

This Directed Research Project on "Municipal Budgeting in Small & Medium Towns" was supported by the Center for Water and Sanitation. Guidance was provided by the CWAS team at CEPT Research and Development Foundation, CEPT University.

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## UNDERSTANDING THE BUDGET & BUDGET PREPARATION

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Key challenges in Wai and Sinnar, areas of improvement

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## RECOMMENDATIONS & WAY FORWARD

## Why is Budget Preparation Needed?



Considering all different tasks when allocating the budget can be a challenge... Source: WSP (2004)

#### BUDGET

Budget of Municipal Corporation/Council is a policy document which provides details of the local body's sources of income or receipts and use of these resources or expenditure allocated to different heads.



Budget are a strategic document which determine a city's vision. If its preparation is done right, it has the potential to make govt. more responsible towards citizens' needs & preferences & thus, efficient service delivery.

-World Bank

JNNURM aimed in modern and transparent budgeting, accounting and financial management systems, designed and adopted for all urban services and governance functions.



Budget preparation is an in house process. Many Indian states are moving in understanding budget & being proactive so that budget can act as an effective tool for better governance.

--Centre for Budget & Governance Accountibility

Pune

Kerala

Bangalore

Delhi

Source: World Bank-Participatory Budgeting, 2007, Centre for Budget & Governance Accountibility

## Budgets as important planning tools



**Budgets as Planning Tools** 

## How the city plans to reach its goals?

Public Goods
Public Interest
Public Participation



Budgets as Instruments of Transparency

#### Where the spending is done? Are Budgets Readable?

Unmanageable documents, incomprehensible for ordinary citizens, specialists and non-specialists, thus making it difficult for ordinary citizens to participate in shaping public policy. Thus, it is important to look into where the resources are spent.



## Budgets as Fiscal Tools of Discipline & Control

Instruments of financial control which is used by both the executive and the legislative branches of a local government. For example, the chief officer, the chief accountant, or the ruling party can use the budget to monitor actual expenses, compare them to plans made at the start of the year, and improve operational efficiency.

## Municipal Affairs & Budget Making Process

Over-Estimation of revenues

Short-term goal

Poor Budgeting

No Proper Framework

Lack of transparency

Implementation of Budgeted Projects

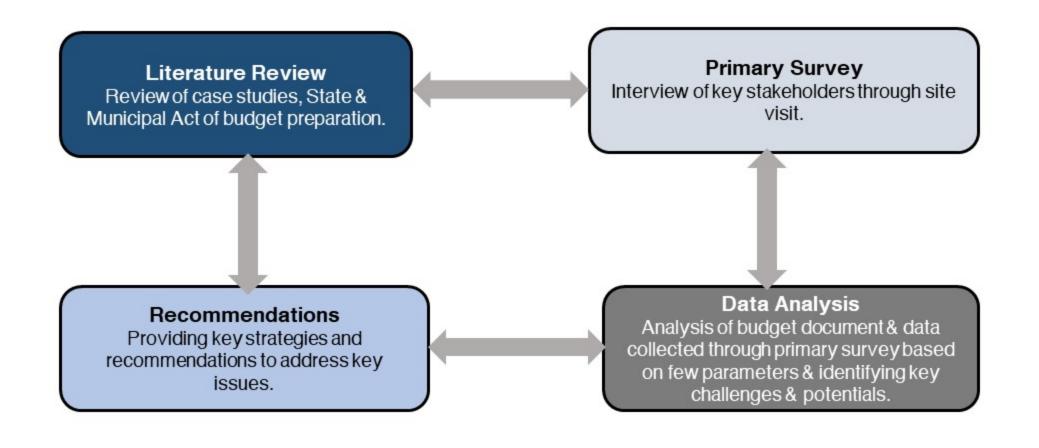
Literature is available on Union budget, State Budget & Corporation budget enhancement However, Lack of research in budget making process for small & medium towns.

# AIM:TO UNDERSTAND BUDGET & BUDGET PREPARATION AT LOCAL BODIES

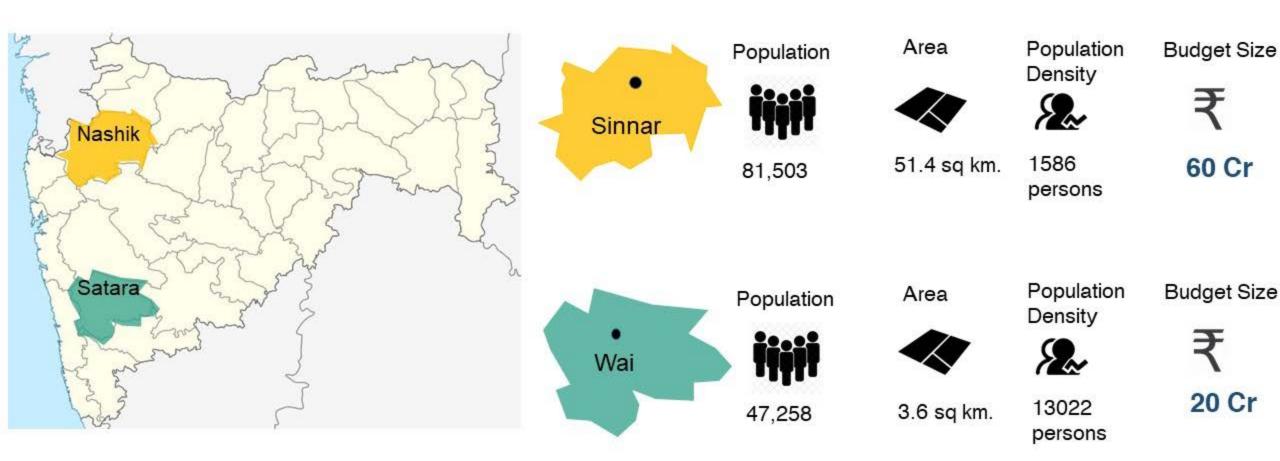
#### **OBJECTIVES:**

- To analyse budget & budget preparation process of small & medium towns taking case of Wai & Sinnar of Maharashtra
  - To analyse municipal budget for small and medium towns to understand how much flexibility, openness, transparency, accountability do councils have in terms of spending and utilizing their resources.
    - 3. To assess the extent for which participation is there in budget.

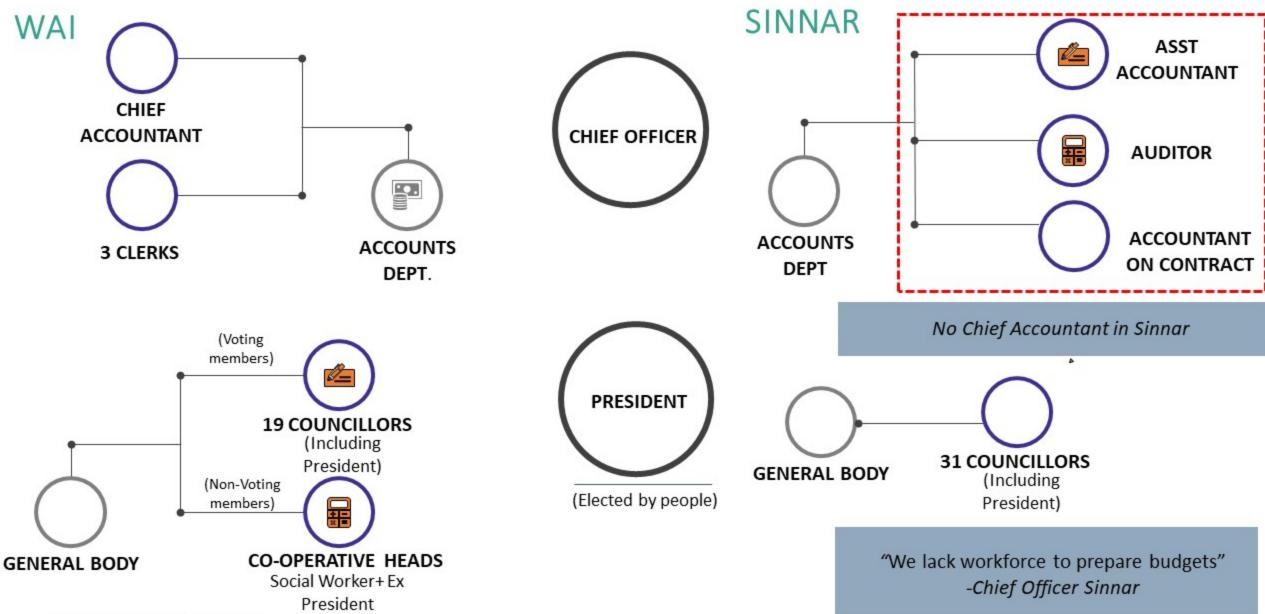
#### **METHODOLOGY OF RESEARCH**



#### INTRODUCTION TO STUDY AREA

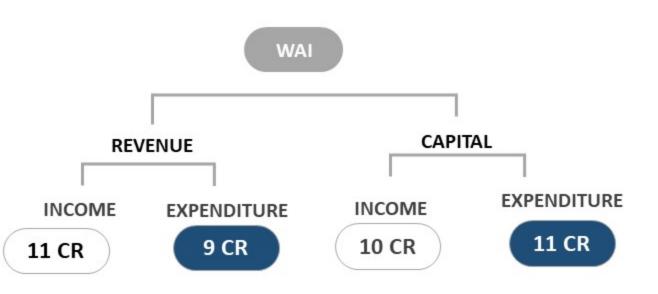


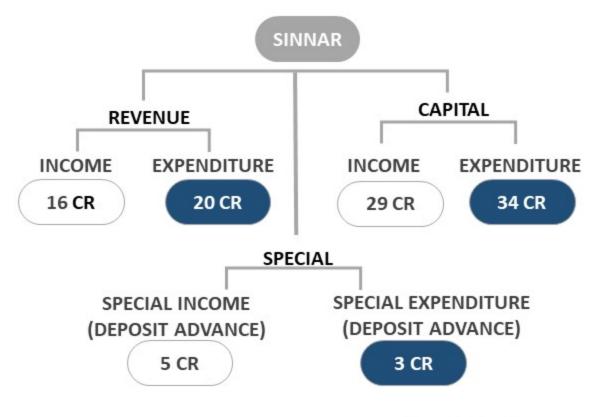
#### **INSTITUTIONAL STRUCTURE**



Source: Primary Survey Analysis

## **Budget Size of Wai & Sinnar**





#### Total Budget of Wai: Rs. 20 CR

Total Budget of Sinnar: Rs. 58 CR

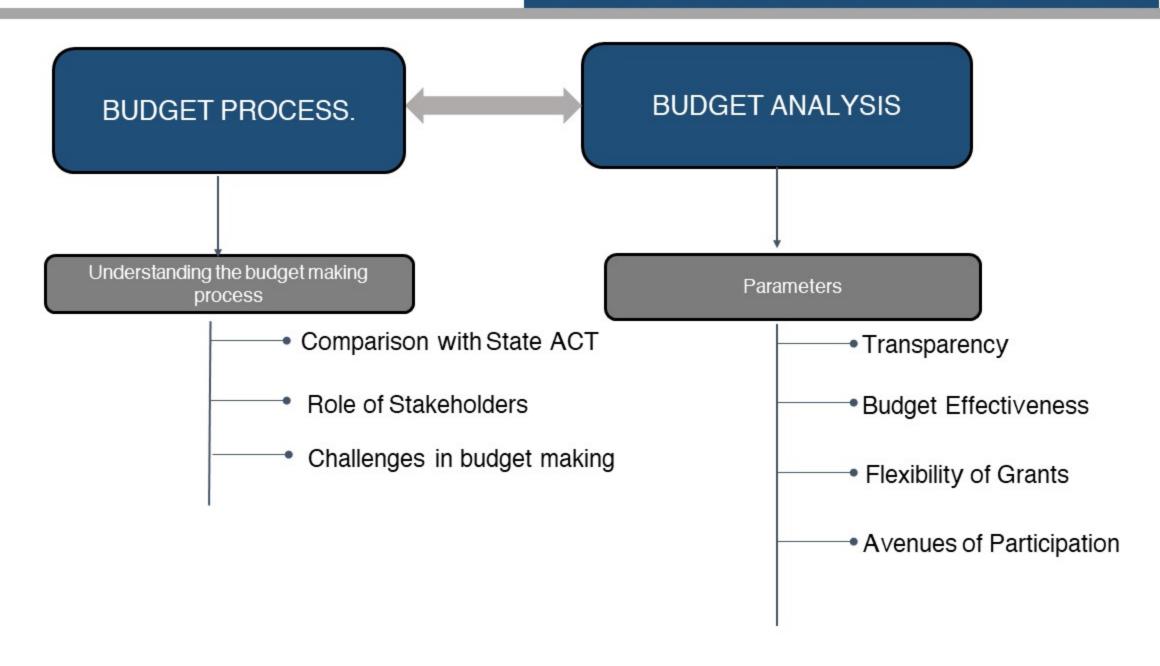
Source: Wai & Sinnar Municipal Budget Analysis

<sup>\*</sup>Note: Values are considered FY 2017-18 for Wai & Sinnar both.

<sup>\*</sup>Special income & expenditure heads are for advance deposits.

Municipal Councils prepare separate account for construction rebates.

### FRAMEWORK FOR ASSESSMENT



# AIM:TO UNDERSTAND BUDGET & BUDGET PREPARATION AT LOCAL BODIES

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## Budget Making Process for Small & Medium Towns

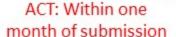
#### Timeline: Budget Preparation-Wai

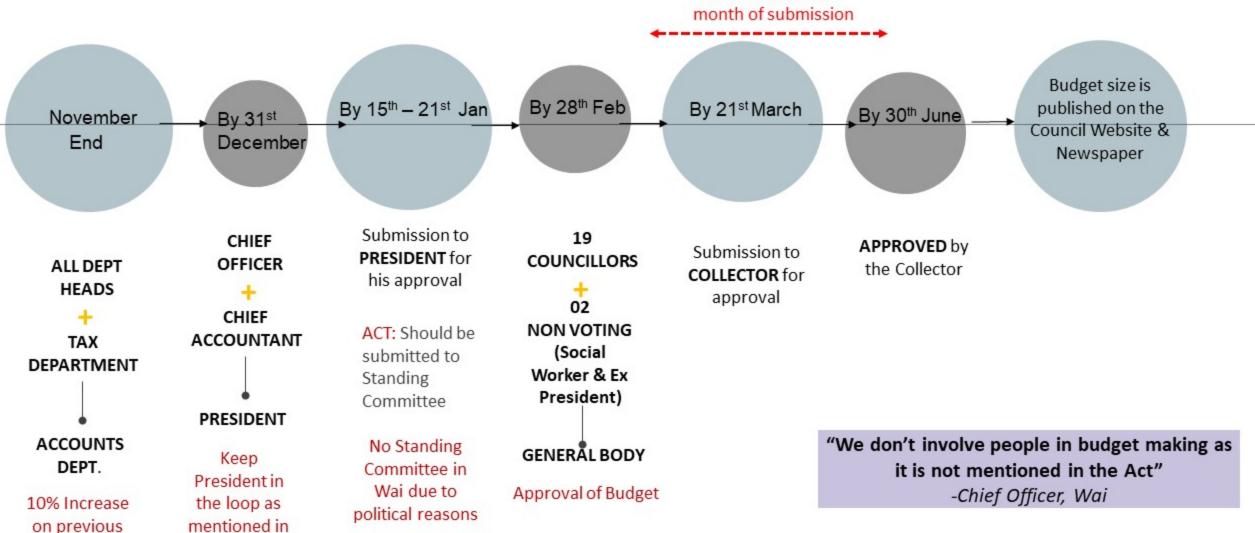
ACT

year heads

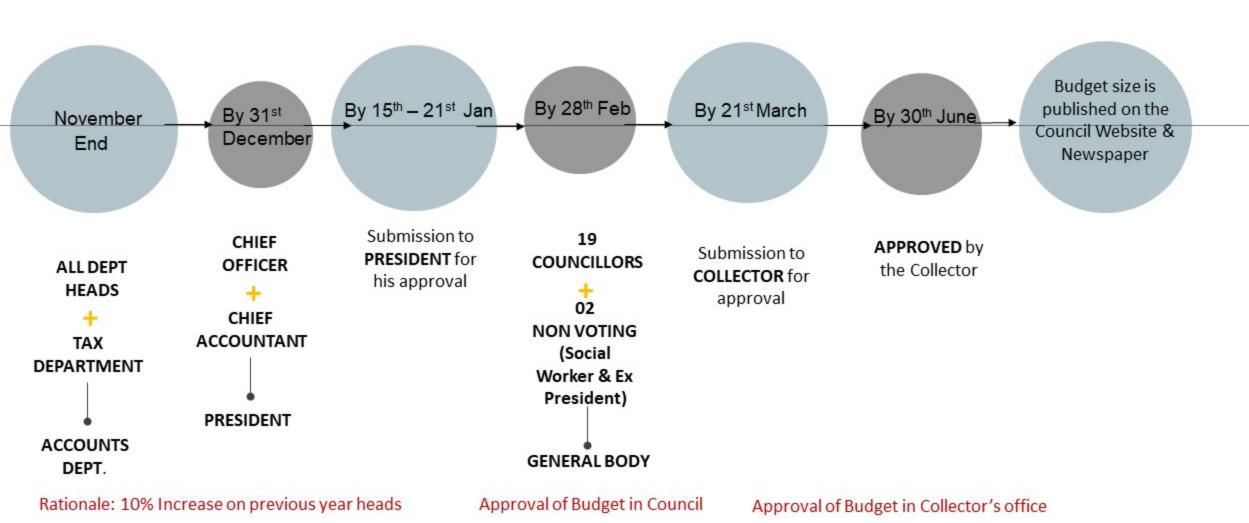
<sup>1</sup>[Provided also that, if the Council fails to adopt the budget on or before the 28th day of February, the President shall forthwith submit the budget to the <sup>2</sup>[Collector] for his approval. The <sup>2</sup>[Collector] shall, within thirty days from its receipt, approve such budget with or without modifications, or return it to the President, with such direction as he may think fit to give, for reconsideration. When any such budget is approved by the 2[Collector] it shall be deemed to have been duly sanctioned.]

Maximum time taken

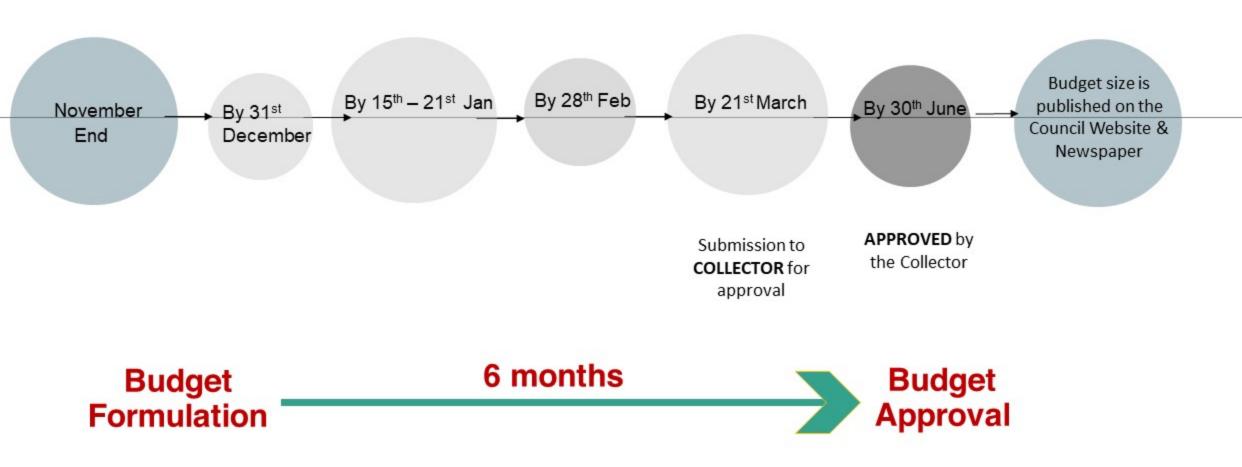




#### Timeline: Budget Preparation-Wai

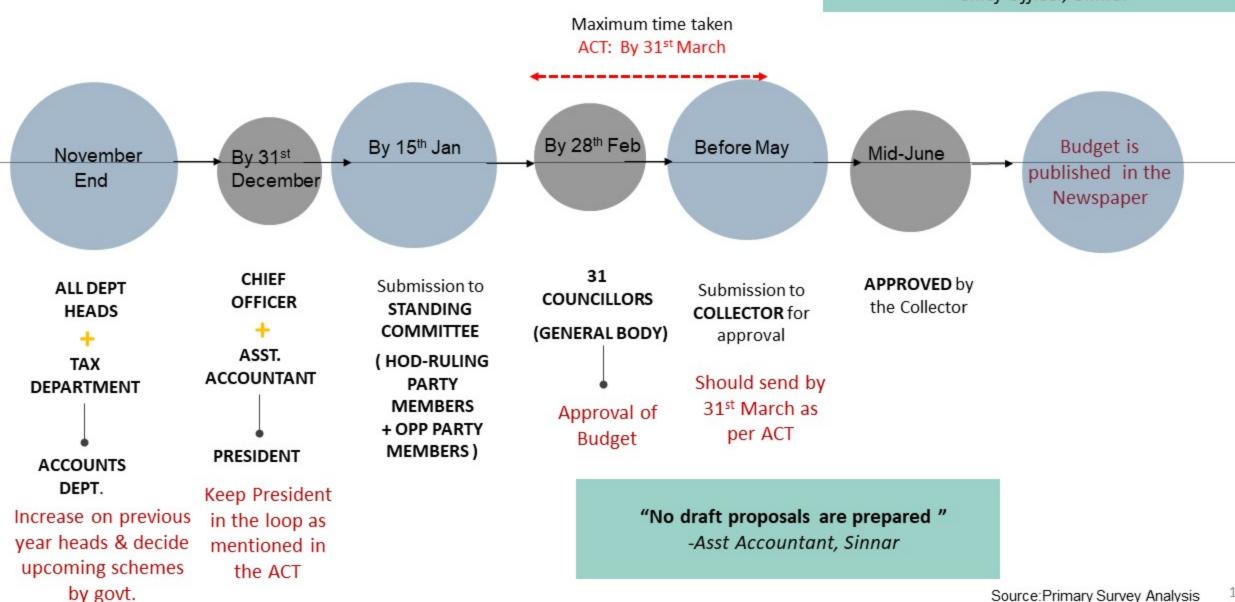


### Timeline: Budget Preparation-Wai



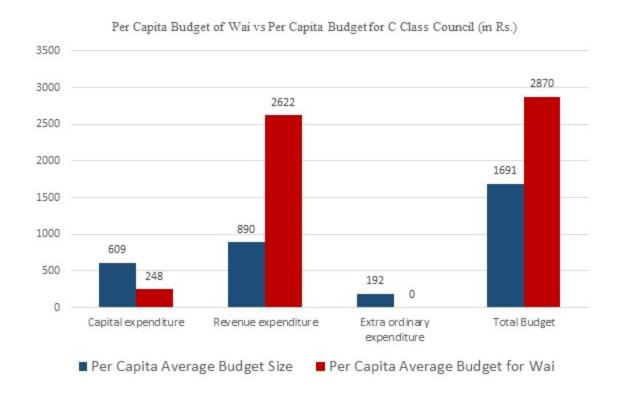
#### Timeline: Budget Preparation-Sinnar

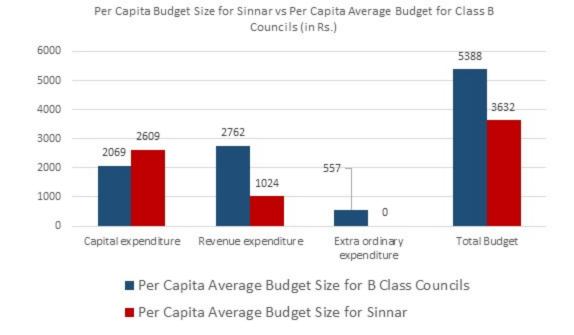
"Budget making is just a routine document preparation process" -Chief Officer, Sinnar



#### Per Capita Budget Size

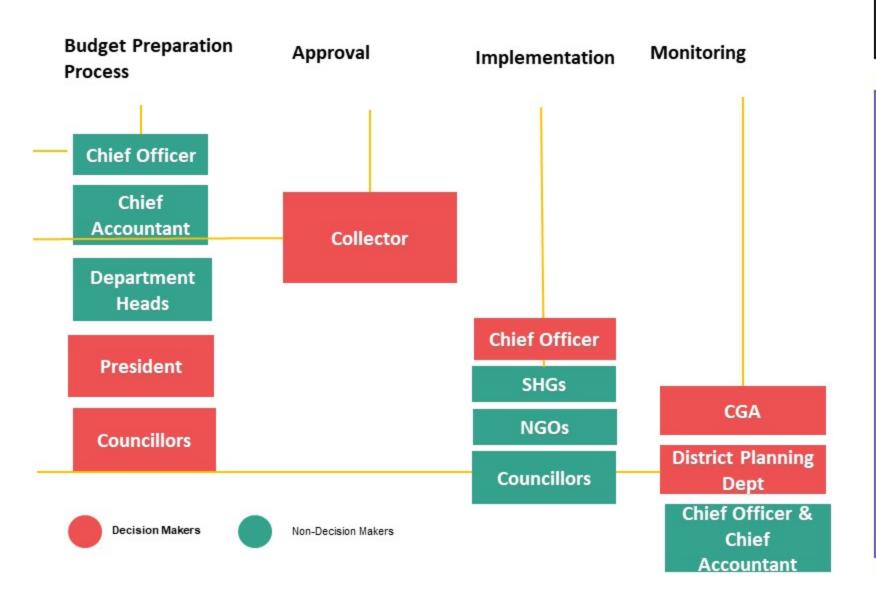
The per capita budget of Wai is comparatively higher than the average per capita budget size of Class C towns.





The per capita budget of Sinnar is less than the average per capita of Class B towns of Maharashtra.

## Role Of Stakeholders In Budget Process



"People interact direct with us, yet we are unable to do anything as we don't have any funds"

-Councillor, Wai

#### **Key Challenge:**

Absence of participation of people in the budget making process

#### **ISSUES IN BUDGET MAKING PROCESS**

Budget Preparation → Budget Approval → Implementation → Auditing



Budget Preparation
is an ad-hoc
process.
Yearly Occurrence
& a still routine
submission
document.



Late Budget Preparation & Approval. (six months)



No involvement of citizens at any stage.



Only budget size (end value) is published to citizens after final approval.

Lack of transparency.

"A good budget making process is transparent, participatory and well planned"

-World Bank

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## Parameters of Assessment of Budget



Transparency & Accountibility



Effectiveness



Flexibility



**Avenues of Participation** 

## Parameters of Assessment of Budget









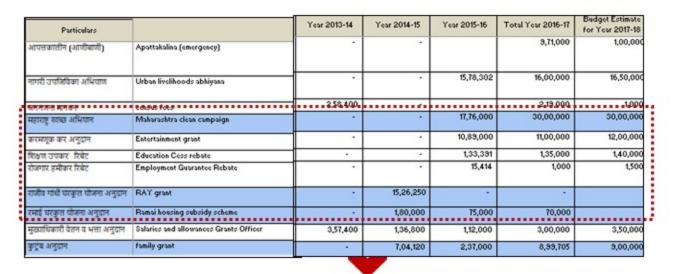
Transparency & Readability

Effectiveness

Flexibility

Avenues of Participation

### Recasting of income is required



110011	2013-14	2014-15	2015-16	2016-17	2017-18
Revenue Income	7,30,94,401	7,17,85,724	8,36,63,892	9,73,62,031	11,25,80,500
(+)13th Finance commission	1,73,58,123	91,71,392	92,48,532	18,75,149	
(+)14th Finance commission			2,05,61,130	2,69,96,477	3,00,00,000
(-)Maharashtra Swachh Abhiyan			17,76,000	30,00,000	30,00,000
(-)Ray Grant		15,26,250			
(-)Ramai housing subsidy scheme		1,80,000	75,000	70,000	
(-)family grant	-	7,04,120	2,37,000	8,99,705	9,00,000
(-)Livestock counting fees	5,499				
(-)Golden Jubilee Urban Employment Scheme	34,00,800				
(-)Contribution from Debt Relief Fund			8,21,410	9,00,000	9,00,000
Recasted Revenue Income	8,70,46,225	7,85,46,746	11,05,64,144	12,13,63,952	13,77,80,500
Revenue Expenditure	6,19,65,123	8,13,02,627	8,00,24,683	10,05,16,950	10,20,99,910
(-)Development Plan		15,00,000			
(-)Grant for toilet				1350000	1350000
(-)Golden Jubilee esayuelaema urban planning		0	15,78,302	6192588	1650000
(-)Maharashtra Swachata Abhiyan		0	17,76,000	3000000	500000
(-)Municipal Development Plan related Public order		0		500000	500000
(-)Integrated housing contribution, Slum development schemes		0	28,651	500000	500000
(-)Individul Toilet -contribution		0	5,80,000	675000	675000
Recasted Revenue Expenditure	6,19,65,123	7,98,02,627	7,60,61,730	8,82,99,362	9,69,24,910

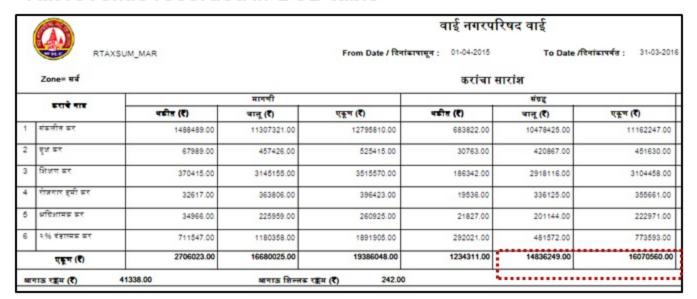
Swachch Bharat Abhiyaan, RAY grant, Ramai Aawas Yojana all capital grants recorded under revenue income head.

Data entry of capital income in revenue accounts

Recasting of revenue income & expenditure is required

## Discrepancy in revenue records

#### Tax revenue recorded in DCB table



Discrepancy in recording tax revenues in DCB table and budgets

Budget recordings are inclusive of arrears

Difficult in historical trend analysis & preparing estimates

#### Tax revenue recorded in Budgets

कर महसूल	Tax revenue	FY 2015-'16
एकत्रित मालमत्ता कर (संकलितकर)	Property tax	1,11,83,191
अग्निशमन कर	Fire tax	2,22,772
वृक्ष कर	Tree tax	4,51,126
जाहिरात कर, पोस्टर आणि बॅनर फलेक्स	Advertising tax, posters and banners flex	2,16,500
पाणी कर	Water tax	1,01,11,783
सिनेमा (थिएटर टॅक्स)	Cinema (Theaters tax)	10,206
एकूण (क)	Total (c)	2,05,25,809

## Non-uniform formats of budgets

		प्र	त्यक्ष मागील तीन वर्षा क	रिता			el lo
तपशील  Particulars  नागरी उपजिविका अभियाण  जनगणना मानधन  महाराष्ट्र स्वच्छ अभियान  करमणूक कर अनुदान			एकृण सन 2016-17	अर्थसकल्पीय अंदाजपत्रक सन			
			वर्ष - (1) 2013-2014	वर्ष -(2) 2014-2015	वर्ष -(3) 2015- 2016	५५% वन २०१६-१७	2017-18
Particulars	Year 2011-12	Year 2012-13	Year 2013-14	Year 2014-15	Year 2015-16	Total Year 2016-17	Budget Estimate for Year 2017-18
नागरी उपजिविका अभियाण			-		15,78,302	16,00,000	16,50,000
जनगणना मानधन			2,58,400			2,19,000	1,000
महाराष्ट्र स्वच्छ अभियान			-		17,76,000	30,00,000	30,00,000
करमणूक कर अनुदान					10,89,000	11,00,000	12,00,000
शिक्षण उपकर रिबेट	1		-		1,33,391	1,35,000	1,40,000
रोजगार हमीकर रिबेट			-		15,414	1,000	1,500

#### Formats of budget till 2016-'17

N.	लापशील जि	हेड नेचर	ফুল্মা মানিক জীন মহিন্দা দিয়া Actuals for last three years			चालू वर्षा रिल्हा अर्थसं ल्योव अंदाजवज सन २०१५-१६ Budget estimate for the current year 2015-16		णूर सम २०१५-१६	अर्थस ल्योच अंदाजपत्र सन्दर्भाद्द-१७	वाद/घर झारवाचे स्पन्नी रा
			\$011-1012	1012-2015	2072-2074	प्रलया ८ महिन्यां रिल्ह्या	शक्यलां उर्वरित्य ४ महिन्यां रिल्या			
Sr. No.	Particulars	Code Number	Year 2012-13	Year 2013-14	Year 2014-15	8 months	Probables for	Total Year 2015-16	Budget Estimate for Year 2016-17	Explanation for increase/ dcrease
1	4	1	8	13	5	10	(	*	10	11
	नारपरिषद प्राशने(छी ब्रिी)	065 5655		0.	۰	38,20	3,40	2000	-	
	चरा डेपोमध्ये चरा द्वारेकी	554.5455		-		\$4.00	4500	Youse	80000	
	मत्त्रदान यादी ब्रिी	0023235	200			+19	63	joo	10000	
	नामनिर्देशन फॉर्म थ्रिी	+55 5255	۰		10.				7000	7
	भांदारे आहि भार यांची द्विती	0999990	۰	0	0,	5555	**	10000	1,4000	
	एस प्रत्य भंगर प्रिी जूने साहित्स्य प्रिी	\$84 1440		0	242224	577000	84000	\$00000	\$0000	

Formats of budget in 2017

Non-uniform budget formats

Do not follow Maharashtra Municipal Code

Budget head changes every year. Thus, difficult for historical trend analysis.

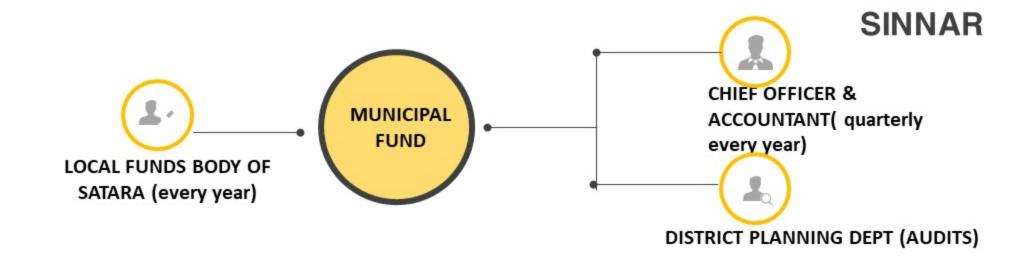
Absence of consistent structures in budgeting.

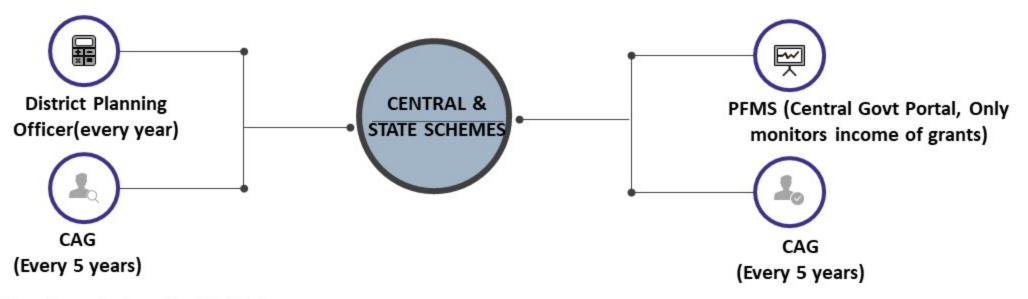
Decision making becomes difficult

Discrepancy is observed every year in records, making it difficult to read.

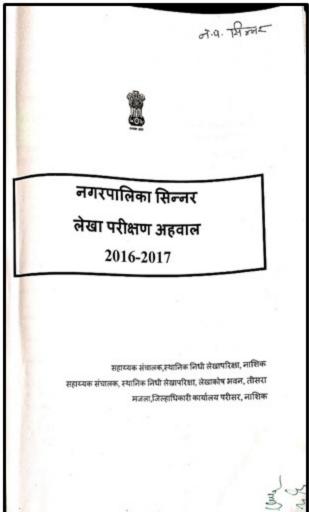
### **Monitoring of Budgets**

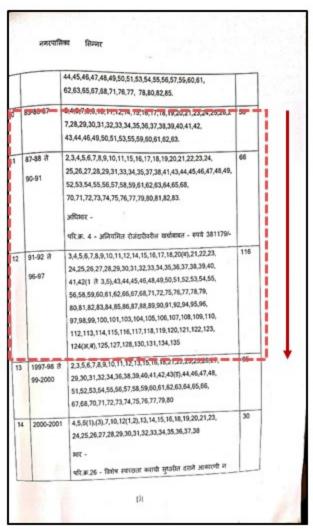
#### WAI



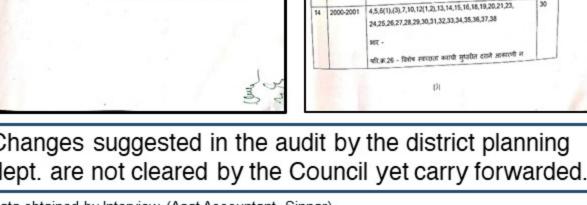


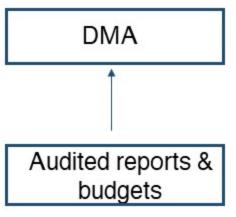
## Lack of transparency in monitoring





Changes suggested in the audit by the district planning dept. are not cleared by the Council yet carry forwarded.





#### Challenge:

No Provisions of reporting 14th FC grants

Audited reports not being uploaded by Councils

Recasting of income is required

Discrepancy in recording revenue data

Non-uniform formats of budgets



Absence of consistent structures in budgeting

Do not follow Maharashtra Municipal Code

Lack of transparency in monitoring

## Parameters of Assessment of Budget



Transparency & Readability



Effectiveness



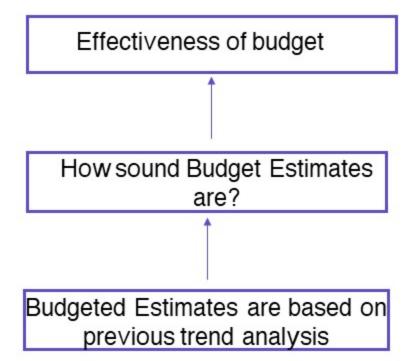
Flexibility



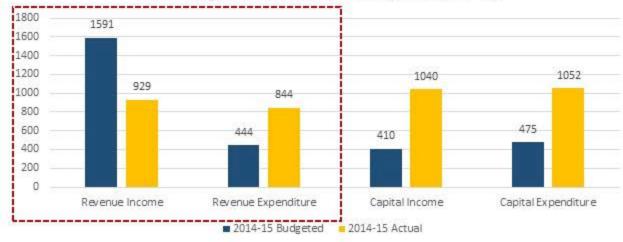
Avenues of Participation

"The effectiveness of a budget depends on how sound and accurate the estimates are."

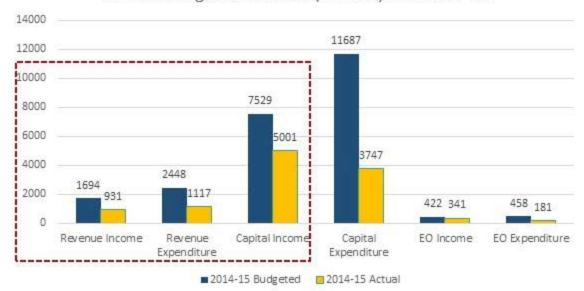
-Economic Times, 2018







#### Sinnar: Budgeted vs Actual (in lakhs): FY 2014-'15





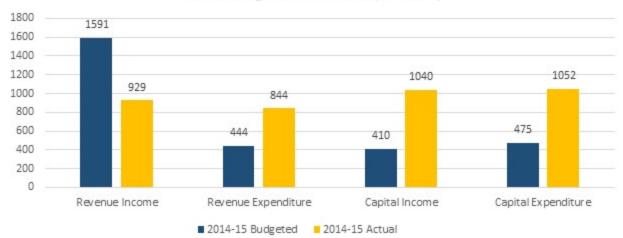
## **Budgeted vs Actuals**

#### Key Challenges & Observations:

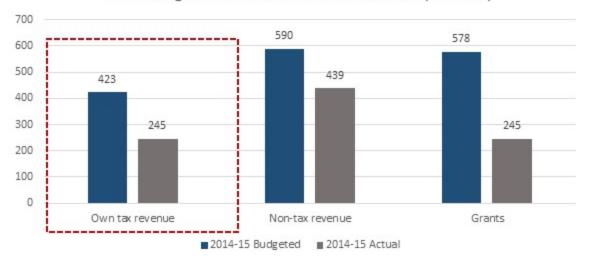
- The budgeted estimates of Wai in terms of revenue income are 42% higher than the actuals.
- The budgeted estimates of Sinnar in terms of revenue income was 35% than the actuals.
- In terms of expenditure, the budgeted revenue estimates are Rs.444 lakhs with an actual spending of Rs.844 lakhs. The actual spending is almost double the budgeted one.

## **Budgeted vs Actuals**

#### Wai: Budgeted vs Actual (in lakhs)



#### Wai: Budgeted vs Actual Revenue Income (in lakhs)



Source: Primary Analysis of Wai & Sinnar Municipal Budget

#### Key Challenges & Observations:

- The budgeted estimates of Wai in terms of revenue income are 42% higher than the actuals.
- The budgeted estimates of Sinnar in terms of revenue income was 35% than the actuals.
- In terms of expenditure, the budgeted revenue estimates are Rs.444 lakhs with an actual spending of Rs.844 lakhs. The actual spending is almost double the budgeted one.

Overestimation projections of revenue income

High Projections of Expenditure

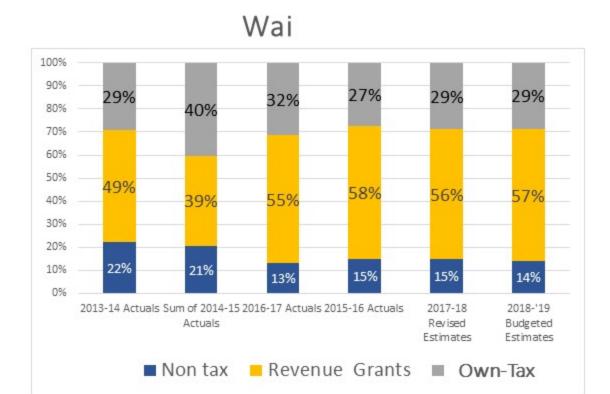
Overspending of revenue expenditure

### **Budgeted vs Actuals**

Key Challenge: Overestimation of revenue income in budget leading to over expenditure. Thus, the budgets are ineffective, compromising on various projects.

Suggestions by DMA to overcome shortcomings of bad-budgeting. One of them is to look into overestimation of revenues. However, it isn't translated on ground.

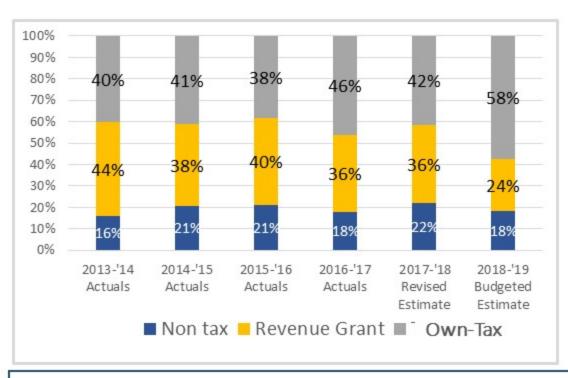
# **Dependency on Revenue Grants**





- Share of revenue through own sources is half the total revenue income.
- Property tax & water tax dominate in own revenue sources of income.





Own Tax Sources: Non-Tax Sources: Revenue Grants: 44% 19% 37%

 Share of own revenue source dominates in the contribution of revenue income.

### **Dependency on Revenue Grants**



### Key Challenge: Municipal Councils have higher dependency on revenue grants



- Share of revenue through own sources is half the total revenue income.
- Property tax & water tax dominate in own revenue sources of income.

Share of own revenue source dominates in the contribution of revenue income.

Source: Wai & Sinnar Municipal Budget Analysis

Overestimation of revenue income budget



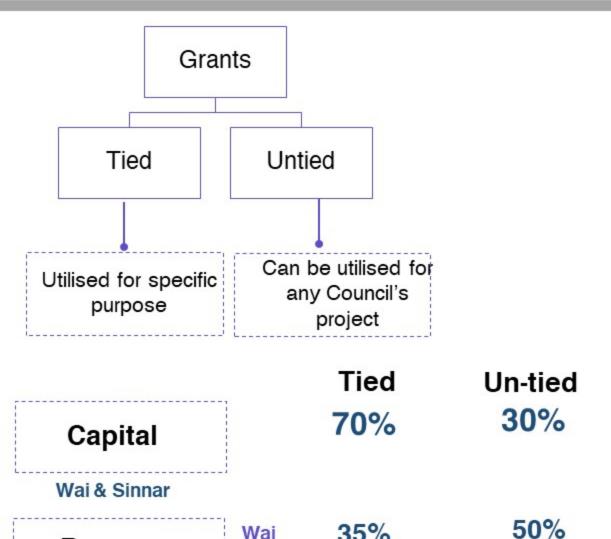
Budgets aren't effective

Higher Dependency on Grants

# Parameters of Assessment of Budget



### **Flexibility of Grants**



35%

30%

50%

#### Flexibility of using 30% of capital grants

Wai (30%): 3 crore Sinnar(30%): 10 crore

### Question of prioritization of projects

### Key Challenge:

Municipal Councils do not have much flexibility in utilising their capital & revenue grants.

Much controlled by State & Central government.

Revenue

Wai

Sinnar

### Flexibility & Local autonomy

Particulars	Title	Code Number	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Actuals	2017-18 Revised Estimates	2018-19 Budgeted Estimates
श्रमसाफल्य योजना	shram Safalya Scheme	710 3230	-	-			0	0
पर्यटन/तिर्थक्षेत्र विकास योजना, कृष्णा रिव्हर फ्रंट डेव्हलपमेंट, राष्ट्रीय नदी कृती योजना	Tourism / Pilgrimage development plan, the Krishna River Front Development, the National River Action Plan	043 3229	-	-		-	0	19200000
अल्पसंख्यांक बहूमोल क्षेत्रात मुलभूत नागरी सोयी	Minority Area in basic urban infrastructure	729 3229	-	10,00,000			0	100000

Initiatives by the government for abatement of pollution in identified polluting stretches under the National River Conservation Plan (NRCP)

Maharashtra
Pollution Control
Board had assigned
the project of
Comprehensive
Study on Krishna
River Stretch

Grants are allocated under the National River Action Plan since past three years, however, no implementation of grants

Council has to dependency on loans for such projects to get implemented

Thus, it is necessary to allow the pursuit of **local** objectives to achieve **local flexibility** and thereby ensure a sufficient **autonomy**.

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# Parameters of Assessment of Budget



### **Avenues of Participation**

### Special allocations in budget:

Budget Head	Account Code	Actuals 2013-'14	Actuals 2014-'15	Actuals 2015-'16	Revised 2016-'17	Revised 2017-'18	Budgeted 2018-'19
Janatekanita Welfare Program (Blind Handicapped Schemes)	7242590	-	-	-	7,00,000	4,00,000	4,00,000
Women & Child Welfare Fund	7202590	1,37,551	23,560	45,927	7,00,000	5,00,000	5,00,000
Weaker Section Fund	7202590	-	-		9,00,000	5,00,000	5,00,000

Women & Child Welfare Fund: 5%

Blind & Handicapped Fund: 5%

Weaker Section Fund: 5%

Senior Citizen Fund: 5%

Account Head	Account Code	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Actuals	2017-18 Revised	2018-19 Budgeted
Backward (weakening constituents)	725/2720						40,00,000
Women and Child Welfare Committee Fund	7252720						40,00,000
Funding for blind, disabled and	724/2720					10,00,000	18,00,000
Sports and Art						5,00,000	5,00,000
Senior Citizen Fund	723/2720					1,00,000	5,00,000
Depreciation Fund	0434430		20000000			1,00,000	30,00,000
State Urban Livelihood Campaign Grants	043/2720		90,100			35,00,000	20,00,000

"We allot special heads because it is mentioned in the Act, there is no plan for where these funds will be utilised."

-Chief Officer, Sinnar

Key Challenge: Budgetery allocations are done for potential users, however the funds remain un-utilised.

Lack of awareness among SHG's & NGO's about special allocations of budget.

### **Avenues of Participation**



#### Ranking of cities is done on the basis of citizen's feedback

#### Swachch Sarvekshan Ranking

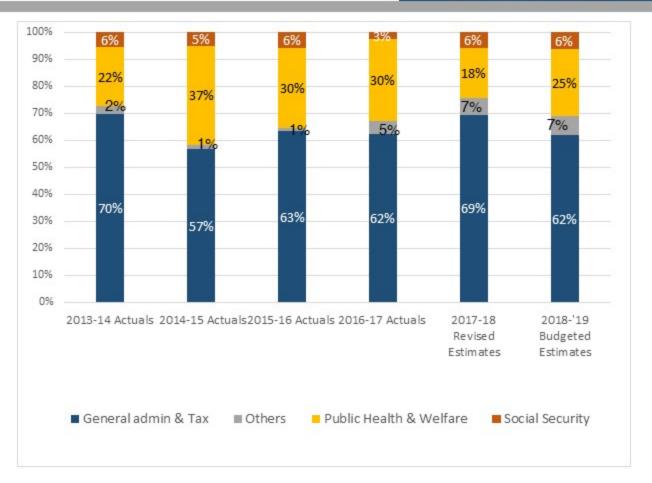
45% 30% 25%

Municipal Citizen's Independent
Documentation Feedback Observation

Both Wai (State Rank: 166) & Sinnar have Swachch Sarvekhsan Rank below state average

Key Challenge: Ranking is done by citizens, however, there is no participation of citizens in decision making of sanitation heads/projects.

# Other Challenges:No guidelines for spending



General administration: 64%

Public Health & Welfare: 27%

Social Security: 5%

Miscellenous: 4%

Key Challenge: No guidelines for spending on revenue expenditure except for HPEC Norms prepared by Zakaria Committee in 2011

### Other Challenges: Underspending in Wat-San

"Credible budgets that are executed credibly and controlled credibly will contribute citizen's better"

Governments spend less than 10% than promised in their budgets weakening public trust, transparency, public financial management.

Sectors	Water Supply	Sewerage	Solid Waste		
O&M Requirement (HPEC Norms)	30%	13%	15%		
Actual Spending in Wai	7%	4%	3%		
	UNDERSPENDING				
Actual Spending in Sinnar	22%	13%	5%		
	UNDERSPENDING				

Key Challenge: Under spending in Water & Sanitation..Is it due to lack of fund availability?

# Key Challenges in Budget & Budget Making Process:

Budget Making Process is not based on any rationale

Budgets are not readable

Budgets are ineffectively planned Poor flexibility & freedom with Councils

Poor Avenues of participation in budget

Budget Making Process is non participatory, adhoc & routine submission document which doesn't follow a framework.

· Not Readable

- No monitoring of funds
- Discrepancy in revenue records
- Non-uniformity in recording data

 Very high overestimation of revenues.

- Poor Expenditure Management.
- Councils have higher dependency on grants.

 Poor freedom with Councils to utilise grants due to twothird grants being tied.

 Special budgetary heads for potential users, however not utilised.

# Recommendations:

 Adapt Bottom-Up Approach for Budget Preparation for making it citizen participatory.



Bottom Up Approach -Preparing Prabhaag Budget Municipal Council's Budget Heads of various departments of Council **Prabhag Committee** (Councillors In consultation with people)

# Recommendations:

2.

Efficiency of budget can be improved.

State level uniform formats should be prepared to record budget data. IT softwares can be used in recording and monitoring data within the Council.

3.

Budgets can be made more transparent.

Regular monitoring of income and expenditure should be done. PFMS software used for monitoring income of grants can be used for expenditure as well.

4.

Budgets can be made a medium term goal / plan.

Tenure of Chief Officer & President: 3 years, thus budgets can be prepared as 3 year plan.

5.

Awareness among SHGs and NGOs should be made through IEC Campaigns to utilise funds for potential users

Potential users like women & children, senior citizen, poor and handicapped etc. must be identified through SHGs and NGOs & projects can be planned accordingly.

