Head 16: Central Administrative Services, Tobago

Total Allocation - $35,175,950.00

A Summary of the Central Administrative Services, Tobago’s Expenditure, Divisions and Projects

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An electronic copy of this Guide can be found on the Parliament website: www.ttparliament.org

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About this Guide

This guide provides a summary of expenditure for the Central Administrative Services, Tobago for the period 2019-2020. It provides the Members of Parliament and stakeholders with an overview of the Department’s responsibilities. The primary purpose of this guide is to consolidate all of the information contained within the various Budget Documents pertaining to the Central Administrative Services, Tobago, but also to provide readers with an analysis of the same.

- This guide is based primarily on:
  - the Draft Estimates of Recurrent Expenditure;
  - the Estimate to Development Programme;
  - the Public Sector Investment Programme; and
  - the Auditor General’s report on the Public Accounts on the Republic of Trinidad and Tobago for the fiscal year 2018.
Head 16: Central Administrative Services, Tobago: Department Overview

“The Office of the Prime Minister (Tobago Affairs) – Central Administrative Services Tobago (OPM-CAST) has as its responsibility the co-ordination of matters related to Tobago, according to the Sixth Schedule of the Tobago House of Assembly (THA) Act. Simply put, the matters for which the Assembly shall not be responsible such as:

The President;
National Security;
Foreign Affairs;
Civil Aviation;
Meteorology;
Immigration;
Legal Affairs including the registration of documents;
The Judiciary;
Auditor General;
Ombudsman; and
Service Commissions”

DEPOSIT ACCOUNTS

6.56 Ministries and Departments are given approval by the Comptroller of Accounts to maintain Deposit Accounts. Monies accepted as deposits are lodged with the Treasury for safekeeping and are referred to as “Treasury Deposits”. The amounts in the Treasury Deposit accounts are temporary lodgements and are shown as liabilities in the records of the Treasury.

6.57 The Financial Instructions 1965, Part XIII, paragraph 212 (2) states, “Departments shall prepare a reconciliation statement with details of the composition of the balance and such statement shall fully explain any difference between the departmental and Comptroller of Accounts balances of the account.” Reconciliation Statements of Deposit Accounts and/or supporting analyses of balances where necessary were not received as shown below:

<table>
<thead>
<tr>
<th>Ministry/Department</th>
<th>Number of Accounts Held</th>
<th>Number of Accounts Submitted</th>
<th>Number of Accounts not submitted to AGD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Administrative Services - Tobago</td>
<td>2</td>
<td>Nil</td>
<td>2</td>
</tr>
</tbody>
</table>

2   Auditor General Website: [http://138.128.179.50/sites/default/files/Auditor%20Generals%20Report%20on%20the%20Public%20Accounts%202018.pdf](http://138.128.179.50/sites/default/files/Auditor%20Generals%20Report%20on%20the%20Public%20Accounts%202018.pdf) pgs. 71, 72, Accessed on September 30, 2019:
Key Statement from 2018 Standing Finance Committee Debate

During the Standing Finance Committee debate of 2018, the following statement was made in relation to the emphasis of the Central Administrative Services, Tobago fiscal year 2019:

“The Central Administrative Services Tobago, which is placed under the Office of Prime Minister in 2015 is responsible for the coordination of all matters related to Tobago under central. They are three main sections to this department, Administrative Services, the Meteorological Services Division and Registrar General.

Accomplishments for past fiscal include in terms of our NGO community we were able to assist 32 organizations. A new file-tracking system was purchased and will be implemented to improve the function in the registry section. The Registrar General’s office continues to provide services to members of the public. The weights and measures unit continues working in collaboration with the Bureau of Standards in Trinidad in the roll-out of the new Metrology Act.

Our outlook for 2019: increase in staff for the addition of a health and safety officer and other support staff to improve the efficiency of services delivered, and to ensure legal compliance with health and occupational standards. The acquisition of an automated weather observing system, ground station and radio equipment for the meteorological services, and the acquisition of an asset management and stores inventory system to secure the assets of the Office of the Prime Minister, Central Administrative Services, Tobago. I thank you”.

- Minister in the Office of the Prime Minister

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CAST: Total allocation as a percentage of the National Budget: 2016*-2020

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>$73,652,092.00</td>
<td>$56,573,913,053.00</td>
<td>0.13%</td>
</tr>
<tr>
<td>2017</td>
<td>$30,191,602.00</td>
<td>$54,883,153,410.00</td>
<td>0.06%</td>
</tr>
<tr>
<td>2018</td>
<td>$26,708,776.00</td>
<td>$54,211,726,813.00</td>
<td>0.05%</td>
</tr>
<tr>
<td>2019</td>
<td>$26,579,730.00</td>
<td>$54,149,378,860.00</td>
<td>0.05%</td>
</tr>
<tr>
<td>2020</td>
<td>$35,175,950.00</td>
<td>$58,058,338,392.00</td>
<td>0.06%</td>
</tr>
</tbody>
</table>

- Total allocation for the Department as a percentage of the National Budget illustrated an increase in the allocation to the Central Administrative Services, Tobago, by 0.01% between the fiscal years 2019 and 2020.

* Prior to Fiscal Year 2016, expenditure that now falls under Central Administrative Services, Tobago fell under the former Ministry of Tobago Development

[1] For the Fiscal Years 2016-2018, actual figures were used to calculate the Department’s total allocation. However, estimates were used to determine the Department’s total allocation for the Fiscal Years 2019 and 2020.


Where the Department spends its money: 2020 Estimates of Expenditure

The budget allocation of $35,175,950 for the Department of Central Administrative Services, comprises:

- The Draft Estimates of Recurrent Expenditure in the sum of $27,775,950; and
- The Draft Estimates of Development Programme - Consolidated Fund in the sum of $7,400,000

The Estimates of Recurrent Expenditure include:

- Personnel Expenditure - $10,340,100;
- Goods and Services - $15,957,470;
- Minor Equipment Purchases - $457,780; and
- Current Transfers and Subsidies - $1,020,600.

Percentage Allocation to the Central Administrative Services, Tobago, is as follows:

- Recurrent Expenditure as a percentage of the total Recurrent Expenditure budget is 0.05%; and
- Consolidated Fund allocation as a percentage of the total Consolidated Fund allocation is 0.29%.

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### CAST Summary of Recurrent Expenditure for the period 2016-2020

<table>
<thead>
<tr>
<th></th>
<th>2016 Actual</th>
<th>2017 Actual</th>
<th>2018 Actual</th>
<th>2019 Revised Estimate</th>
<th>2020 Estimate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01 Personnel Expenditure</strong></td>
<td>$10,297,403.00</td>
<td>$9,897,156.00</td>
<td>$9,570,249.00</td>
<td>$9,876,200.00</td>
<td>$10,340,100.00</td>
<td><strong>$54,663,102.00</strong></td>
</tr>
<tr>
<td><strong>02 Goods and Services</strong></td>
<td>$22,065,812.00</td>
<td>$16,708,961.00</td>
<td>$16,332,379.00</td>
<td>$12,647,410.00</td>
<td>$15,957,470.00</td>
<td><strong>$60,341,422.00</strong></td>
</tr>
<tr>
<td><strong>03 Minor Equipment Purchases</strong></td>
<td>$825,275.00</td>
<td>$308,935.00</td>
<td>$117,943.00</td>
<td>$840.00</td>
<td>$457,780.00</td>
<td><strong>$1,020,600.00</strong></td>
</tr>
<tr>
<td><strong>04 Current Transfers and Subsidies</strong></td>
<td>$21,474,612.00</td>
<td>$499,937.00</td>
<td>$124,580.00</td>
<td>$1,020,600.00</td>
<td>$1,020,600.00</td>
<td><strong>$27,775,950.00</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$54,663,102.00</td>
<td>$27,414,989.00</td>
<td>$26,145,151.00</td>
<td>$22,524,450.00</td>
<td><strong>$27,775,950.00</strong></td>
<td><strong>$27,775,950.00</strong></td>
</tr>
</tbody>
</table>
Analysis of Summary of Recurrent Expenditure

Recurrent Expenditure refers to the payments for expenses which are incurred during the day-to-day operations of the Department for Personnel Expenditure, Goods and Services, Minor Equipment Purchases and Current Transfers and Subsidies.

Estimated Recurrent Expenditure for Fiscal Year 2020 is $27,775,950.

- Recurrent Expenditure (Revised) for Fiscal Year 2019 was $22,524,450. There has therefore been an increase of $5,251,500.00 or 23.31%.

- The largest portion of the Department’s allocation has consistently gone to Goods and Services, accounting for $15,957,470 or approximately 57.45% of total recurrent expenditure for fiscal year 2020. Between 2019 to fiscal 2020, there was an increase in the allocation by $3,310,060.

- Personnel Expenditure received the second largest portion of the allocation, accounting for $10,340,100 or 37.23% of estimated recurrent expenditure. Between fiscal 2019 to fiscal 2020, there was an increase in the allocation by $463,900.

- Minor Equipment Purchases consistently received the lowest portion of the total recurrent expenditure allocated to the Department over the period 2016 to 2020. For the fiscal year 2020, the allocation accounted for $457,780 or 1.65% of recurrent expenditure.

- Total recurrent expenditure has been fluctuating over the period with a high of $54,663,102 in the fiscal year 2016 and a low of $22,524,450 in fiscal year 2019.
2018 Actual

- 01 Personnel Expenditure: 62.47%
- 02 Goods and Services: 36.60%
- 03 Minor Equipment Purchases: 0.98%
- 04 Current Transfers and Subsidies: 0.00%

2019 Revised Estimate

- 01 Personnel Expenditure: 43.85%
- 02 Goods and Services: 56.15%
- 03 Minor Equipment Purchases: 0.00%
- 04 Current Transfers and Subsidies: 0.00%
Staff and Pay

The allocation of staff expenditure for the fiscal year 2020 was $14,391,030, which represents an increase of $895,400 (approximately 6.63%) from fiscal year 2019. The following chart provides a breakdown of all expenditure related to staff from 2016-2020.

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Summary of Development Programme Expenditure for the period 2016-2020

Development Programme is a capital expenditure programme aimed at improving and enhancing development in different areas of Trinidad and Tobago which includes; human resources, economic and social development.

The total allocation to Central Services, Tobago for development programmes and projects for fiscal year 2020=$7,400,000, which comes entirely from the Consolidated Fund.

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Development Programme Expenditure 2016-2020: Central Administrative Services, Tobago

<table>
<thead>
<tr>
<th></th>
<th>2016 Actual</th>
<th>2017 Actual</th>
<th>2018 Actual</th>
<th>2019 Revised Estimate</th>
<th>2020 Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consolidated Fund</strong></td>
<td>18988990</td>
<td>2776613</td>
<td>563625</td>
<td>4055280</td>
<td>7400000</td>
</tr>
</tbody>
</table>

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The table below lists the projects that have experienced irregular variances in estimates for funding received under Central Administrative Services Tobago.

<table>
<thead>
<tr>
<th>Development Programme Projects 2019</th>
<th>2017 Actual</th>
<th>2018 Actual</th>
<th>2019 Revised Estimate</th>
<th>2020 Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/005/06/G003 Equipment for the Meteorological Service Division</td>
<td>$79,615</td>
<td>0</td>
<td>$3,691,280</td>
<td>$7,000,000</td>
</tr>
</tbody>
</table>


10 This project was a new project in fiscal year 2016/2017