FINANCIAL SCRUTINY UNIT

Head 16: Central Administrative Services
Tobago

Summary for the Members of the Standing Finance Committee in their examination of the Board

Total Allocation: $36,073,045.00 or 0.06% of the Total National Budget
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About this Guide

This guide provides a summary of expenditure for the Central Administrative Services, Tobago for the period 2020-2021. 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 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; and
- the Public Sector Investment Programme.
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”

Key Statement from 2019 Standing Finance Committee Debate

During the Standing Finance Committee debate of 2019, the following statement was made in relation to the emphasis of the Central Administrative Services, Tobago fiscal year 2020:

“Central Administrative Services, Tobago plays a critical role in Tobago ensuring that the services of the Office of the Prime Minister are available on the island and is responsible for supporting all central government agencies in Tobago. This mandate is executed under three main sections: administrative services which includes the Treasury, the Weights and Measures Inspectorate, general services, finance and accounting, information and communication technology, planning, monitoring and evaluation unit, human resources, internal audit and communication unit; meteorological services which provides reliable data on weather and other environmental conditions for aviation and the public, and Registrar General which provides a range of services to the public for the registration of births, marriages, death, business, land and other legal recordations. Over the next fiscal year, the Central Administrative Services, Tobago plans to strengthen the internal capacity of the department as it relates to the flow of information and security and to invest in equipment that will improve the monitoring of weather systems to allow for more efficient aviation operations at the ANR Robinson International Airport.

CAST remains committed to the development in Tobago and will continue to strengthen our internal capacity to ensure that our human resource is equipped. Furthermore, we intend to harness innovation to stay relevant in a new age of technology so that we can meet the needs of the people we serve”.

- Minister in the Office of the Prime Minister

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CAST: Total allocation as a percentage of the National Budget: 2016*-2021

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$100,429,150.00</td>
<td>$65,020,886,424.00</td>
<td>0.15%</td>
</tr>
<tr>
<td>2015</td>
<td>$122,880,908.00</td>
<td>$61,966,922,675.00</td>
<td>0.20%</td>
</tr>
<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>$33,806,417.00</td>
<td>$54,581,467,181.00</td>
<td>0.06%</td>
</tr>
<tr>
<td>2020</td>
<td>$31,876,850.00</td>
<td>$57,252,443,354.00</td>
<td>0.06%</td>
</tr>
<tr>
<td>2021</td>
<td>$36,073,045.00</td>
<td>$56,788,359,151.00</td>
<td>0.06%</td>
</tr>
</tbody>
</table>

- Total allocation for the Department as a percentage of the National Budget illustrated an neither an increase nor decrease in the allocation to the Central Administrative Services, Tobago, as it remained constant at 0.06% between the fiscal years 2020 and 2021.

* 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 2014-2019, 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: 2021 Estimates of Expenditure

The budget allocation of $36,073,045 for the Department of Central Administrative Services, comprises:

- The Draft Estimates of Recurrent Expenditure in the sum of $24,131,045; and
- The Draft Estimates of Development Programme - Consolidated Fund in the sum of $11,942,000.

The Estimates of Recurrent Expenditure include:

- Personnel Expenditure - $10,000,210;
- Goods and Services - $13,637,895;
- Minor Equipment Purchases - $242,940; and
- Current Transfers and Subsidies - $250,000.

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

- Recurrent Expenditure as a percentage of the total Recurrent Expenditure budget is 0.04%; and
- Consolidated Fund allocation as a percentage of the total Consolidated Fund allocation is 0.53%.

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Summary of Recurrent Expenditure for the period 2014 - 2021

CAST Summary of Recurrent Expenditure for the period 2014-2021

<table>
<thead>
<tr>
<th>Year</th>
<th>01 Personnel Expenditure</th>
<th>02 Goods and Services</th>
<th>03 Minor Equipment Purchases</th>
<th>04 Current Transfers and Subsidies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Actual</td>
<td>$11,612,320.00</td>
<td>$29,501,761.00</td>
<td>$2,492,049.00</td>
<td>$2,211,919.00</td>
<td>$45,818,049.00</td>
</tr>
<tr>
<td>2015 Actual</td>
<td>$15,425,902.00</td>
<td>$38,103,067.00</td>
<td>$2,304,986.00</td>
<td>$28,705,189.00</td>
<td>$84,539,144.00</td>
</tr>
<tr>
<td>2016 Actual</td>
<td>$10,297,403.00</td>
<td>$22,065,812.00</td>
<td>$825,275.00</td>
<td>$21,474,612.00</td>
<td>$54,663,102.00</td>
</tr>
<tr>
<td>2017 Actual</td>
<td>$9,897,156.00</td>
<td>$16,708,961.00</td>
<td>$308,935.00</td>
<td>$499,937.00</td>
<td>$27,414,989.00</td>
</tr>
<tr>
<td>2018 Actual</td>
<td>$9,570,249.00</td>
<td>$16,332,379.00</td>
<td>$117,943.00</td>
<td>$124,580.00</td>
<td>$26,145,151.00</td>
</tr>
<tr>
<td>2019 Actual</td>
<td>$9,868,838.00</td>
<td>$13,540,075.00</td>
<td>$840.00</td>
<td>$50,000.00</td>
<td>$23,459,753.00</td>
</tr>
<tr>
<td>2020 Revised Estimates</td>
<td>$10,274,230.00</td>
<td>$13,849,679.00</td>
<td>$43,516.00</td>
<td>$45,000.00</td>
<td>$24,212,425.00</td>
</tr>
<tr>
<td>2021 Estimates</td>
<td>$10,000,210.00</td>
<td>$13,637,895.00</td>
<td>$242,940.00</td>
<td>$250,000.00</td>
<td>$24,131,045.00</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 2021 is $24,131,045.

- Recurrent Expenditure (Revised) for Fiscal Year 2020 was $24,212,425. There has therefore been a decrease of $96,020 or .04%.

- The largest portion of the Department’s allocation has consistently gone to Goods and Services, accounting for $13,637,895 or approximately 57% of total recurrent expenditure for fiscal year 2020. Between 2020 to fiscal 2021, there was a decrease in the allocation by $211,784.

- Personnel Expenditure received the second largest portion of the allocation, accounting for $10,000,210 or 41% of estimated recurrent expenditure. Between fiscal 2020 to fiscal 2021, there was a decrease in the allocation by $274,020.

- Minor Equipment Purchases consistently received the lowest portion of the total recurrent expenditure allocated to the Department over the period 2016 to 2021. For the fiscal year 2021, the allocation accounted for $242,940 or 1% of recurrent expenditure.

- Total recurrent expenditure has been fluctuating over the period with a low of $23,459,793 in the fiscal year 2020 and a high of $24,131,045 in fiscal year 2021.
2016 Actual

- 01 Personnel Expenditure: $21,474,612.00, 39.29%
- 02 Goods and Services: $10,297,403.00, 18.84%
- 03 Minor Equipment Purchases: $825,275.00, 1.51%
- 04 Current Transfers and Subsidies: $22,065,812.00, 40.37%

2017 Actual

- 01 Personnel Expenditure: $9,897,156.00, 36.10%
- 02 Goods and Services: $16,708,961.00, 60.95%
- 03 Minor Equipment Purchases: $499,937.00, 1.82%
- 04 Current Transfers and Subsidies: $9,897,156.00, 36.10%
2020 Revised Estimates

- 01 Personnel Expenditure: $45,000.00, 0%
- 02 Goods and Services: $13,849,679.00, 57%
- 03 Minor Equipment Purchases: $10,274,230.00, 43%
The allocation of staff expenditure for the fiscal year 2021 was **$13,479,615**, which represents a decrease of **$9,118** (approximately **0.07%** from fiscal year 2020. The following chart provides a breakdown of all expenditure related to staff from 2016-2021.

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**Staff and Pay: Central Administrative Services**

<table>
<thead>
<tr>
<th></th>
<th>Personnel Expenditure</th>
<th>Uniforms</th>
<th>Travelling and Subsistence</th>
<th>Contract Employment</th>
<th>Training</th>
<th>Short-Term Employment</th>
<th>Employee Assistance Programme</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Actual</td>
<td>$10,297,403.00</td>
<td>$46,470.00</td>
<td>$606,118.00</td>
<td>$4,359,918.00</td>
<td>$92,754.00</td>
<td>$2,839,513.00</td>
<td>$18,201.00</td>
<td>$18,260,377.00</td>
</tr>
<tr>
<td>2017 Actual</td>
<td>$9,897,156.00</td>
<td>$39,406.00</td>
<td>$466,915.00</td>
<td>$2,471,744.00</td>
<td>$192,583.00</td>
<td>$1,325,748.00</td>
<td>$24,750.00</td>
<td>$14,418,302.00</td>
</tr>
<tr>
<td>2018 Actual</td>
<td>$9,570,249.00</td>
<td>$26,118.00</td>
<td>$475,298.00</td>
<td>$1,708,632.00</td>
<td>$129,390.00</td>
<td>$1,519,370.00</td>
<td>$13,437.00</td>
<td>$13,442,494.00</td>
</tr>
<tr>
<td>2019 Actual</td>
<td>$9,868,838.00</td>
<td>$73,388.00</td>
<td>$541,210.00</td>
<td>$1,476,514.00</td>
<td>$7,211.00</td>
<td>$1,514,142.00</td>
<td>$7,430.00</td>
<td>$13,488,733.00</td>
</tr>
<tr>
<td>2021 Estimates</td>
<td>$10,000,210.00</td>
<td>$38,165.00</td>
<td>$531,500.00</td>
<td>$1,245,300.00</td>
<td>$115,440.00</td>
<td>$1,530,000.00</td>
<td>$19,000.00</td>
<td>$13,479,615.00</td>
</tr>
</tbody>
</table>

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Summary of Development Programme Expenditure for the period 2014-2021

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 2021 is $11,942,000\(^7\), which comes entirely from the Consolidated Fund.

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### Noteworthy Development Programme Estimates: 2017-2021

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>2019 Actual</th>
<th>2020 Revised Estimate</th>
<th>2021 Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/005/06/A005 Computerization and Networking of the Central Administrative Services, Tobago</td>
<td>$363,521</td>
<td>$62,425</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>09/005/06/G003 Equipment for the Meteorological Services Division</td>
<td>$4,449,811</td>
<td>$7,602,000</td>
<td>$10,942,000</td>
</tr>
</tbody>
</table>

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