



***Government of the Republic of Trinidad and Tobago***  
***Ministry of Foreign and CARICOM Affairs***

**(MFCA) ADM: 10/9/1/7**

21<sup>st</sup> January, 2021

Mrs. Jacqui Sampson-Meiguel  
Clerk of the House  
Office of the Parliament  
Parliamentary Complex  
Cabildo Building  
St. Vincent Street  
**Port of Spain**

Dear Clerk of the House,

**The Second Report of the Public Accounts Committee on an examination of  
the Report of the Auditor General on The Public Accounts of the Republic of  
Trinidad and Tobago for Financial Year 2020**

I refer to your letter of 18<sup>th</sup> November, 2021 on the subject at caption and provide the requested response to the findings and recommendations of the Public Accounts Committee relevant to the Ministry of Foreign and CARICOM Affairs.

Yours faithfully,

Reita G. Toussaint  
Permanent Secretary (Ag.)

## **Status Report on Non-Submission of Statements of Receipts and Disbursements to the Auditor General for Financial Year 2019 and Financial Year 2020**

The Ministry of Foreign and CARICOM Affairs is aware of its responsibility to submit to the Auditor General and the Ministry of Finance (Financial Management Branch and the Treasury Division) Statements of Receipts and Disbursements for each Financial Year by stipulated deadlines in the following year. The Ministry's Statements for Financial Year 2019 and Financial Year 2020 were submitted to the Ministry of Finance, but, inadvertently, not submitted to the Auditor General. The omission was due to administrative error.

2. The Statements of Receipts and Disbursement for FY 2019 and FY 2020 have been prepared and will be forwarded to the Auditor General on January 21, 2022.

3. The Ministry has examined its processes to ascertain the deficiencies that led to the non-compliance with Exchequer and Audit Act (sec 24(1)(c)) and acknowledges its shortcomings in this matter. It has identified areas for improvement as the need for:

- i) appropriate assignment of duties;
- ii) more effective supervision; and
- iii) modification in its mode of dealing with the information to be processed.

4. The Ministry has taken the following action:

- i) reviewed its approach to reconciling its information with that of the Treasury and now undertakes verification on a monthly basis;
- ii) appropriate adjustments have been made to the assignment of responsibilities, organisation of work and supervision with a view to ensuring that the Ministry's submissions are prompt and in keeping with its responsibilities under the Exchequer and Audit Act (sec 24(1)(c)); and
- iii) developed greater acceptance and use of electronic communication which has assisted greatly in addressing the challenges faced and will facilitate more timely submissions in the future.

5. The Ministry will also undertake periodic review of its systems to ensure consistent compliance with mandates and prompt delivery on its responsibilities.

**Ministry of Foreign and CARICOM Affairs**  
**20<sup>th</sup> January, 2022**