

The main information of Cracow City Hall

- Number of inhabitants– 760 000
- Surface area – 327 km²
- Budgetary data– performance for 2012 r.
 - Revenue - 3 445 907 817 zł
 - Total expenditure– 3 488 358 626zł
 - including :
 - Current – 3 032 496 740 zł
 - Property – 455 861 886 zł
 - Revenues – 477 268 743 zł
 - Expenditures – 434 817 933 zł
 - Liabilities – 2 046 016 775 zł
- Number of organizational units – 421
 - including :
 - in education - 347

Flow diagram of the documents in the municipality - in the middle of doing design of the budget in the form of task (current tasks)

- STEP 1 –** a preliminary allocation of funds for current expenditure including the revenue projections of City and expenses incurred in the previous year.
Draft Decree in this case is preparing until 10th of September by Department of City Budget
- Step 2 –** Department of City Budget informs organizational which exercise supervision on municipal organizational units and also managers of the various departments about the total amount for the organizational unit
- Step 3 –** The directors of organizational units and municipal organizational units analyze recent data in terms of activities of individual budget tasks.
- Step 4 –** Directors make a preliminary evaluation the level of service and agree on managers of departments through strategic priorities for the next financial year or subsequent years- In the case of multi-annual projects.

Flow diagram of the documents in the municipality - in the middle of doing design of the budget in the form of task (current tasks)

- Step 5 – Department of Organization and Supervision until *20th of September* plans preliminary amount of jobs (spreadsheets) for each of the organizational department**
- Step 6 – Department of Organization and Supervision and The *Office Service Department* until *20th September* plan expenditure on the maintenance of jobs in the Cracow City Hall.**
- Step 7 – Department of City Budget calculates expenses an hour working for individual organizational units on the basis of the planned number of jobs and amount of expenses associated with the maintenance of jobs until *25 th of September*.**

Flow diagram of the documents in the municipality - in the middle of doing design of the budget in the form of task (current tasks)

Step 8 – Directors of Departments:

- Update task names (if needed)
- Designation of coordinators and provide guidance
- Explain and comment on the objectives and priorities
- Make allocation of resources between tasks

Step 9 – Coordinators prepare:

- The characteristics of the task
- gauges and indicators cards
- Financial plan of task (under the ceiling of funds)

Flow diagram of the documents in the municipality - in the middle of doing design of the budget in the form of task (current tasks)

- Step 10 – Plans approved by the director of the department are placed in a computer system called SWBZ until 30th September and next they are verifying by Department of Monitoring and Department of City Budget.**
- Step 11 – Approved plans are collected by the Department of Budget City and used to prepare "part of the expenditure" Budget Town**
- Step 12 – A draft budget signed by the President of is presented to the City Council for approval in the form of a resolution. If councilors bring changes in the allocation - they are also introduced to the task plans.**

Objective 1 Project 1 - Tasks their cost and timetable

Implementation of the grant of the Swiss - control of the meetings in Krakow Current tasks No. 10 (Department of Information, Tourism and Promotion of the City)

Table No 5 (Budget of the City of Krakow in 2013)

Table No 5 (Budget of the City of Krakow in 2013)		Plan on spending 01.01.2012			Plan on spending 01.01.2012			%	%
Unit - the name of the task	No task	Material expenditure	Expenditure to maintain jobs	Expenditure on tasks (total)	Material expenditure	Expenditure to maintain jobs	Expenditure on tasks (total)	6:3	8:5
1	2	2	4	5	6	7	8	12	13
Department of Information, Tourism and Promotion of the City		3 739 625	3 040 633	6 780 258	5 475 700	2 758 985	8 234 685	146,42	121,45
Current expenditure		3 739 625	3 040 633	6 780 258	5 475 700	2 758 985	8 234 685	146,42	121,45
Development of tourism	1	314 000	483 737	797 737	263 574	344 873	608 447	83,94	76,27
Tourism Marketing	2	336 125	345 526	681 651	1 281 155	344 874	1 626 029	381,15	238,54
Promotion of business tourism	3	342 000	345 525	687 525	249 500	275 899	525 399	72,95	76,42
Publishing and implementation promotional projects	4	744 000	483 740	1 227 740	423 000	344 872	767 872	56,85	62,54
Municipal Internet Platform	5	467 000	345 525	812 525	799 980	344 873	1 144 853	171,30	140,90
Media Information and public relation	6	212 000	483 736	695 736	360 000	482 822	842 822	169,81	121,14
Organization and coordination of city promotion	7	265 000	552 844	817 844	725 000	344 873	1 069 873	273,58	130,82
Implementation of EU programs - promotion of religious tourism in Malopolska on the international arena	8	439 500		439 500	628 106	68 975	697 081	142,91	158,61
Implementation of EU programs - promotion of business tourism in Malopolska on foreign markets	9	320 000		320 000	187 750	68 975	256 725	58,67	80,23
Implementation of the grant of the Swiss - control of the meetings in Krakow	10	300 000		300 000	331 281	137 949	469 230	110,43	156,41
Implementation of EU programs - the revitalization and promotion of traditional local markets in Central Europe	11				226 354		226 354		

Flow diagram of the documents in the municipality - in the middle of doing design of the budget in the form of task (current tasks) FORMS

Characteristics of tasks

Formularz P – 1 (cz. 1)

1. Job name:

2. Purpose of the job (service plan):

a. Rezultat zadania:

b. Poprzez :

c. Tak, aby:

3. Determine the strategic objective, the operational sector program, processes and sub-processes related, or other purpose general (insert symbols):

4. Performing the task (organizational unit name, MJO, private partners, entities conducting public benefit):

5. The key data:

- the scale of global needs (in terms of customers)
- the state of field associated with the task (characteristic values),
- number characterizing the size of the infrastructure,
- number characterizing the current state of the field or standard of service.

Lp	Dane i parametry dotyczące dziedziny związanej z zadaniem	rok poprzedni	rok bieżący	% zmiany	prognoza na rok następny	% zmiany

6 Sources of information on the needs of:

Lp	Nazwa parametru lub tendencji	System informatyczny	Inne źródło: GUS, badania potrzeb, informacje od partnerów społecznych, etc.

Flow diagram of the documents in the municipality

- in the middle of doing design of the budget in the form of task (current tasks) **FORMS**

Description of tasks

Formularz P – 1 (cz. 2)

7 Description of tasks:

a) definition of the scope of material tasks:

Lp	Symbol procesu SZJ* / / Symbol celu SRK i Nr uchwały RMK** dot. Programu sektorowego	Nazwa działania zasadniczego / poddziałania	Nazwa produktu końcowego	Ilość produktów zrealizowana w roku poprzednim	Szacowana ilość produktów do końca roku bieżącego	Planowana ilość produktów na rok następny

b) degree of realization of the needs arising from the material scope of tasks realization

Lp	Dane i parametry dotyczące dziedziny związanej z zadaniem	% stopień realizacji	Sposób obliczenia stopnia realizacji	Źródło danych

8. Sources of funding:

Objective 1 Project 1 - Tasks their cost and timetable

Implementation of the grant of the Swiss - control of the meetings in Krakow
Current tasks No. 10 (Department of Information, Tourism and Promotion of the City)

MATERIAL AND FINANCIAL PLAN

Nr działania zasadniczego	Nr działania podrzędnego lub wydatku rzeczowego	Name of activities	Way of realization SW - own strength ZZ - order external Z - purchase	Name of product or service / unit of measurement for ZZ	Quantity	Labor intensive units, or the cost per unit	Laboriousness total	The date of commencement and completion	The total amount of planned	The budget classification			category of project	The person responsible for the implementation of the action
										section	chapter	paragraph		
2	3	4	7	8	9	10	11	12	13	14	15	16	17	18
I									469 230					Beata Paliś
	1	Zakup danych statystycznych	ZZ	umowa	1	32 310,00		I-XII.2013	32 310	750	75095	4305	GWSMK	Beata Paliś
	2	Zakup danych statystycznych	ZZ	umowa	1	3 590,00		I-XII.2013	3 590	750	75095	4306	GWSMK	Beata Paliś
	3	Ankietowanie i zbieranie danych	ZZ	umowa	1	48 240,00		I-XII.2013	48 240	750	75095	4305	GWSMK	Beata Paliś
	4	Ankietowanie i zbieranie danych	ZZ	umowa	1	5 360,00		I-XII.2013	5 360	750	75095	4306	GWSMK	Beata Paliś
	5	Delegacje zagraniczne prawników UMK realizujących projekt	ZZ	delegacja	3	2 088,00		I-XII.2013	6 264	750	75095	4425	GWSMK	Beata Paliś
	6	Delegacje zagraniczne prawników UMK realizujących projekt	ZZ	delegacja	3	232,00		I-XII.2013	696	750	75095	4426	GWSMK	Beata Paliś
	7	Koszty podróży partnerów projektu	ZZ	wyjazd	5	4 894,00		I-XII.2013	24 470	750	75095	4305	GWSMK	Beata Paliś
	8	Koszty podróży partnerów projektu	ZZ	wyjazd	5	543,80		I-XII.2013	2 719	750	75095	4306	GWSMK	Beata Paliś
	9	Usługa cateringowa	ZZ	usługa	1	7 970,40		I-XII.2013	7 970	750	75095	4305	GWSMK	Beata Paliś
	10	Usługa cateringowa	ZZ	wyjazd	1	885,60		I-XII.2013	886	750	75095	4306	GWSMK	Beata Paliś

Objective 1 Project 1 - Tasks their cost and timetable

Implementation of the grant of the Swiss - control of the meetings in Krakow Current tasks No. 10 (Department of Information, Tourism and Promotion of the City)

11	Usługi tłumaczenia	ZZ	umowa	1	19 260,00		I-XII.2013	19 260	750	75095	4385	GWSMK	Beata Paliś
12	Usługi tłumaczenia	ZZ	umowa	1	2 140,00		I-XII.2013	2 140	750	75095	4386	GWSMK	Beata Paliś
13	Zakup systemu	ZZ	umowa	1	54 069,40		I-XII.2013	54 069	750	75095	4305	GWSMK	Beata Paliś
14	Zakup systemu	ZZ	umowa	1	6 006,60		I-XII.2013	6 007	750	75095	4306	GWSMK	Beata Paliś
15	Koszt przelewów i prowadzenia rachunku bankowego (dochodowy i wydatkowy)	ZZ	rachunek	2	270,00		I-XII.2013	540	750	75095	4305	GWSMK	Beata Paliś
16	Koszt przelewów i prowadzenia rachunku bankowego (dochodowy i wydatkowy)	ZZ	rachunek	2	30,00		I-XII.2013	60	750	75095	4306	GWSMK	Beata Paliś
17	Koszty przesyłek	ZZ	kwartał	4	1 660,50		I-XII.2013	6 642	750	75095	4305	GWSMK	Beata Paliś
18	Koszty przesyłek	ZZ	kwartał	4	184,50		I-XII.2013	738	750	75095	4306	GWSMK	Beata Paliś
19	Refundacja kosztów FUEK	ZZ	refundacja	1	68 328,00		I-XII.2013	68 328	750	75095	2815	GWSMK	Beata Paliś
20	Refundacja kosztów FUEK	ZZ	refundacja	1	7 592,00		I-XII.2013	7 592	750	75095	2816	GWSMK	Beata Paliś
21	Refundacja kosztów HES-SO	ZZ	refundacja	1	30 060,00		I-XII.2013	30 060	750	75095	2835	GWSMK	Beata Paliś
22	Refundacja kosztów HES-SO	ZZ	refundacja	1	3 340,00		I-XII.2013	3 340	750	75095	2836	GWSMK	Beata Paliś
22	czynności związane z obsługą i realizacją projektu grantowego	SW	etat	2	1 776,00	3 552		137 949					
		Razem:	0			3552		469 230					
		w tym - (SW) ogółem:						137 949					
		- wydatki rzeczowe ogółem:						331 281					

Objective 1 Project 1 - Tasks their cost and timetable

Implementation of the grant of the Swiss - control of the meetings in Krakow
Current tasks No. 10 (Department of Information, Tourism and Promotion of the City)

The financial plan of task

	Section	Chapter	Paragraph	Category of project	Total amount		
1	750	75095	2815	GWSMK	68 328		
2	750	75095	2816	GWSMK	7 592	The planned labor consumption (working hours)	The planned number of jobs
3	750	75095	2835	GWSMK	30 060		
4	750	75095	2836	GWSMK	3 340	3 552,00	2,00
5	750	75095	4305	GWSMK	174 241	Sily własne	
6	750	75095	4306	GWSMK	19 360	137 949,00	
7	750	75095	4385	GWSMK	19 260		
8	750	75095	4386	GWSMK	2 140		
9	750	75095	4425	GWSMK	6 264		
10	750	75095	4426	GWSMK	696		
<i>Razem rozdział - 75095</i>					331 281		
TOTAL SECTION- 750					331 281		
TOTAL AMOUNT OF TASK					331 281		

Flow diagram of the documents in the municipality

- in the middle of doing design of the budget in the form of task (current tasks) (investment tasks)

- Step 1 –** Units prepare investment proposals and after positive opinion they transfer this proposals to Department of Planning and Monitoring of Investment until 15th of September.
- Step 2 –** Department of City Budget on basic of informations from implementing units, prepares and sends to Department od Planning and Monitoring Investments until 15th of September:
- Request for funds for the acquisition of land for investment
 - Request for funds of settling claims resulting from dispensed final decisions
- Step 3 –** Departament of Planning and Monitoring of Investment after analysis, prepers list of strategic investments , program and priorities and then Departament presents this documents to Deputies President of Cracow, the Treasurer of City, the Secretary and Director of Magistratum until 15th October

Flow diagram of the documents in the municipality - in the middle of doing design of the budget in the form of task (current tasks) (investment tasks)

- Step 4 – The Deputy President of Cracow presents ranking lists to the team under the leadership of President of Cracow in order to select investment from ranking lists, which will be included in long-term financial forecast- long-term investment forecast or in budget of City until 22nd October**

Flow diagram of the documents in the municipality

- in the middle of doing design of the budget in the form of task (current tasks) (investment tasks)

- Step 5 –** Department of Planning and Monitoring of Investment prepares list of financial resources for each strategic investment, programming and investment projects and then Department sends this information to Department of City Budget until 8th November.
- Step 6 –** On the basis of the list of the planning funds for individual investment strategic, programming and investment projects, Department of City Budget prepares Annex 4 "Expenditure Budget Town associated with investment programs" and sends this document to entities pursuing
- Step 7 –** Draft of budget signed by President of City is presented for acceptance to the City Council

Objective 1 Project 1 - Tasks their cost and timetable

SK-1.1 Convention Centre (Rondo Grunwaldzkie) - the investment project

Budget of Krakow City in 2013 - Annex 4

No Task	Name of task	Section	Chapter	Implementation Unit	Budget in 2013		
					Budget Total	Including:	
						Tasks of municipality	tasks the county
1	2	3	4	5	6	7	8
SK - 1	CONVENTION CENTRE						
SK - 1.1	Convention Centre (Rondo Grunwaldzkie)			WI	109 567 641	109 567 641	
	own funds of the City	921	92114		87 340 820	87 340 820	
	unds from from foreign sources which are not refundable	921	92114		22 226 821	22 226 821	

Objective 1 Project 1 - Tasks their cost and timetable

SK-1.1 Convention Centre (Rondo Grunwaldzkie) - the investment project

The material scope in 2013 (table no 4.1 – Budget of Cracow City in 2013)

<i>Financing in 2013 r.:</i>	109 567 641 zł
<i>Own funds of City</i>	<i>87 340 820 zł</i>
<i>funds from foreign sources</i>	<i>22 226 821 zł</i>
<i>Funds non-refundable</i>	
<i>Phase of the investment process in 2013</i>	<i>B</i>
<i>Localization:</i>	<i>Dzielnica VIII</i>
<i>Years of implementation:</i>	<i>long-term financial forecast</i>
<i>the implementing entity:</i>	<i>WI</i>

The total scope of the material: long-term financial forecast.

Plan of the balance at the end 2012:

Made final acceptance the first stage (agreement of October 2010) consisting in the execution of of the diaphragm wall with accompanying work.

Continues construction works of the second stage (the agreement of September 2011) consisting of the development of a Convention Centre with accompanying infrastructure, in order to obtain a decision on the permit for use of the facility.

Objective 1 Project 1 - Tasks their cost and timetable

SK-1.1 Convention Centre (Rondo Grunwaldzkie) - the investment project

The total scope of the material in 2013 (tabela nr 4.1 – Budżet Miasta Krakowa na rok 2013)

The main Activities and milestones in 2013:

- 1) *The implementation of the second stage of construction works.*
- 2) *Author's supervision and monitoring.*
- 3) *The conclusion of the connection object to the grid.*
- 4) *Connection object to the grid.*
- 5) *The conclusion of the connection object to the district heating network.*
- 6) *Prepere of tender documents and the announcement of a public contract to prepere the project of visual information.*
- 7) *Conduct a public procurement procedure, the choice of contractor bids.*
- 8) *Conclusion of an agreement to develop the project of visual information.*
- 9) *Prepare a draft of visual information.*
- 10) *Prepere of tender documents and the announcement of a public contract for the execution of external audit.*

Effect in 2013 r.:

Advanced works.

Attached object to the grid and district heating network.

Made a project of visual information.

Conducted an external audit.

Objective 1 Project 1 - Tasks their cost and timetable

SK-1.1 Convention Centre (Rondo Grunwaldzkie) - the investment project

The total scope of the material - part. 1 (Long-term financial forecast)

The construction of the building-usable area of 36 720 m², including:

- Auditorium Hall
- Large Room
- Chamber / Multifunction
- conference team
- foyer of the functions associated
- commercial premises
- internal installations
- technical infrastructure
- land development

Objective 1 Project 1 - Tasks their cost and timetable

SK-1.1 Convention Centre (Rondo Grunwaldzkie) - the investment project

The total scope of the material - part. 1 (Long-term financial forecast)

The project implemented in accordance with the process GZ 5.13 "Project Management" in the Municipality of Krakow

To implement this task it is necessary to achieve the following milestones:

- Obtaining a set of final administrative decisions
- The conclusion of the financing of the Project under the Malopolska Regional Operational Programme for 2007-2013
- Conclusion of an agreement on the supervision inspectoral with the team inspectors of different specialties
- The conclusion of a contract for the construction works the first stage
- Execution of construction works the first stage
- The conclusion of a contract for the construction works of the second stage
- Execution of construction works of the second stage
- Obtaining a final decision on the permit to use the facility.
- Completion of the financial settlement.