

# The National Archives: Public Record Office and Historical Manuscripts Commission

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## Introduction

1. This Estimate covers the cost of the administration of the public records system of the United Kingdom under the Public Records Acts 1958 and 1967 and the promotion of the highest standards of care and public access for archives of historical value outside the public records.
2. For details of the expenditure contained in this Estimate, refer to section 10 of the Department for Constitutional Affairs Departmental Report (Cm 6530).
3. Symbols are explained in the Introduction to this booklet.

**Part I**

	<b>£</b>
<b>Request for Resources 1: Promoting the study of the past in order to inform the present and the future by selecting, preserving and making publicly available public records of historical value and by encouraging high standards of care and public access for archives of historical value outside the public records</b>	<b>39,394,000</b>
<b>Total net resource requirement</b>	<b>39,394,000</b>
<b>Net cash requirement</b>	<b>35,044,000</b>

Amounts required in the year ending 31 March 2006 for expenditure by the National Archives: Public Record Office and Historical Manuscripts Commission on:

**RfR 1: Promoting the study of the past in order to inform the present and the future by selecting, preserving and making publicly available public records of historical value and by encouraging high standards of care and public access for archives of historical value outside the public records.**

Payments for expenditure by the Public Record Office and Historical Manuscripts Commission on administration and operational associated non-cash costs.

The **National Archives: Public Record Office and Historical Manuscripts Commission** will account for this Estimate

	Net total	Allocated in Vote on Account	Balance to complete
	£	£	£
<b>RfR 1</b>	39,394,000	16,529,000	22,865,000
<b>Total net resource requirement</b>	39,394,000	16,529,000	22,865,000
<b>Net cash requirement</b>	35,044,000	13,671,000	21,373,000

## Part II: Subhead detail

£'000

2005-06						2004-05 Provision	2003-04 Outturn		
Resources						Capital		Net Total Resources	Net Total Resources
Admin	Other Current	Grants	Gross Total	A in A	Net Total	Capital	Non- operating A in A		
1	2	3	4	5	6	7	8	9	10
<b>RfR 1: Promoting the study of the past in order to inform the present and future by selecting, preserving and making publicly available public records of historical value and by encouraging high standards of care and public access for archives of historical value outside the public records</b>									
40,999	-	-	40,999	1,605	39,394	3,315	-	38,731	36,569
<b>Spending in Departmental Expenditure Limits (DEL)</b>									
<i>Central Government spending</i>									
A Public Record Office									
39,852	-	-	39,852	1,600	38,252	3,300	-	37,587	35,418
B Historical Manuscripts Commission									
1,147	-	-	1,147	5	1,142	15	-	1,144	1,151
<b>Total for Estimate:</b>									
40,999	-	-	40,999	1,605	39,394	3,315	-	38,731	36,569

## Part II: Resource to cash reconciliation

	2005-06		2004-05		2003-04	
	Provision		Provision		Outturn	
	£'000					
<b>Net Total Resources</b>		39,394		38,731		36,569
<b>Voted capital items</b>						
Capital		3,315		4,592		3,318
Less Non-operating A-in-A		-		-		-70
<b>Total net voted capital</b>		3,315		4,592		3,388
<b>Accruals to cash adjustment</b>						
Adjustments to remove non-cash items:						
Cost of Capital charges		-3,402		-3,403		-3,331
Depreciation		-4,093		-6,094		-4,284
New provisions and adjustments to previous provisions		-110		-110		9
Profit (+) / loss (-) on sale of assets		-		-		-70
Prior period adjustments		-		-		-
Other non-cash items		-60		-60		-61
Increase (+) / Decrease (-) in stock		-		-		-
Increase (+) / Decrease (-) in debtors		-		-		-
Increase (-) / Decrease (+) in creditors		-		-		643
Use of provisions		-		-		-
<b>Total accruals to cash adjustments</b>		-7,665		-9,667		-7,094
<b>Excess cash to be CFERd</b>		-		-		-
<b>Net Cash Requirement</b>		35,044		33,656		32,863

## Part III: Extra receipts payable to the Consolidated Fund

In addition to appropriations in aid the following income relates to the Department and is payable to the Consolidated Fund (cash receipts being shown in italics):-

	2005-06		2004-05		2003-04	
	Provision		Provision		Outturn	
	Income	<i>Receipts</i>	Income	<i>Receipts</i>	Income	<i>Receipts</i>
	£'000					
Operating income not classified as AinA	-	-	-	-	187	<i>187</i>
Non-operating income not classified as AinA	-	-	-	-	-	-
Other amounts collectable on behalf of the Consolidated Fund	-	-	-	-	-	-
Excess cash receipts to be surrendered to the Consolidated Fund	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	187	<i>187</i>

## Forecast Operating Cost Statement

	£'000		
	2005-06 Provision	2004-05 Provision	2003-04 Outturn
<b>Net administration costs:</b>			
RfR 1	39,394	38,731	36,569
<b>Net programme costs:</b>			
RfR 1	-	-	-187
<b>Total net programme costs</b>	<u>-</u>	<u>-</u>	<u>-187</u>
<b>Total Net Operating Cost</b>	39,394	38,731	36,382
<i>of which:</i>			
<b>Net Resource Outturn</b>	39,394	38,731	36,569
CFERs	-	-	-187
Non-voted expenditure	-	-	-
<b>Resource Budget Outturn</b>	39,394	38,731	36,382

## Notes to the Main Estimate

### Reconciliation of resource expenditure between Estimates, Accounts and Budgets

	£'000		
	2005-06	2004-05	2003-04
	Provision	Provision	Outturn
<b>Net Resource Outturn (Estimates)</b>	<b>39,394</b>	<b>38,731</b>	<b>36,569</b>
<i>Adjustments to remove:</i>			
provision voted for earlier years	-	-	-
<i>Adjustments to additionally include:</i>			
non-voted expenditure in the OCS	-	-	-
Consolidated Fund Extra Receipts in the OCS	-	-	-187
Other adjustments	-	-	-
<b>Net Operating Cost (Accounts)</b>	<b>39,394</b>	<b>38,731</b>	<b>36,382</b>
<i>Adjustments to remove:</i>			
capital grants to local authorities	-	-	-
capital grants financed from the Capital Modernisation Fund	-	-	-
European Union income and related adjustments	-	-	-
voted expenditure outside the budget	-	-	-
<i>Adjustments to additionally include:</i>			
other Consolidated Fund Extra Receipts	-	-	-
resource consumption of non departmental public bodies	-	-	-
unallocated resource provision	-	-	-
Other adjustments	-	-	-
<b>Resource Budget Outturn (Budget)</b>	<b>39,394</b>	<b>38,731</b>	<b>36,382</b>
<i>of which:</i>			
Departmental Expenditure Limits (DEL)	39,394	38,731	36,382
Annually Managed Expenditure (AME)	-	-	-

### Reconciliation of capital expenditure between Estimates and Budgets

	£'000		
	2005-06	2004-05	2003-04
	Provision	Provision	Outturn
<b>Net Voted Capital Outturn (Estimates)</b>	<b>3,315</b>	<b>4,592</b>	<b>3,388</b>
<i>Adjustments to remove:</i>			
gains / losses from sale of capital assets	-	-	-70
<i>Adjustments to additionally include:</i>			
other Consolidated Fund Extra Receipts	-	-	-
capital spending by non-departmental public bodies	-	-	-
capital grants to local authorities	-	-	-
capital grants financed by the Capital Modernisation Fund	-	-	-
local authority credit approvals	-	-	-
capital spending by levy funded bodies	-	-	-
unallocated capital provision	-	-	-
Other adjustments	-	-	-
<b>Capital Budget Outturn (Budget)</b>	<b>3,315</b>	<b>4,592</b>	<b>3,318</b>
<i>of which:</i>			
Departmental Expenditure Limits (DEL)	3,315	4,592	3,318
Annually Managed Expenditure (AME)	-	-	-

## Notes to the Main Estimate *(continued)*

### Explanation of Accounting Officer responsibilities

In accordance with Government Resources and Accounts Act 2000 the Treasury has made the following Accounting Officer appointment for the Request for Resources within this Estimate.

**Request for Resources:** Mrs Sarah Tyacke, Permanent Head of the Public Record Office and the sole Historical Manuscripts Commissioner

Mrs Sarah Tyacke, as the Accounting Officer (AO) of the Public Record Office and sole Historical Manuscripts Commissioner has personal responsibility for the proper presentation of the National Archives:Public Record Office and Historical Manuscripts Commission's resource accounts as prescribed in legislation or by the Treasury and their transmission to the Comptroller and Auditor General. The AO as the permanent head, in addition to the responsibilities for the assigned RfR, remains in general overall charge of the National Archives: Public Record Office and Historical Manuscripts Commission.

The responsibilities of an Accounting Officer are set out in Annex 4.1 of Government Accounting. In essence these responsibilities include a personal responsibility for the propriety and regularity of the public finances for which they are answerable; for the keeping of proper accounts; for prudent and economical administration; for the avoidance of waste and extravagance; and for the efficient and effective use of all available resources. In addition, the Accounting Officer must ensure that there is a sound system of internal control to support the achievement of the National Archives's policies, aims, and objectives; and should regularly review the effectiveness of that system.

## Notes to the Main Estimate *(continued)*

### Analysis of appropriations in aid (A in A)

	£'000					
	2005-06 provision		2004-05 provision		2003-04 outturn	
	Operating A in A	Non- operating A in A	Operating A in A	Non- operating A in A	Operating A in A	Non- operating A in A
<b>RfR 1: Promoting the study of the past in order to inform the present and the future by selecting, preserving and making publicly available public records of historical value and by encouraging high standards of care and public access for archives of historical value outside the public records</b>						
Records, registration and surveys	1,605	—	5,000	—	4,755	—
<b>Total RfR 1</b>	<b>1,605*</b>	<b>—</b>	<b>5,000</b>	<b>—</b>	<b>4,755</b>	<b>—</b>
<i>of which: Administration budgets</i>	—	—	—	—	—	—

\*Amount that may be applied as appropriations in aid in addition to the net total, arising from charges for the sale of copies of documents; sale of publications and other items and services; professional fees; sale of fixed assets and grants received to carry out specific projects.

## Notes to the Main Estimate *(continued)*

### Analysis of Consolidated Fund Extra Receipts (CFERs)

	£'000					
	2005-06 provision		2004-05 provision		2003-04 outturn	
	Income	Receipts	Income	Receipts	Income	Receipts
Records, registrations and surveys $\Phi$	—	—	—	—	187	187
<b>Total</b>	—	—	—	—	<b>187</b>	<b>187</b>

## Notes to the Main Estimate *(continued)*

### Departmental Expenditure Limits and Administration Budgets

Details of 2005-06 Departmental Expenditure Limits (DEL) and Administration budget limits

	£'000		
	Voted*	Non-voted	Total
Resource DEL	39,394	—	39,394
<i>of which: Administration Budget</i>	39,394	—	39,394
Capital DEL**	3,315	—	3,315
Less depreciation†	-4,093	—	-4,093
Total DEL	38,616	—	38,616

\* Excludes EU receipts included in Estimates, but excluded in Budgets.

\*\* Capital DEL includes items treated as resource in Estimates and Accounts, but which are treated as part of Capital DEL, under stage 2 of Resource Accounting and Budgeting, as implemented in the 2002 Spending Review.

† Depreciation, which forms part of resource DEL, is excluded from total DEL since capital DEL includes capital spending and to include depreciation of those assets would lead to double counting.

### Comparisons of provision sought with final provision and forecast outturn for the previous year

The total net resource sought for 2005-06 of £39,394,000 is 1.7 per cent higher than the final net provision for 2004-05 of £38,731,000.

### Cash which may be retained to offset expenditure

	£'000		
	2005-06 provision	2004-05 provision	2003-04 outturn
Cash which may be retained by the department to offset expenditure in the year due to its relationship with income (operating and non-operating) that has been or will be appropriated in aid	1,605	5,000	4,755