**2018年度大埔县旅游局**

**预算公开**

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**第一部分大埔县旅游局概况**

1. 主要职责

县旅游局的主要职责是：**一是**负责宣传贯彻执行国家、省、市有关旅游业的方针、政策、法规和规划；拟定本县旅游工作措施和旅游行业管理规定并组织实施。**二是**制订国际国内旅游市场开发计划，组织旅游整体形象对外宣传促销活动；制订旅游发展中、长期规划和计划，并组织实施。**三是**培育和完善本县旅游市场，组织、指导重要旅游产品的开发和管理。**四是**组织旅游资源的普查工作，指导重点旅游区域的规划和开发建设；指导全县旅游统计工作。**五是**协同相关部门指导旅游景区景点、度假区及旅游饭店（酒店）、旅行社、旅游车船和特种旅游项目设施标准和服务标准的实施，推行旅游行业标准化；指导旅游饭店星级评定工作和旅游区（点）质量等级评定工作；负责旅行社年检工作。**六是**监督、检查旅游市场秩序和服务质量，受理旅游者投诉。**七是**指导和组织实施旅游从业人员的教育、培训工作；指导实施旅游从业人员的职业资格制度和等级制度。**八是**会同有关部门做好出国旅游、赴香港、澳门特别行政区及台湾地区旅游和边境旅游的规范、管理及协调工作；指导旅游对外交流与合作。**九是**管理直属事业单位。**十是**承办县人民政府和上级业务部门交办的其他工作。

二、机构设置

大埔县旅游局是正科级、公益一类事业单位，内设人秘股、行业管理股、市场开发股等3个股室，下设大埔县旅游服务中心。

2017年局机关事业编制12人，旅游服务中心事业编制10人。局机关实有人数8人，旅游服务中心实有人数8人。退休人员0人，无离休人员。

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| |  |  |  |  | | --- | --- | --- | --- | | 表1  **收支总体情况表** | | | | | 单位名称：大埔县旅游局 |  |  | 单位：万元 | | 收 入 | | 支 出 | | | 项 目 | 2018年预算 | 项 目 | 2018年预算 | | 一、财政拨款 | 286.15 | 一、基本支出 | 184.35 | | 二、财政专户拨款 | 0 | 二、项目支出 | 101.80 | | 三、其他资金 | 0 | 三、事业单位经营支出 | 0 | |  |  |  |  | | 本年收入合计 | 286.15 | 本年支出合计 | 286.15 | |  |  |  |  | | 四、上级补助收入 | 0 | 四、对附属单位补助支出 | 0 | | 五、附属单位上缴收入 | 0 | 五、上缴上级支出 | 0 | | 六、用事业基金弥补收支总额 | 0 | 六、结转下年 | 0 | |  |  |  |  | | 收入总计 | 286.15 | 支出总计 | 286.15 | | 注：财政拨款收支情况包括一般公共预算、政府性基金预算、国有资本经营预算拨款收支情况 | | | |  |  |  | | --- | --- | | 表2  **收入总体情况表** | | | 单位名称：大埔县旅游局 | 单位：万元 | | 项 目 | 2018年预算 | | 一、预算拨款 | 286.15 | | 一般公共预算拨款 | 286.15 | | 基金预算拨款 | 0 | | 二、财政专户拨款 | 0 | | 教育收费 | 0 | | 其他财政收入拨款 | 0 | | 三、其他资金 | 0 | | 事业收入 | 0 | | 事业单位经营收入 | 0 | | 其他收入 | 0 | |  |  | | 本 年 收 入 合 计 | 286.15 | |  |  | | 四、上级补助收入 | 0 | | 五、附属单位上缴收入 | 0 | | 六、用事业基金弥补收支总额 | 0 | |  |  | | 收 入 总 计 | 286.15 |  |  |  | | --- | --- | | 表3  **支出总体情况表** | | | 单位名称：大埔县旅游局 | 单位：万元 | | 项 目 | 2018年预算 | | 一、基本支出 | 184.35 | | 工资福利支出 | 149.19 | | 一般商品和服务支出 | 23.40 | | 对个人和家庭的补助 | 11.76 | | 其他资本性支出等 | 0 | |  |  | | 二、项目支出 | 101.80 | | 行政事业类项目 | 0 | | 基本建设类项目 | 0 | | 其他类项目 | 0 | |  |  | | 三、事业单位经营支出 | 0 | |  |  | | 本 年 支 出 合 计 | 286.15 | |  |  | | 四、对附属单位补助支出 | 0 | | 五、上缴上级支出 | 0 | | 六、结转下年 | 0 | |  |  | | 支 出 总 计 | 286.15 |  |  |  |  |  | | --- | --- | --- | --- | | 表4  **财政拨款收支总体情况表** | | | | | 单位名称：大埔县旅游局 |  |  | 单位：万元 | | 收 入 | | 支 出 | | | 项 目 | 2018年预算 | 项 目 | 2018年预算 | | 一、一般公共预算 | 286.15 | 一、一般公共预算 | 286.15 | | 二、政府性基金预算 | 0 | 二、政府性基金预算 | 0 | | 三、国有资本经营预算 | 0 | 三、国有资本经营预算 | 0 | |  |  |  |  | | 本年收入合计 | 286.15 | 本年支出合计 | 286.15 |  |  |  |  |  | | --- | --- | --- | --- | | 表5  **2018年一般公共预算支出情况表（按功能分类科目）** | | | | | 单位名称：大埔县旅游局 |  |  | 单位：万元 | | 功能科目名称 | 一般公共预算支出 | | | | 小计 | 基本支出 | 项目支出 | | 合 计 | 286.15 | 184.35 | 101.80 | | [216] 商业服务业等事务 | 286.15 | 184.35 | 101.80 | | [21605] 旅游业管理与服务支出 | 286.15 | 184.35 | 101.80 | | [2160501]行政运行 | 286.15 | 184.35 | 101.80 | | [208]社会保障和就业支出 | 0 | 0 | 0 | | [20805]行政事业单位离退休 | 0 | 0 | 0 | | [2080501]归口管理的行政单位离退休 | 0 | 0 | 0 | | [2080502]事业单位离退休 |  |  |  | |  |  |  |  | | 注：功能科目名称根据相应单位填写。 |  |  |  |  |  |  | | --- | --- | | 表6  **2018年一般公共预算基本支出情况表（按经济分类科目）** | | | 单位名称：大埔县旅游局 | 单位：万元 | | 项 目 | 2018年预算 | | 合 计 | 184.35 | | [301]工资福利支出 | 149.19 | | [30101]基本工资 | 98.02 | | [30102]津贴补贴 | 21.24 | | [30103]奖金 | 2.00 | | [30104]其他社会保障缴费 | 8.34 | | [30106]伙食补助费 | 0 | | [30107]绩效工资 | 0 | | [30199]其他工资福利支出 | 19.59 | | [302]商品和服务支出 | 23.40 | | [30201]办公费 | 0.4 | | [30202]印刷费 | 2.3 | | [30204]手续费 | 0 | | [30205]水费 | 0.28 | | [30206]电费 | 0.6 | | [30207]邮电费 | 0.31 | | [30209]物业管理费 | 0.8 | | [30211]差旅费 | 1 | | [30213]维修（护）费 | 0.57 | | [30215]会议费 | 0.3 | | [30216]培训费 | 0 | | [30217]公务接待费 | 2.0 | | [30218]专用材料费 | 0 | | [30226]劳务费 | 0 | | [30227]委托业务费 | 0 | | [30228]工会经费 | 1.84 | | [30229]福利费 | 0 | | [30231]公务用车运行维护费 | 13.00 | | [30239]其他交通费用 | 0 | | [30299]其他商品和服务支出 | 0 | | [303]对个人和家庭的补助 | 11.76 | | [30301]离休费 | 0 | | [30302]退休费 | 0 | | [30305]生活补助 |  | | [30307]医疗费 | 0 | | [30309]奖励金 | 0 | | [30311]住房公积金 | 11.76 | | [30313]购房补贴 | 0 | | [30399]其他对个人和家庭的补助支出 | 0 | | [310]其他资本性支出 | 0 | | [31002]办公设备购置 | 0 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 表7   |  |  |  | | --- | --- | --- | | **一般公共预算项目支出情况表（按支出经济分类科目）** | | | | 单位名称：大埔县旅游局 | | 单位：万元 | | 政府预算支出经济分类 | 部门预算支出经济科目 | 2018年预算 | |  | 合计 | 286.15 | | [501]机关工资福利支出 | [301]工资福利支出 | 149.19 | | [50199]其他工资福利支出 | [30106]伙食补助费 | 0.00 | | [50199]其他工资福利支出 | [30199]其他工资福利支出 | 0.00 | | [502]机关商品和服务支出 | [302]商品和服务支出 | 23.40 | | [50201]办公经费 | [30201]办公费 | 0.4 | | [50201]办公经费 | [30202]印刷费 | 2.3 | | [50201]办公经费 | [30204]手续费 | 0.00 | | [50201]办公经费 | [30205]水费 | 0.28 | | [50201]办公经费 | [30206]电费 | 0.6 | | [50201]办公经费 | [30207]邮电费 | 0.31 | | [50201]办公经费 | [30209]物业管理费 | 0.8 | | [50201]办公经费 | [30211]差旅费 | 1 | | [50201]办公经费 | [30214]租赁费 | 0.00 | | [50201]办公经费 | [30239]其他交通费用 | 0.00 | | [50202]会议费 | [30215]会议费 | 0.57 | | [50203]培训费 | [30216]培训费 | 0.3 | | [50205]委托业务费 | [30203]咨询费 | 0.00 | | [50205]委托业务费 | [30226]劳务费 | 0.00 | | [50206]公务接待费 | [30217]公务接待费 | 2 | | [50208]公务用车运行维护费 | [30231]公务用车运行维护费 | 14.86 | | [50209]维修（护）费 | [30213]维修（护）费 | 13 | | [50299]其他商品和服务支出 | [30299]其他商品和服务支出 | 1.84 | | [503]机关资本性支出（一） | [310]资本性支出 | 0.00 | | [50301]房屋建筑物购建 | [31001]房屋建筑物购建 | 0.00 | | [50303]公务用车购置 | [31013]公务用车购置 | 0.00 | | [50306]设备购置 | [31002]办公设备购置 | 0.00 | | [50306]设备购置 | [31003]专用设备购置 | 0.00 | | [50306]设备购置 | [31007]信息网络及软件购置更新 | 0.00 | | [50307]大型修缮 | [31006]大型修缮 | 0.00 | | [50399]其他资本性支出 | [31099]其他资本性支出 | 0.00 | | [509]对个人和家庭的补助 | [303]对个人和家庭的补助 | 11.76 | | [50901]社会福利和救助 | [30307]医疗费补助 | 0.00 | | [50999]其他对个人和家庭的补助 | [30399]其他对个人和家庭的补助 | 11.76 |  |  |  |  | | --- | --- | --- | | 表8 |  | 表8 | | **一般公共预算安排的行政经费及“三公”经费预算表** | | | | 单位名称：大埔县旅游局 | | 单位：万元 | | 项目 | 2018年预算 | | | 行政经费 | 286.15 | | | “三公”经费 | 15 | | | 其中：（一）因公出国（境）支出 | 0.00 | | | （二）公务用车购置及运行维护支出 | 15 | | | 1.公务用车购置 | 0.00 | | | 2.公务用车运行维护费 | 13 | | | （三）公务接待费支出 | 2 | | |  |  | | | 注： 1、行政经费包括：（1）基本支出。一是包括工资、津贴及奖金、医疗费、住房补贴等（不包括离退休支出，包括离退休人员管理机构的在职人员支出）基本支出；二是包括办公及印刷费、水电费、邮电费、取暖费、交通费、差旅费、会议费、福利费、物业管理费、日常维修费、专用材料费、一般购置费等公用经费支出。（非行政单位不纳入统计范围）（2）一般行政管理项目支出。具体包括出国费、招待费、会议费、办公用房维修租赁、购置费（包括设备、计算机、车辆等）、干部培训费、执法部门办案费、信息网络运行维护费等。 | | | | 2、“三公”经费包括因公出国（境）经费、公务用车购置及运行维护费和公务接待费。其中：因公出国（境）经费指省直行政单位、事业单位工作人员公务出国（境）的住宿费、差旅费、伙食补助费、杂费、培训费等支出；公务用车购置及运行维护费指省直行政单位、事业单位公务用车购置费、公务用车租用费、燃料费、维修费、过桥过路费、保险费等支出；公务接待费指省直行政单位、事业单位按规定开支的各类公务接待（外宾接待）费用。 | | |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  | 表9 | | 表9  **2018年政府性基金预算支出情况表** | | | | | 单位名称：大埔县旅游局 | | | 单位：万元 | | 功能科目名称 | 政府性基金预算支出 | | | | 小计 | 其中：基本支出 | 项目支出 | |  | 0.00 | 0.00 | 0.00 | | 注：如该部门无政府性基金安排的支出，则本表为空。同时按照财政部有关要求，以空表呈报省人代会审议。 | | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | 表10  **2018年部门预算基本支出预算表** | | | | | | | | | 单位名称：大埔县旅游局 | | | | | |  | 金额：万元 | | 支出项目类别（资金使用单位） | 总计 | 财政拨款 | | | | 财政专户拨款 | 其他资金 | | 合计 | 一般公共预算 | 政府性基金预算 | 国有资本经营预算 | | \*\* | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 合计 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | 表11 | | 表11  **2018年部门预算项目支出及其他支出预算表** | | | | | | | | | | 单位名称：大埔县旅游局 | | | | | |  |  | 金额：万元 | | 支出项目类别（资金使用单位） | 总计 | 财政拨款 | | | | 财政专户拨款 | 其他资金 | 绩效目标 | | 合计 | 一般公共预算 | 政府性基金预算 | 国有资本经营预算 | | \*\* | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 合计 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |   **第三部分 2018年部门预算情况说明**  全面贯彻党的十八届三中、四中、五中、六中全会精神，深入学习贯彻十九大精神和习近平总书记系列重要讲话精神，按照中央和县委、县政府的决策部署，坚持稳中求进工作总基调，牢固树立和贯彻落实新发展理念，适应把握引领经济发展新常态，坚持以提高发展质量和效益为中心，坚持以推进供给侧结构性改革为主线，实施更加积极有效的财政政策，深入推进财税体制改革，全力保障重点领域支出，进一步提高财政资金使用效益，切实防范化解财政风险，为实现全县经济持续健康发展和社会和谐稳定提供更有力的财力保障。   1. 部门预算收支增减变化情况   2018年部门预算，公共预算财政拨款收入286.15万元。2018年部门部门预算支出数为286.15万元，其中：基本支出286.15万元；一般公共服务支出184.35万元，包括在职人员、公用经费、工人劳保险及其他业务经费，占总支出的64.42%；项目支出101.80万元，占总支出的35.58%。用于工作职能及部分旅游宣传方面正常运转所发生的经费支出。   1. “三公”经费安排情况说明   2018年，一般公共预算拨款“三公”经费支出合计15万元，比上年减少2.06万元。其中：公务用车运行维护费13万元，比上年减少1.86万元，公务接待费2万元，比上年减少0.2万元，减少的主要原因是我局坚决贯彻执行中央八项规定，严格控制三公经费支出。   1. 机关运行经费安排情况   2018年，本部门机关运行经费安排23.40万元。其中：办公费0.4万元，印刷费2.3万元，水费0.28万元，电费0.6万元，公务用车运行维护费13万元等。   1. 政府采购情况   2018年本部门政府采购安排0.00万元，其中：货物类采购预算0.00万元，工程类采购预算0.00万元，服务类采购预算0.00万元等。   1. 国有资产占有使用情况   截至2017年12月31日，本部门占有使用国有资产总体情况为：153.12万元，分布构成情况为：通用设备及家具、用具、装具153.12万元。本部门共有车辆1辆。   1. 预算绩效信息公开情况   2018年，本部门未推进预算绩效信息公开的有关工作情况。  第四部分名词解释  1、一般公共预算：指对以税收为主体的财政收入，安排用于保障和改善民生、推动经济社会发展、维护国家安全、维持国家机构正常运转等方面的收支预算。  2、部门预算：指与财政部门直接发生预算缴款、拨款关系的政府机关、社会团体和其他单位，依据国家有关法律、法规规定及其履行职能的需要编制的本部门年度收支计划，涵盖部门各项收支，实行一个部门一本预算。  3、非税收入：指除税收和政府债务收入以外，由各级各级机关、事业单位、代行政府职能的社会团体及其他组织依法利用国家权利、政府信誉、国有资源（资产）所有者权益等取得的各项收入，包括行政事业性收费、政府性基金、罚没收入、国有资源（资产）有偿使用收入、国有资本收益、彩票公益金收入、特许经营收入、以政府名义接受的捐赠收入、政府收入的利息收入等。  4、财政拨款收入：指市级财政当年拨付的资金。  5、其他收入：指除“财政拨款收入”、“事业收入”、“经营收入”等以外的收入。  6、年初结转和结余：指以前年度尚未完成、结转到本年仍按原规定用途继续使用的资金，或项目已完成等产生的结余资金。  7、年末结转和结余：指单位按照有关规定结转到下年继续使用的资金，或项目已完成等产生的结余资金。  8、基本支出：指单位为保障机构正常运转、完成日常工作任务而发生的人员支出和公用支出。  9、项目支出：指单位在基本支出之外为完成特定的工作任务或事业发展目标所发生的支出。  10、“三公”经费：指市级部门用财政拨款安排的因公出国（境）费、公务用车购置及运行费和公务接待费。其中，因公出国（境）费反映单位公务出国（境）的差旅费、伙食补助费、杂费、培训费等支出；公务用车购置及运行费反映单位公务用车购置费（含车辆购置税）及租用费、燃料费、维修费、过路过桥费、保险费等支出；公务接待费反映单位按规定开支的各类公务接待（含外宾接待）支出。  11、机关运行经费：为保障行政单位运行用于购买货物和服务的各项资金，包括办公费、印刷费、咨询费、手续费、水费、电费、邮电费、取暖费、物业管理费、差旅费、因公出国（境）费、维修（护）费、租赁费、会议费、培训费、公务接待费、专用材料费、劳务费、委托业务费、工会经费、福利费、公务用车运行维护费以及其他费用等。 |