

Head 16: **Central Administrative Services, Tobago**

A summary of the Central Administrative Services, Tobago's Expenditure, Divisions and Projects
Financial Scrutiny Unit, Parliament of the Republic of Trinidad and Tobago

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About this Guide

This guide provides a summary of expenditure for the Central Administrative Services, Tobago for the period 2016-2018. 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 2016.

Head 16: Central Administrative Service, Tobago

Department Overview

Key Statement from 2016 Standing Finance Committee Debate

During the Standing Finance Committee debate of 2016, the following statement was made in relation to the emphasis of the Central Administrative Services, Tobago fiscal year 2016/2017¹:

“...Following the general elections of September 2015, the Office of the Prime Minister, Central Administrative Services, Tobago, OPM CAST, was re-established and the Ministry of Tobago Development subsumed into OPM CAST.

The rationalization process would have led to the reduction in the size of the workforce and elimination of services which were being carried out or deemed to fall under the remit of the Tobago House of Assembly.”

“... At present, we are developing a new strategic plan for CAST within the context of delivering central government services in Tobago, whilst working in collaboration with the Tobago House of Assembly to ensure there is no duplication of functions.

Under Registrar General, we intend to provide persons in Tobago with access to land registry and companies registry in Trinidad to assist them in their search of land title and verification of company names. We also intend to work in collaboration with the Ministry of Legal Affairs and the Office of the Attorney General for the regularization of land titles in Tobago. Under Meteorological Service, we intend to provide adequate accommodation for staff at the new met building and continue to provide weather forecast and climate information for stakeholders such as farmers, civil aviation and small water craft, that is fishermen.”

¹ Minister in the Office of the Prime Minister, Standing Finance Committee Hansard of Central Administrative Services, Tobago 19Oct16, Accessed September 22, 2017

Where the Department spends its money

2017 – 2018 Estimates of Expenditure

The budget allocation for the Department of Central Administrative Services, Tobago is comprised of:

- The Draft Estimates of Recurrent Expenditure in the sum of **\$33,000,000; and**
- The Draft Estimates of Development Programme - Consolidated Fund in the sum of **\$10,617,000**

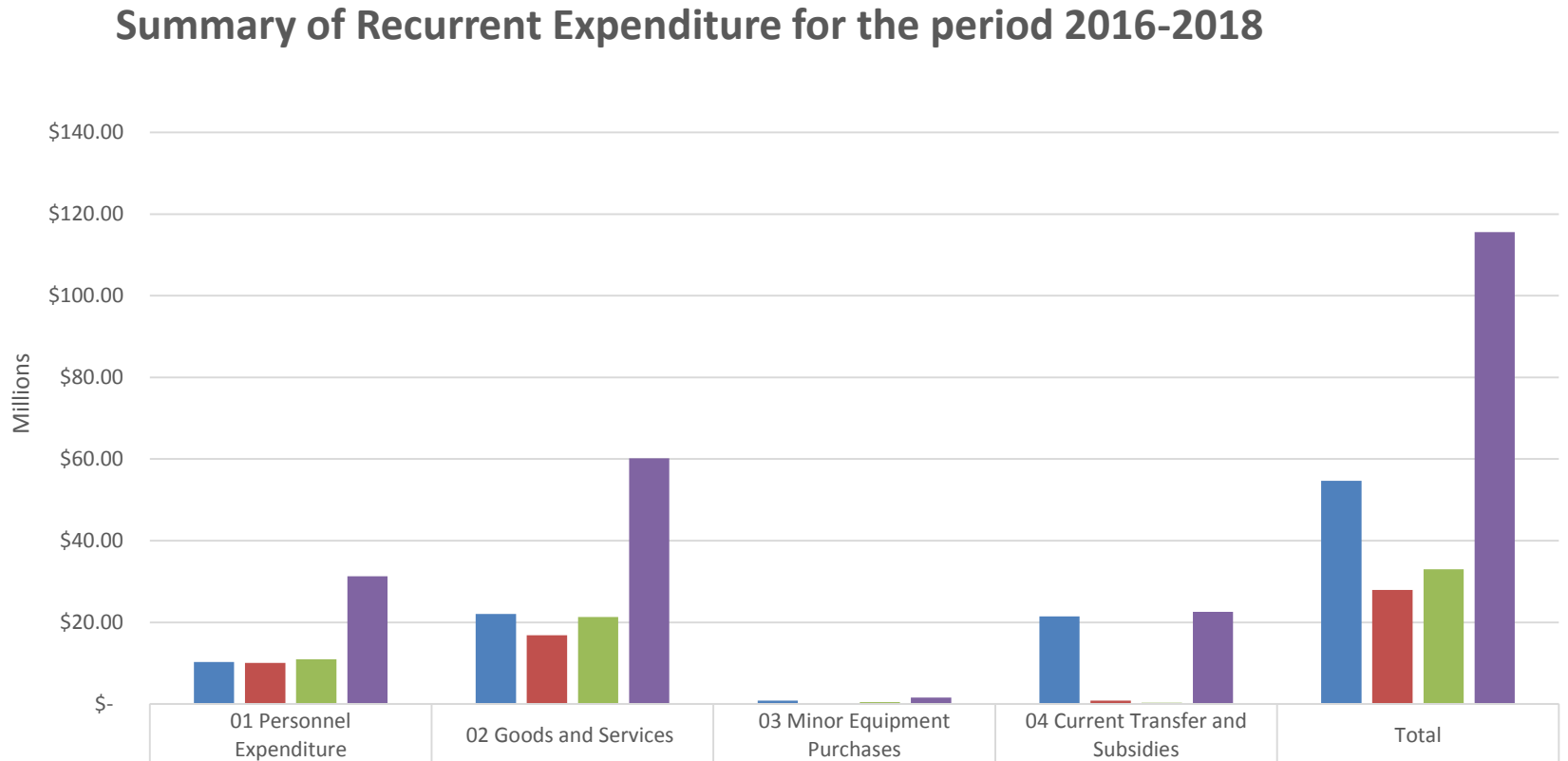
The Estimates of Recurrent Expenditure include:

- Personnel Expenditure - **\$10,963,000;**
- Goods and Services - **\$21,270,000;**
- Minor Equipment Purchases - **\$467,000; and**
- Current Transfers and Subsidies - **\$300,000.**

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

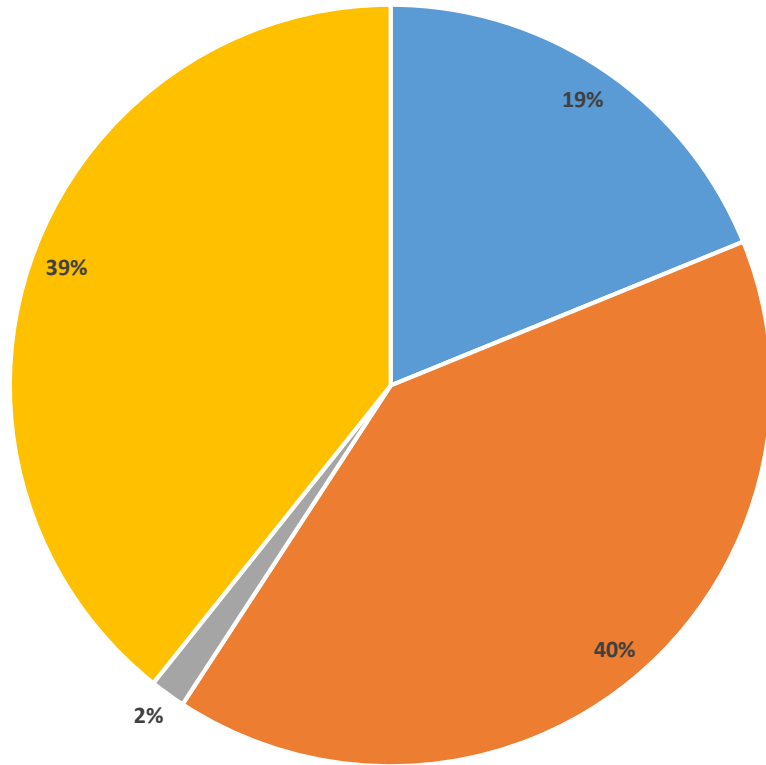
- Recurrent Expenditure as a percentage of the total Recurrent Expenditure budget is **0.06%;** and
- Consolidated Fund allocation as a percentage of the total Consolidated Fund allocation is **0.43%.**

Summary of Recurrent Expenditure for the period 2016 - 2018



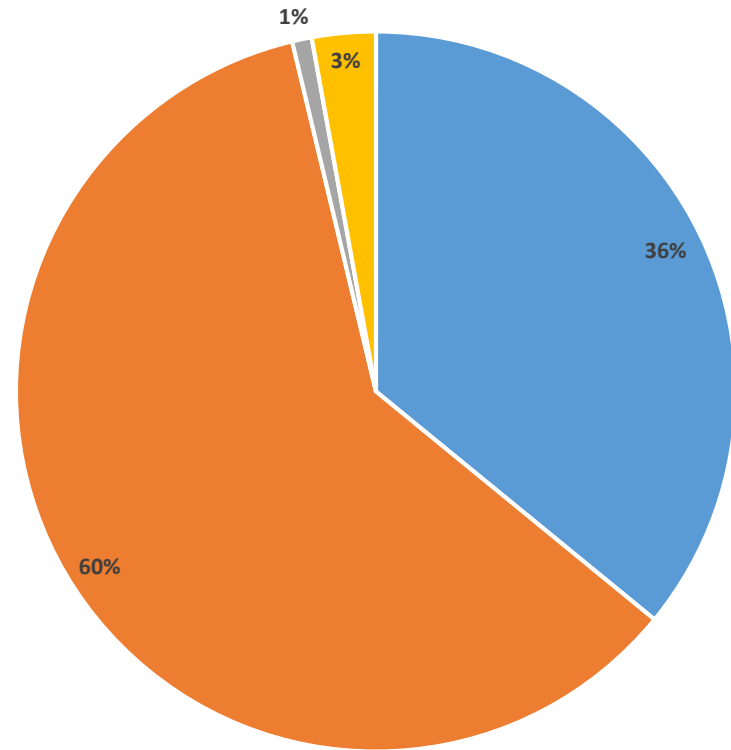
	01 Personnel Expenditure	02 Goods and Services	03 Minor Equipment Purchases	04 Current Transfer and Subsidies	Total
2016 Actual	\$10,297,403.00	\$22,065,812.00	\$825,275.00	\$21,474,612.00	\$54,663,102.00
2017 Revised Estimate	\$10,036,000.00	\$16,859,500.00	\$246,000.00	\$800,000.00	\$27,941,500.00
2018 Estimate	\$10,963,000.00	\$21,270,000.00	\$467,000.00	\$300,000.00	\$33,000,000.00
Total	\$31,296,403.00	\$60,195,312.00	\$1,538,275.00	\$22,574,612.00	\$115,604,602.00

2016 Actual



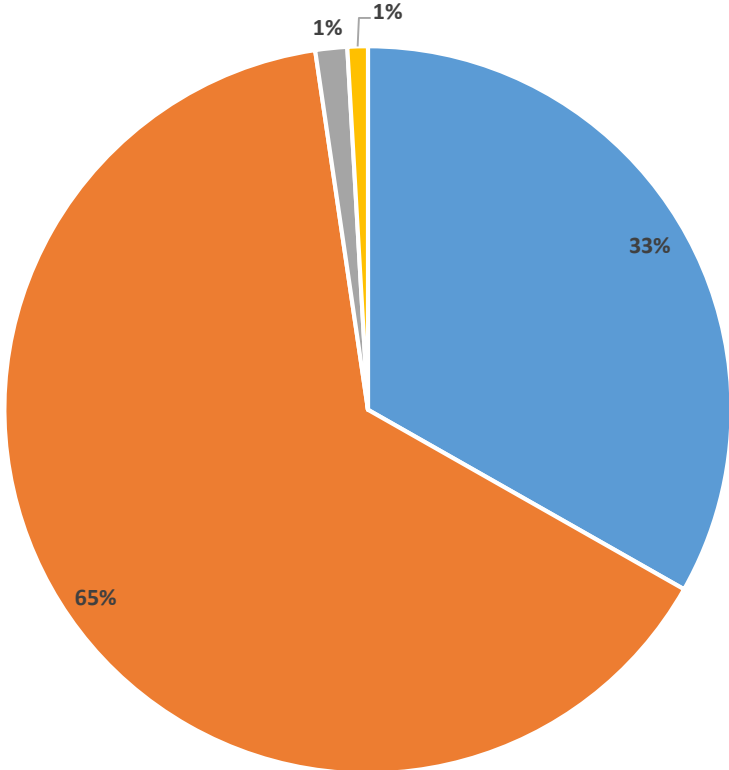
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment
- 04 Current Transfers and Subsidies

2017 Revised Estimates



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

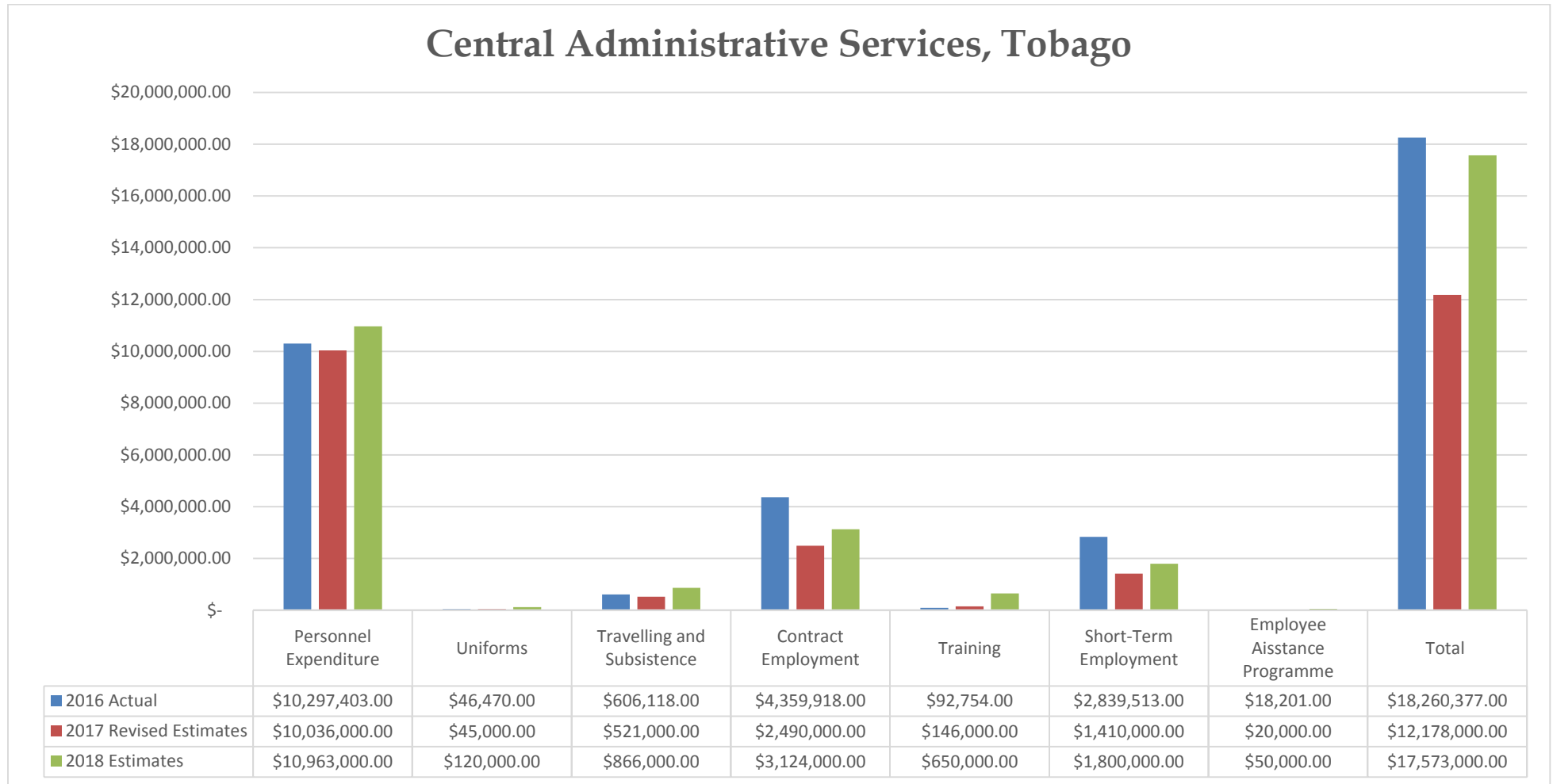
2018 Estimates



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

Staff and Pay²

The allocation of staff expenditure for the fiscal year 2018 was **\$17,573,000.00** which represents an increase of approximately **44.3%** from the last fiscal year 2017. The following chart provides a breakdown of all expenditure related to staff from 2016-2018.



² Draft Estimates for Details of Estimates of Recurrent Expenditure for the Financial Year 2018 <http://www.finance.gov.tt/wp-content/uploads/2017/10/Numbered-Draft-Estimates-Recurrent-Expenditure-2018.pdf>

Analysis of Summary of 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 2017/2018 is **\$33,000,000**.

- Recurrent Expenditure (**Revised**) for Fiscal Year 2016/2017 was **\$ 27,941,500**. Comparing this figure with Fiscal Year 2017/2018, there is an increase of **\$5,058,500** or **18.10%**.
- The **largest** portion of the allocation has consistently gone to Sub-Head 02 **Goods and Services**. This figure has been fluctuating over the period 2016-2018, accounting for approximately **64.5%** of total funding for the Department for fiscal year 2017/2018 and for the day to day operations of the Department.
- **Minor Equipment Purchases** received the **lowest** portion of the total allocation for the Department over the period 2016 to 2018.
- **Personnel Expenditure** received the **second largest** portion of the allocation and has been fluctuating over the period 2016 – 2018. Comparing 2016/2017 to 2017/2018, there was an increase in the allocation by **9.23%**.
- The actual/estimated expenditure has been fluctuating over the three (3) year period with a high of **\$54,663,102** in the fiscal year 2016 to a low of **\$27,941,500** in fiscal year 2017.

Summary of Development Programme Expenditure for the period 2015-2018

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 Public Sector Investment Programme (PSIP), which represents the capital expenditure component of the National Budget, is the instrument used by Government to effect its vision and policies. It is a budgeting and strategic planning tool made up of projects and programmes, designed to realise the goals set out in the Government's overarching policy.

The PSIP budget document provides a detailed description of the programmes and projects and includes a review of the implementation of projects and programmes in the previous financial year and highlights the major projects and programmes to be implemented in the upcoming financial year.

- The Public Sector Investment Programme is intended to achieve:
 - the country's social and economic development goals; and
 - enhance the quality of life of all citizens.

The estimates for the development programme are presented in two parts as follows:

- Funds appropriated by Parliament and disbursed directly from the Consolidated Fund; and
- Funds disbursed from the Infrastructure Development Fund.

Summary of Development Programme Expenditure for 2015 - 2018



	Actual 2016	Revised Estimates 2017	Estimates 2018
005 Multi-Sectoral and Other Services - Consolidated Fund	18,988,990	3,216,000	10,617,000
Total	18,988,990	3,216,000	10,617,000

The Department's total allocation as a percentage of the National Budget for the period 2016 to 2018.

Year ^[1]	Total Allocation ^[2]	<u>National Budget</u> ^[3]	Percentage of National Budget
2016	\$ 73,652,092	\$ 56,573,913,053.00	0.13%
2017	\$ 31,157,500	\$ 55,598,436,912.00	0.06%
2018	\$ 43,617,000	\$ 54,955,041,591.00	0.08%

- Total allocation for the Department as a percentage of the National Budget illustrated an increase in the allocation to the Central Administrative Services, Tobago , Tobago by **0.02%** between the period 2016/2017 and 2017/2018.

^[1] For the Fiscal Years 2012-2016, 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 2017 and 2018.

^[2] Total Allocation for the Central Administrative Services = Recurrent Expenditure + Consolidated Fund

^[3] The National Budget= Total Recurrent Expenditure + Total Development Consolidated Fund

Auditor General Report Finding for the Fiscal Year 2016

Ref: Auditor General's Report pg.36³

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Releases of \$74,846,150.00 exceeded Revised Estimates of \$74,446,110.00 by \$399,960.00.

Contracts of employment were not seen for nine officers whose salaries for the year totalled \$721,127.00.

Contracts with the following service providers were not produced:

- Janitorial Services CAST - \$199,760.00
- Security for Lowlands property - \$431,459.70
- Security for Jerningham Street - \$358,134.25

³ Auditor General website, Accessed on September 12, 2017:

<http://www.auditorgeneral.gov.tt/sites/default/files/Auditor%20General%27s%20Report%20on%20the%20Public%20Accounts%202015.pdf>