HEAD 01: Office of the President
Total Allocation – $14,450,900
0.03% of the Total National Budget

A summary of the Office’s Expenditure, Divisions and Projects
Publication
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About this Guide

This guide provides a summary of expenditure of the Office of the President for the period 2015–2021. It provides Members of Parliament and stakeholders with an overview of the Department’s responsibilities. The primary purpose of this guide is to consolidate information contained in the various Budget Documents pertaining to the Office of the President. This guide is based primarily on the Draft Estimates of Recurrent Expenditure.
Head 01 – President

Department Overview
The Office of the President is the Department in the Public Service responsible for providing support services to His Excellency the President in executing his functions and duties as enshrined in the Constitution of the Republic of Trinidad and Tobago. This group of public service professionals, headed by the Secretary to Her Excellency the President, the Accounting Officer, is responsible for the management of the public funds at the Office of the President.¹

The Office of President is quasi-ceremonial in nature. Many, but not all, of the roles and functions of the President are enshrined in the Constitution of the Republic of Trinidad and Tobago. Below are some of the main functions of the President:²

- Head of State
- Executive authority of Trinidad and Tobago is vested in the President
- Commander-in-Chief of the Armed Forces: TT Defence Force (TT Regiment, TT Coast Guard, TT Air Guard, TT Defence Force Reserves)
- Custodian of all state land and handles leases, after consultation with the Office of the Solicitor General
- Appointment of the Prime Minister (PM)
- Appointment of the Leader of the Opposition (LOP)
- Makes the following appointments, acting in accordance with the advice of the Prime Minister:
  - Attorney General
  - Ministers (and allocation of their portfolios)
  - Parliamentary Secretaries (and allocation of their portfolios)

• Appointment of Senators
  o 16 in accordance with advice of PM
  o 6 in accordance with advice of LOP
  o 9 in his/her own discretion
• Assent to Bills passed by the House of Representatives and the Senate before they can become law. When the Bill is assented to, it becomes an Act.
• Proclaim certain pieces of legislation
• Power of pardon, stay of execution, reduced form of punishment, remittance of full/part of sentence expressed through the Mercy Committee or the Advisory Committee on Pardon
• Proclaim/issue proclamation on commencement of sessions of Parliament
• Proclaim state of public emergency
• Hosts National Awards Function annually as Chancellor of the Order. Recommendations made by the PM. National Awards Committee chaired by the Chief Justice.
• Issue/make Orders
• Receives Ambassador/High Commissioner-delegates for presentation of credentials
• Appointment of High Commissioners/Ambassadors, in accordance with the advice of the PM. Credentials are signed by H.E. to go to the corresponding receiving Head of State
• Prorogues/dissolves Parliament in accordance with advice of PM
• Appointments of Commissions of Enquiry, in accordance with the advice of the PM
• Is informed by the PM concerning matters of government (tradition of weekly meetings on a Wednesday morning, currently takes place on Tuesday mornings)
• Is kept abreast by the Chief of Defence Staff as Commander-in-Chief
• (Informal) Patron to many organizations eg. Chief Scout
• In the absence of the President, or if the office of President is vacant, the President of the Senate acts temporarily as President. Where the President of the Senate is unable to act, the Speaker of the House acts as President
• Makes the following appointments, after consultation with the Prime Minister and the Leader of the Opposition:
  o Chief Justice
  o Ombudsman
  o Members of the Elections and Boundaries Commission
  o Members of the Environmental Commission
  o Auditor General
  o Members of the Integrity Commission
  o Members of the Judicial and Legal Service Commission (JLSC)
  o Members of the Law Reform Commission
  o Members of the Police Service Commission (subject to affirmative resolution by the Parliament)
  o Members of the Public Service Commission
  o Members of the Salaries Review Commission
  o Members of the Teaching Service Commission
  o Members of the Equal Opportunity Commission
  o Members of the Public Service Appeal Board
  o Law Reform Commission
  o Environmental Commission
  o Police Service Commission (subject to affirmative resolution by the Parliament)
• Makes the following appointment, after consultation with the Chief Justice:
  o President of the Industrial Court
• Makes the following appointments, in accordance with the advice of the Judicial and Legal Service Commission:
  o Justices of the Appeal and Puisne Judges
• Appointment of the Advisory Committee on the power of pardon
• Appointment of Tribunals
• Appointment of Statutory and other boards, such as:
  o Statutory Authorities Appeal Board
  o National Insurance Appeals Tribunal
  o Registration, Recognition and Certification Board
  o Mediation Board

Secretary to Her Excellency (Accounting Officer): Mr. Gregory Serrette
Key Statement from 2019 Standing Finance Committee Debate

During the Standing Finance Committee debate of 2019, the following statement was made:

“The Office of the President is responsible for a wide range of administrative functions, supporting Her Excellency in dealing with matters such as the appointment of members of independent service commissions and other important appointments, there is a wide range including appointment of the Chief Justice and so on. It is a very important office and the office provides the administrative support to Her Excellency.”

-Minister of Finance
The Office’s total allocation as a percentage of the National Budget for the period 2015 to 2021

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Allocation</th>
<th>National Budget</th>
<th>Percentage of National Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$24,957,315.00</td>
<td>$ 61,966,922,675.00</td>
<td>0.04%</td>
</tr>
<tr>
<td>2016</td>
<td>$22,409,483.00</td>
<td>$56,573,913,053.00</td>
<td>0.04%</td>
</tr>
<tr>
<td>2017</td>
<td>$15,284,118.00</td>
<td>$54,883,153,410.00</td>
<td>0.03%</td>
</tr>
<tr>
<td>2018</td>
<td>$17,186,952.00</td>
<td>$54,211,726,813.00</td>
<td>0.03%</td>
</tr>
<tr>
<td>2019</td>
<td>$17,184,886.00</td>
<td>$54,581,467,181.00</td>
<td>0.03%</td>
</tr>
<tr>
<td>2020</td>
<td>$14,495,085.00</td>
<td>$57,252,443,354.00</td>
<td>0.03%</td>
</tr>
<tr>
<td>2021</td>
<td>$14,450,900.00</td>
<td>$56,788,359,151.00</td>
<td>0.03%</td>
</tr>
</tbody>
</table>

- Total allocation for the Office of the President as a percentage of the National Budget has been steady at 0.03% over the period 2017-2021.

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4 For the Fiscal Years 2016-2019, actual figures were used to calculate the Ministry’s total allocation. However, estimates were used to determine the Ministry’s total allocation for the Fiscal Years 2020 and 2021.

5 Total Allocation for the Office of the President= Recurrent Expenditure

6 The National Budget = Total Recurrent Expenditure + Total Development Programme Consolidated Fund
Where the Department spends its money

2020-2021 Estimates of Expenditure

The budget allocation for the Office of the President is comprised of:

- The Draft Estimates of Recurrent Expenditure in the sum of $14,450,900.00

The Estimates of Recurrent Expenditure include:

- 01 Personnel Expenditure - $2,130,600.00;
- 02 Goods and Services - $11,544,730.00;
- 03 Minor Equipment Purchases - $475,570.00; and
- 04 Current Transfers and Subsidies - $300,000.

The Office of the President’s Recurrent Expenditure as a percentage of the total Recurrent Expenditure budget is 0.03%.

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## Summary of Recurrent Expenditure for the Period 2015 - 2021

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>01 Personnel Expenditure</td>
<td>2,408,035</td>
<td>1,815,012</td>
<td>1,887,460</td>
<td>2,099,018</td>
<td>2,492,052</td>
<td>2,130,600</td>
<td>2,130,600</td>
</tr>
<tr>
<td>02 Goods and Services</td>
<td>20,975,450</td>
<td>19,832,832</td>
<td>13,247,845</td>
<td>14,932,541</td>
<td>13,448,580</td>
<td>11,302,235</td>
<td>11,544,730</td>
</tr>
<tr>
<td>03 Minor Equipment Purchases</td>
<td>1,573,830</td>
<td>761,639</td>
<td>148,813</td>
<td>155,393</td>
<td>1,244,254</td>
<td>462,250</td>
<td>475,570</td>
</tr>
<tr>
<td>04 Current Transfers and Subsidies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>600,000</td>
<td>300,000</td>
</tr>
</tbody>
</table>

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2021 Estimates-$14,150,900.00

01 Personnel Expenditure
02 Goods and Services
03 Minor Equipment Purchases
04 Current Transfers and Subsidies

11,544,730, 80%
2,130,600, 15%
300,000, 2%
475,570, 3%
Analysis 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. Recurrent Expenditure for Fiscal Year 2020/2021 is $14,450,900.00.

- Recurrent Expenditure (Revised) for Fiscal Year 2019/2020 was $14,495,085.00. Comparing this figure with Fiscal Year 2020/2021, there is a decrease of $44,185.00 or 0.30%.

- The largest portion of the allocation has consistently gone to Sub-Head 02 Goods and Services. This figure has been fluctuating over the period 2015-2021, but accounted for approximately 80% of total funding for the Department for fiscal year 2020/2021.

- Minor Equipment Purchases received the lowest portion of the total allocation for the Department over the period 2015 to 2019, however, for the period 2020 and 2021 the lowest portion was for Current Transfers and Subsidies.

- Personnel Expenditure received the second largest portion of the allocation and has been fluctuating over the period 2015-2021. Comparing 2019/2020 to 2020/2021, there was an increase in the allocation by 3%.

- The actual/estimated expenditure has been fluctuating over the seven (7) year period, from a low of $14,450,900.00 in 2021 to a high of $24,957,315.00 in 2015.
Staff and Pay

The allocation of staff expenditure for the year 2021 is $4,781,720.00 which represents an increase of approximately 1.8% from the last fiscal year 2020. The diagram below provides a breakdown of all staff related expenditure from 2018-2021.

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Analysis of Expenditure Unique to the Office of the President

Unique Expenditure refers to expenditure items incurred by the Office of the President that may not feature in other ministries or departments.¹⁰

<table>
<thead>
<tr>
<th>Inquiry</th>
<th>Report Status</th>
<th>Ministerial Response</th>
<th>Key Recommendations</th>
</tr>
</thead>
</table>
| 1. The Second Report of The Committee on Public Administration and Appropriations, Second Session of the Eleventh Parliament: An Examination of the Current Expenditure and Internal Controls of the Office of the President | Report Presented: 05.05.17         | Response Presented  | • The Accounting Officer should utilise the Public Service Academy to provide training for the relevant staff in Inventory Management.  
• The OTP must ensure that the Internal Audit Unit at the Department is adequately staffed both in persons and with the necessary skill sets to properly conduct audits.  
• The Public Service Commission must ensure each department is adequately staffed with persons to perform Internal Audit Functions.  
• In light of the current economic situation, the Committee endorses the measures being undertaken by the OTP to reduce cost and consequently save money.  
• Trips should be prioritised and budgeted within the allocation of $900,000.00 for Official Overseas Travel.  
• The Committee endorses the reduction in cost for the use of the VIP lounge in London from $44,400.00 to a lower cost of $12,507.00, a 71% decrease. |

11 Key Recommendations relate to recommendations that may have a financial impact on the Ministry.
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>The OTP must review purchases and how the funds allocated are spent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The OTP must review purchasing in line with the allocation received.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The OTP must ensure that value for money is being obtained from purchases by performing a market analysis on the item to ensure market price and quality is being obtained.</td>
<td></td>
</tr>
</tbody>
</table>
General Useful Information

- The President of India, INDIA: [http://presidentofindia.nic.in/](http://presidentofindia.nic.in/)
- The Governor General of Canada, CAN: [https://www.gg.ca/index.aspx](https://www.gg.ca/index.aspx)