
Equipment Maintenance/Purchase					1,000	
Exhibitions/Displays					750	
Education/Community Outreach					1,505	