



**AUDITOR GENERAL'S DEPARTMENT
REPUBLIC OF TRINIDAD AND TOBAGO**

Levels 2-4, Tower C, Port of Spain International Waterfront Centre, 1, Wrightson Road, Port of Spain

Phone: (868) 625-6585; 627-6727 Fax: (868) 222-8972

Branch Offices: 11A Independence Avenue, San Fernando Phone/Fax: (868) 652-4953

Caribana Building, Bacolet Street, Tobago Phone: (868) 639-2886 or (868) 639-4935 Fax: (868) 639-2886

Website: <http://www.auditorgeneral.gov.tt/>



Please address your response to the Auditor General and quote the reference particulars below.

Ref: AGD: 1/18/3 (TEMP)

5th July 2017

Ms. Jacqui Sampson-Meiguel
Clerk of the House
Parliament
Levels G – 7, Tower D
Port of Spain International
Waterfront Centre
1A Wrightson Road
Port of Spain

Dear Ms. Sampson-Meiguel

The Third Report of the Public Administration and Appropriations Committee, Second Session, Eleventh Parliament, on an Examination of the System of Inventory Control within the Public Service

The Report on the subject at caption dated May 26, 2017, refers.

The issues, observations and recommendations presented at pages thirteen (13) to seventeen (17) captured under the section entitled 'Stakeholder Assessment' and pages eighteen (18) to thirty-eight (38) under the section entitled under "Individual Assessment" have been noted. Moreover, the recommendations of the Committee contained in this Report under both sections have been circulated to Divisional Heads.

Individual Assessment

The Auditor General, notes the recommendations cited at page eighteen (18) of the Report in respect of Head 02 – Auditor General and advises that with effect from 2016/2017 additional columns to the existing Main Inventory Register have been added so that more details about the articles purchased such as model, item description, location and movements are reflected.

We further, advised that items purchased prior to 2013 are currently maintained in a separate register termed Inventory Invoice Register. This register provides recorded information specific to the invoice such as invoice order number, purchase cost, name of supplier and item

AGD: 1/18/3 (TEMP)
Ms. Jacqui Sampson-Meiguel
5th July 2017

description. A reconciliation of this latter register needs to be undertaken so that the Main Inventory Register can be updated. An extract of the details reflected on the Main Inventory Register is attached at Appendix I.

Further, the staff of the Administration Unit has also been working with staff of the IT Unit to establish an e-inventory register. The inventory application is a work in progress but it is designed to capture information pertaining to **Office Stationery, Kitchen Supplies, Furniture and Fixtures and IT equipment**. At present the system is being tested by the AGD's office manager. The specific details captured are the name of the supplier, purchase order number, purchase cost; suppliers invoice number, type of item and description of the item. This system is also designed to track the date of purchase and the items current location. However, at present there is no electronic link to the Main Register which would facilitate an automatic updating of the corresponding columns of the main inventory register.

IT Unit – Inventory Register

The IT Unit maintains an electronic Register for all IT and IT related equipment. This module of the data base designed to give prompt and accurate reporting of IT Equipment. An example of the information maintained and which can be extrapolated from this database is provided hereunder.

Desktop ID	Brand	Model	Serial Number	Previous Location	Previous Office	Current Location	Current User	Current Office	Status	Last Update	Notes
agd-desktop002	Dell	Optiplex 780	86PNCP1	IT Storage Room	POS	DIV 5 Accounts	Account Staff	POS	1	3-Mar-17	

The "Previous Location" and the "Previous Office" fields are updated on the working day in which the items have been moved by those officers who are charged with the responsibility for the movement of IT equipment.

Kindly accept our apologies for the late submission.


.....
Lorelly Pujadas
Ag. Auditor General

LOCATION	MODEL	DESCRIPTION	TYPE	SERIAL NUMBER / AND TAG CODE	LOCATION NUMBER	ADDITIONS	DAMAGE / TRANSFERS	PURCHASES # INVOICES #	COMPANY	DISPOSAL	AUTHORITY FOR REMOVALS
PHOTOCOPIER	620 TASKALFA	1 BLACK	KOYCERA	AGTC02 PCOP1 SN# QFU9500322	2 ND FLOOR PHOTOCOPYING ROOM	1					
PHOTOCOPIER	6501 KOYCERA TASK ALFA	1 WHITE	KOYCERA	AGTC03 PCOP2 SN N4U1Y00901	3 RD FLOOR PHOTO COPYING ROOM	1		VV 648857 35,500.00	BUSINESS EQUIPMENT & BONDED INTERIORS		
PHOTOCOPIER	CANON IMAGE RUNNER 2525	1 BLACK	CANON	AGTC03PCO P3 SN RM U01954	3 RD FLOOR	1					
PHOTOCOPIER	6501 KOYCERA TASK ALFA	1 WHITE	KOYCERA	AGTC04PCO P4 PHOTOCOPYING ROOM	4 TH FLOOR	1					
REFERENCE ROOM	HP LASER JET 9050MJP	1 WHITE	HP	1 AGTC04PCO P5			NOT IN USE				
LEVEL 2											
SHREDDER	FELLOWES 225CI	1 BLACK	FELLOWES	AGTC02 SHRED1	2 ND FLOOR 2 - 67	1		VV 648508 10,781.25	THE OFFICE AUTHORITY		
	FELLOWES 99CI	1 BLACK	FELLOWES	1 AGTC02 SHRED2	ACCOUNTS UNIT	1		VV 855061 11,469.93	Mc ENEARNY BUSINESS MACHINES		
LEVEL 3											
SHREDDER	FELLOWES 225CI	1 BLACK		1 AGTC03 SHRED3	PHOTOCOPYING ROOM LEVEL 3	1		VV 648508 10,781.25	THE OFFICE AUTHORITY		