

**MANUAL FOR PLANNING AND ALLOCATION
OF THE BUDGET ASSETS FOR THE UNIT USERS
OF THE FUNDS DETERMINED FOR THE JUDICIARY**

One of the positive features during the preparation of the budget of the judiciary is the involving of the unit users of the funds, the courts, Judicial Council of RM and the Academy for Training of Judges and Public Prosecutors.

In order to enhance the budget requests and to avoid the copying of the previously prepared schemes of expenditures, as basis for the assessment of the future budget needs, but also to convey on time the information on the data which need to be included in the next budget requests as arguments and analysis for the requested funds, the Court Budget Council (CBC) and its Administrative Office (AO) in cooperation with representatives from the users of the funds for the judiciary, has prepared this manual as directions which need to be followed in details during the preparation of each following budget request.

The purpose of this manual is to improve the efficiency and the effectiveness of the analyses of the budget requests. The directions, guidelines, sources for information, methodology related to the amount of work, the performance objectives and the efficiency measures listed here, also need to be considered as a manner of providing correct, comprehensive and useful budget information which will be the basis for development of the budget requests for the current operations, new legal provisions or initiatives, and it will also be the basis for explaining and justifying the budget increases or decreases. We feel that following the instruction of this manual will be a guarantee that the projected amounts are correct and complete and that they are reflection of the changes in the number of cases and influence of the legislative changes.

The budget requests prepared in this way and filed to CBC and AO, in the event of lack of information will provide a clear picture upon specific work programs and proposals upon priority initiatives in the judiciary of RM.

The manual has been prepared in accordance with the annual budget circular of CBC and fulfills the regulations and requests of the Ministry of Finances

We would like to underline that in this introductory part for the unit users, additionally specialized directions will be prepared, for assessment of the expenses which refer to the future capital investments as guidelines during the preparation of the annual investment

program in the courts. These specialized guidelines will guide the courts and the programs during the determination of the feasibility of the capital projects and assessment of the expenses connected to the capital investment programs.

CATEGORY 40 – SALARIES AND ALLOWANCES

Instruction: The data which the courts need to enter in the form B1, and which refer to category 40 should be the sum of the following tables:

Form 1:

OFFICIALS					
1	2	3	4	5	6
Position	Number of employees	Planned new judicial positions by 31.12.2011 (for which there is published vacancy announcement at this moment)	Total employees (2+3=4)	401-basic salaries for 12 months	402-Allowances for social security for 12 months
Data source:	ABMS	Projections of the Judicial Council of RM, attached			
president					
judges					
Total					

Guidelines for Form 1: The calculation to include also assets for the delegated judges

Form 2:

STATE AND COURT EMPLOYEES												
1	2	3	4	5	6	7	8	9	10	11	12	13
Position	Total no. of employe	Planned employe ments (in	Retir ed 30.6-	Total employ ees	401- Basic salari	402 – Allowan ces for	Number of employe	Number of employe	5% Salary increas	5% Salary increas	401- Basic salarie	402 – Allowan ces for

	es at position s by 30.06.2011	procedure by 31.12.2011)	31.12.2011	(2+3=4)	es	social insurance for all employees for 12 months	s evaluated as distinguished 2010 and 2011 (the projection is made on the basis of the evaluation of the previous year)	s evaluated as distinguished 2009,10 and 2011 (the projection is made on the basis of the evaluation of the previous two years)	e according to basis 7	e according to basis 8	s including the line 10	social insurance for the total number of employees for 12 months, including line 11
Data source	ABMS	Decision for approved funds from MoF	ABMS				Summary report submitted by the court administrator after the evaluation	Summary report submitted by the court administrator after the evaluation				
Court Administrator												
Head of department												
Head of												

court departmen t													
Head of court unit													
Head of unit													
Senior Court Advisor													
Court Advisor													
Senior Court Associate													
Court Associate													
Junior Court Associate													
Advisor Associate													
Junior Associate													
Independe nt clerk													
Clerk													
Junior clerk													
Total													

Form 3:

EMPLOYEES IN THE COURT SERVICE		
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1	2	3	4	5	6	7
Position	Total number of employees at positions by 30.06.2011	Planned employments (in procedure by 31.12.2011)	Retired 30.6-31.12. 2011	Total employees (2+3=4)	401-Basic salaries	402 – Allowances for social benefits for the total number of employees for 12 months
Data source	ABMS	Decision for approved funds from MoF	ABMS			
Commander of the court police in the Supreme court of RM						
Coordinator of the court police						
Commander of the court police						
Deputy commander of the court police						
Member of the court police						
Total						

Form 4:

OTHER EMPLOYEES						
1	2	3	4	5	6	7
Position	Total number of employees at positions by	Planned employments (in procedure by	Retired 30.6-31.12. 2011	Total employees (2+3=4)	401- Basic salaries	402 - Allowances for social

	30.06.2011	31.12.2011)					benefits for the total number of employees for 12 months
Data source	ABMS	Decision for approved funds from MoF	ABMS				
Driver							
Switchboard operator							
Maintenance person							
Janitor							
Courier							
Total							

Directions for category 40: when projecting the category 40 to fill in also the Form D1 from the Circular

Form 5:

Analysis of the vacancies/new employments per years linked with the amount of work								
Position	Condition of the number of employees on 31.12.2008	Total number of cases/ trainings and trained persons 31.12.2008	Condition - Number of employees 31.12.2009	Total number of cases/ trainings and trained persons 31.12.2009	Condition - Number of employees 31.12.2010	Total number of cases/ trainings and trained persons 31.12.2010	Condition - Number of employees 30.6.2011	Total number of cases/ trainings and trained persons 30.6.2011
Data source:	ABMS	Summary overview on the amount of	ABMS	Summary overview of the amount of	ABMS	Summary overview of the amount of	ABMS	Summary overview of the amount of

		work		work		work		work
Judges								
Leading court employees (total)								
Professional court employees (total)								
Administrative technical employees (total)								
Court police (total)								
Employments according to LLR (driver, switchboard operator, maintenance person, janitor, courier)								
Total								

Form 6:

404 – Allowances							
Compensation for duty work							
1	2	3	4	5	6	7	8
Position	Working days	Value of the work days	Total (2*3)	Non-working days	Value of the non-working	Total (5*6)	Total (4+7)

					days		
Data source							
Judge							
Typist							
Driver							
Total							

Directions for form 6:

Basis for calculation of the on duty in 500 MKD

Form 7:

404 – Allowances		
Allowance for separate life from the family		
Number of judges	Basis	Total
Data source:	Data source:	/
ABMS	ABMS	

CATEGORY 42 – GOODS AND SERVICE

Form 8:

420 – Travel and per diem expenditures							
1	2	3	4	5	6	7	8
Distance	Number of kilometers	Price per kilometer	Number of trips in 2009	Number of trips in 2010	Number of trips by 30.6.2011	Projected number of trips in 2012	Total (2*3*7)
Data source: See data from the enclosed chart	Data source: See data from the enclosed chart	See in form no. XX (fuel expenses)-column XX			Action plan of the court, regular monthly meetings at appellate region		

Additionally in order to support the request with arguments, please submit as information the number of trips as a result of : meetings, trainings, conferences, special judicial engagements.

Form 9:

Accommodation (the content of this form to be prepared additionally, either as proposal from Debby or with the court administrators)

420- Accommodation					
1	2	3	4	5	6
Data source:					

Form 10:

421- Utility services, heating, communication and transport / Heating oil needs							
1	2	3	4	5	6	7	8
Total surface of the court building	Total used surface which is heated up	Surface used by the state attorney general	Surface used by the public prosecution office	Surface used by other bodies	Quantity of oil in tons	Price according to the Regulatory Commission at the moment of preparation of the Budget Circular	Total
Data to be taken from the deed of ownership	Data to be taken from the blueprint project of the building	Data to be taken from the blueprint project of the building	Data to be taken from the blueprint project of the building	Data to be taken from the blueprint project of the building		AO submits it as ready data taken from the public documents of the Commission	

Note for Form 10: The increased/decreased quantity of heating oil. The quantity of heating oil to be presented linked with the increased surface which needs to be heated up, replaced windows or windows which are well sealed, surface in the court which is not heated up...

Form 11:

421- Utility services, heating, communication and transport/ Central heating							
1	2	3	4	5	6	7	8
Total surface of the court building	Total useful surface which is heated up	Surface used by the state attorney general	Surface used by the public prosecution office	Surface used by other bodies	Expense for the season 2010-2011	Raise of 20 %	Total (6+7)
Data to be taken from the deed of ownership	Data to be taken from the blueprint project of the building	Data to be taken from the blueprint project of the building	Data to be taken from the blueprint project of the building	Data to be taken from the blueprint project of the building	Data taken from the heating bills for central heating delivered to the court from Sept 2010- Sept 2011	AO submits it as ready data taken from the public documents of the Commission	

Form 12:

421- Utility services, heating, communication and transport / Electricity			
1	2	3	4
	Data source:	Spent KWh	Expenses
1.1.2009-31.12.2009	Electricity bills (from first and		

	last bill in 2009)		
1.1.2010-31.12.2010	Electricity bills (from first and last bill in 2010)		
1.1.2011-31.12.2011	Electricity bills (from first and last bill in 2011)		
Projection for 2012 (12 months calculation based on total electricity used for the first 6 months calculated twice)	Electricity bills (January and June in 2012)		

Note for form 12: If there are big differences in KWh per years to give explanation for the reasons (increased number of computers, to list the numbers, number of air-conditioning units, printers, servers)

Form 13:

421- Utility services, heating, communication and transport / Mail delivery					
1	2	3	4	5	6
	Data source:	Number of mail parcels 1.1.2010-31.12.2010	Number of mail parcels.1.2011-30.06.2010	Projected number mail parcels for 2012.	Expenses
Delivery expenses in the area of the court	Delivery book				
Delivery expenses in the area of Skopje	Delivery book				
Delivery expenses in the area outside the Skopje area	Delivery book				

Form 14:

421- Utility services, heating, communication and transport / Records on the service of writs					
1	2	3	4	5	6
	Data source:	Number of writs serviced 1.1.2010-31.12.2010	Number of writs serviced 1.1.2011-30.06.2010	Projected number of services of writs for 2012.	Expenses
Expenses for service in	Delivery book				

the area of the court					
Expenses for service in the area of Skopje	Delivery book				
Expenses for service outside the Skopje area	Delivery book				

Form 15:

421- Utility services, heating, communication and transport / Expense for registration of vehicles		
1	2	3
Vehicle type	Year of production	Expenses for registration of vehicles
Data source: ABMS	Data source: ABMS	Data source: Regulation attached

Form 16:

421- Utility services, heating, communication and transport /fuel for the vehicles					
1.1	2.1	3.1	4.1	5.1	6.1
Year	Total number of passed kilometers	Total liters of fuel spent	Consumption per km	Price (to fill in from AO) SSB has average data	Total 1
Data source:	From the gauge of the car/ driver's records	From the bills / driver's info in the court	(=3.1/2.1)	SSB has a data on the annual averages	(=2.1*3.1)
2009					
2010					
2011					
2012-projection					
1.2	2.2	3.2	4.2	5.2	6.2
Year	Total number of passed kilometers	Total liters of oil spent	Consumption per km	Price (to fill in from AO) SSB has average data	Total 2
	From the gauge of	From the bills /	(=3.1/2.1)	SSB has a data on the	(=2.2*3.2)

	the car/ driver's records	driver's info in the court		annual averages	
2009					
2010					
2011					
2012-projection					
3.1	3.2	3.3	3.4	3.5	3.6
Data source:	Total number of passed kilometers	Total gas spent	Consumption per km	Price (to fill in from AO) SSB has average data	Total 3
Year	From the gauge of the car/ driver's records	From the bills / driver's info in the court	(=3.3/3.2)	SSB has a data on the annual averages	(=2.3*3.3)
2009					
2010					
2011					
2012-projection					
4.1	4.2	4.3	4.4	4.5	4.6
Data source:	Total number of passed kilometers	Total liters of fuel, oil and gas spent	Consumption per km	Price (put the medium price – filled out by AO)	Total
2012-expenditures projection for all categories of fuel	=1.2+2.2+3.2	=1.1+2.1+3.1			(1+2+3)
TOTAL					

Form 17:

421- Utility services, heating, communication and transport /Telephones			
1	2	3	4
	Data source:	Number of lines	Total expenditures
Land lines	Contract concluded with a company (AO enters the data per court)		

Cell phones	Contract concluded with a company (AO enters the data per court)		

Form 18:

423- Materials and small inventory – Paper and office material									
1	2	3	4	5	6	7	8	9	10
	Quantity 2009	Price	Quantity 2010	Price	Quantity 2011	Price	Quantity 2012	Projected price	Total
Paper and office materials	Data source: Procurement contract/bills for payment	Data source: Procurement contract	Data source: Procurement contract/bills for payment	Data source: Procurement contract	Data source: Procurement contract/bills for payment	Data source: Procurement contract	Data source: Procurement contract/bills for payment		= 8*9
Paper A4 -80 gr.									
Case files A3 of 80 gr.									
A5 forms									
Carton case files									
Registry book and alphabet directory									
Payment orders									
Other									

Directions for item 423: The data on the necessary paper to be harmonized with the requests submitted by the IT staff, as a part of the necessary IT equipment.

Form 19:

424-Repairs and current maintenance – Cartridges						
1	2	3	4	5	6	7
Cartridge with a printing capacity of XX (list the types)	Cartridge with a printing capacity of XX (list the types)	Projected number of paper sheets for 2012	Necessary number of cartridges	Price of filling up the cartridge	Price of new cartridge	Total

Directions for item 423/424: The data on the necessary cartridges also to be harmonized with the requests submitted by the IT staff

Form 20:

424- Repairs and current maintenance – This part is taken as info from the IT staff				
1	2	3	4	5
Data source:				

IT staff to submit the data on the necessary length of cables for new network connections

Form 21:

424- Repairs and current maintenance – Repairs and service of passenger vehicles				
1	2	3	4	5
	2008	2009	2010	2011
	Data source:	Data source:	Data source:	Data source:

Directions for item 424- Repairs and current maintenance

Each court to explain its budget requests in reference to: maintenance of buildings, furniture and equipment.

To consult the Manual for maintenance of buildings prepared in cooperation with USAID DPK.

To submit the letter from CBC for maintenance of the thunder protection equipment, chimneys etc.

The courts to pay attention at the necessary finances for maintenance of the air-conditioning units.

Form 22:

item 425 – Contractual services sub-item 425310 – Legal services Lay jury - engaged				
1	2	3	4	5
Number of judges/ panel	Trial days in the month for the judges who holds hearings with jury	Number of lay judges engaged daily per judge	Price of a day	Total
Data source: ACCMIS	Data source: ACCMIS	Data source: ACCMIS	Data source: ABMS/orders and decisions for payment	(1*2*3*4)*12=Total

Form 23:

item 425 – Contractual services sub-item 425310 – Legal services Defense attorney ex officio – engaged						
1	2	3	4	5	6	7
Year	Total number of criminal cases in docket	Total number of criminal cases where an ex officio defense attorney was engaged	Total number of cases with minors in docket	Total number of cases with minors in docket where an ex officio defense attorney was engaged	Total number of cases where an ex officio defense attorney was engaged	Total number of ex officio defense attorneys
	Data source: Summary overview of the cases in docket	Data source: number of decisions for appointing	Data source: Summary overview of cases in docket	Data source: number of decisions for appointing	(3+5=6)	Data source: See indicators in Form no. 22

		defense attorney, can be seen from the registry book XX		defense attorney, can be seen from the registry book XX		
2009						
30 June 2010						
2011 projected needs						
Total						

Directions for form 23: Narrative description of the basis for appointing the defense attorney and the type of actions undertaken, as well as the award which is paid off for the undertaken actions (see chart below).

Form 23/1:

Action	Average tariff paid by the court	Award per Attorney's tariff (data source:
	2009	
	2010	
	June 2011	
	2009	
	2010	
	June 2011	

Form 24:

item 425 – Contractual services sub-item 425320 – Court expertise								
1	2	3	4	5	6	7	8	9
Criminal act	Basis (civil cases)	Type of expertise	Price	Year	Total amount for the Forensic Medicine Institute	Total amount for psychiatric expertise	Other expertise	Total (6+7+8=9)
				2009				
				30 June				

				2010				
				2011 projected needs				

Directions for sub-item 425320: List the most frequent grounds for which expertise is performed in the court cases

Form 25:

item 425 – Contractual services sub – item 425330 Court Interpreters							
1	2	3	4	5	6	7	8
Year	Number of cases for which external associate – translator is engaged	Price per translated page/number of characters	Total	Number of cases for which external associate – interpreter is engaged	Price for simultaneous translation per hour	Total	Total amount for translation
Data source:	Register of engaged translators	AO or a specific court to put a general parameter	4=2*3	Register of engaged interpreters	AO or a specific court to put a general parameter	7=5*6	Total=4+7
2009							
2010							
30 June 2011							
2012 projection							

Form 26:

item 425 – Contractual services sub-item 425 990 Other contractual services				
1	2	3	4	5

Year	Number of persons sent to receive medical treatment until the legal validity of the judgment	Total amount for column 2	Total amount of “other contractual services”	Total amount of “other contractual services” (3+4=5)
	Data source: XX	Data source	Data source XX	Data source
2009				
2010				
30 June 2011				
2012 projection/ needs				

Form 27:

Item 426 – other ongoing expenditures Sub – item 426990 – Other operational expenditures (including transport of corpse)				
Year	Total expenses paid for transport of corpse	Data source:	Total paid sum for other operational expenditures (includes also the column 2)	Data source:
2009				
2010				
30 June 2011				
2012 projection/ needs				

Directions for item 427: To take over the parameters / form D2

46 – SUBSIDIES AND TRANSFERS

Form 28:

Item 464 – Various transfers Sub- item 464910 – Payment upon court decisions (ex. Acquittals and similar)				
1	2	3	4	5
Year	Number of orders	Data source:	Total paid sum	Data source:
2009		Insight in the registry of paid orders	Sum of each of the orders for this sub - item	Insight in the registry of paid orders

2010				
30 June 2011				
2012 projection/ needs				

Form 29:

Item 464 – Various transfers				
Sub – item 464990 – Other transfers (severance pay)				
1	2	3	4	5
Year	Number of retirements	Data source:	Total amount calculated according to the last published average)	Data source:
2009		XX		XX
2010				
30 June 2011				
2012 projection/ needs				

Form 30:

item 465 – Payment per enforcement titles				
1	2	3	4	5
Year	Number of orders	Data source:	Total paid amount	Data source:
2009		XX		XX
2010				
30 June 2011				
2012 projection/ needs				

General directions:

The unit users are encouraged to submit requests linked with the proposed project in order to implement the initiatives from the strategic plan, which are top priority for the judiciary.

The entry of data in each of the forms is performed in cooperation of the president judge, court administrator and the employee in the financial department of the court.