

STATUTORY AUTHORITIES SERVICE COMMISSION

Annual Report



October 2013 to September 2014

Government of the Republic of Trinidad and Tobago



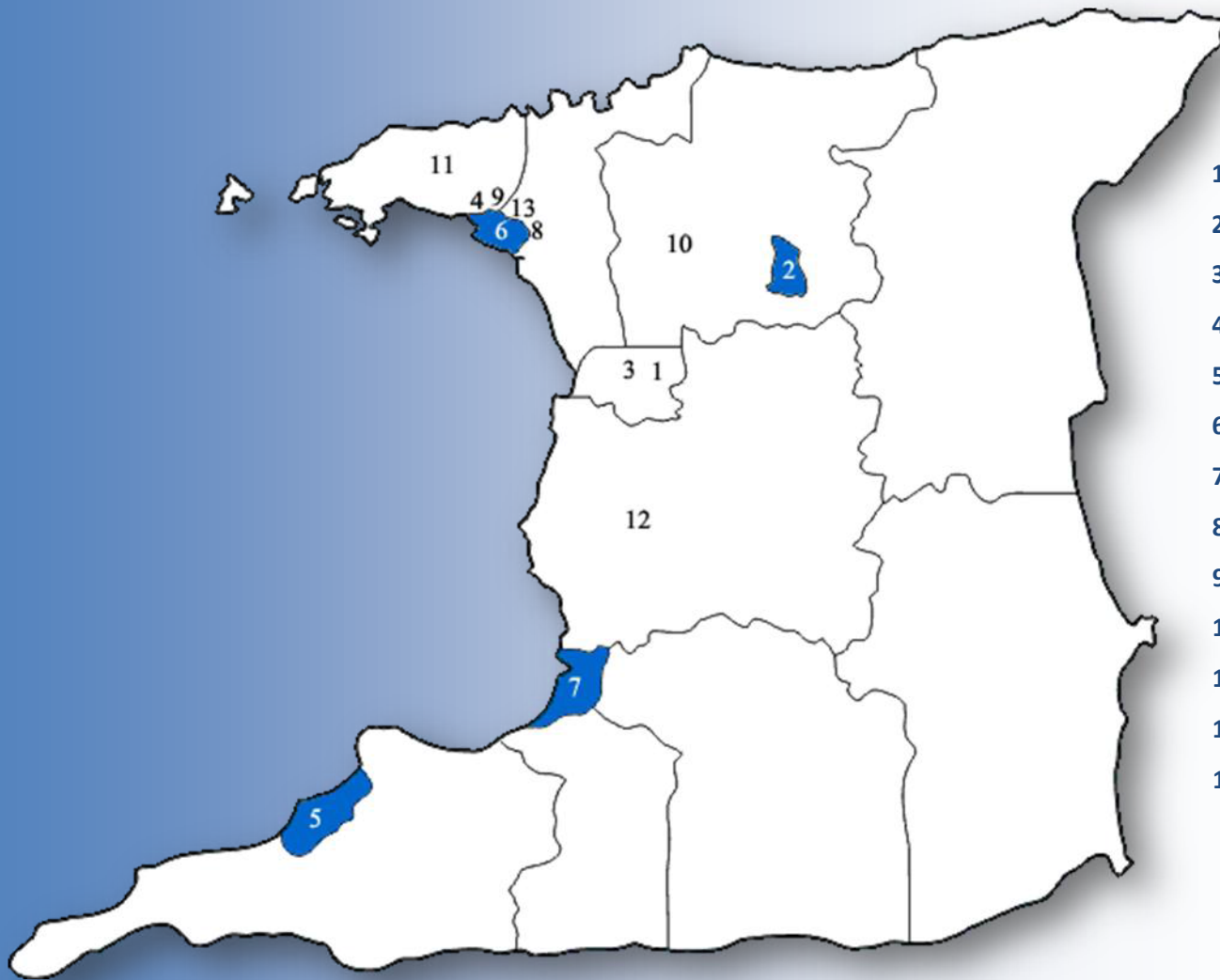
October 2013 to September 2014

THE MISSION

**Providing expert services to clients in an efficient manner
by utilizing modern best practices in Human Resource Management
for the timely and optimal placement of competent candidates.**

THE VISION

**To be the best Public Sector human resource agency
providing innovative service for the statutory authorities,
using technology driven processes**



1. Agricultural Society of Trinidad and Tobago
2. Arima Borough Corporation
3. Cocoa and Coffee Industry Board
4. National Lotteries Control Board
5. Point Fortin Borough Corporation
6. Port of Spain City Corporation
7. San Fernando City Corporation
8. St Dominic's Children's Home
9. St Jude's School for Girls
10. St Mary's Children's Home
11. St Michael's School for Boys
12. Sugar Industry Labour Welfare Committee
13. Zoological Society of Trinidad and Tobago

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CHAIRMAN'S FOREWORD

In accordance with Section 66B of the Constitution of the Republic of Trinidad and Tobago, it gives me great pleasure to present the Annual Report of the Statutory Authority Service Commission (SASC) for the year 2014.

This report encapsulates the performance of the Commission, the exercise of its powers and the challenges faced during the last year. The Commission's legal mandate is to appoint, transfer, promote, remove and exercise disciplinary control over persons to be or act as officers. This Commission has exercised its mandate with efficiency and without fear or favour.

I am tremendously grateful to the Deputy Chairman of the Commission and the other members for their input and support throughout 2014. The Commission wishes to express special thanks to our past Ag. Executive Officer, Ms. Charleen Phillip, who left us in October 2014, the current Ag. Executive Officer, Mrs. Denise Dumas-Koylass, who joined us in fiscal 2015, and the staff of the SASC Department for their invaluable support and co-operation.

As the Commission continues to honour its legal mandate, I take this opportunity to express sincere thanks to all stakeholders who have supported the Commission in its endeavours.

A handwritten signature in blue ink, appearing to read 'V.S. Alvarez', with a stylized flourish at the end.

Valentine Steve Alvarez
Chairman

Statutory Authorities Service Commission

The Membership of the Commission, which served during the fiscal period 2013-2014, is as follows:

- Chairman** - **Mr. Valentine Steve Alvarez**
- Deputy Chairman** - **Ms. Sharmila Nisha Harry**
- Members** - **Mr. Jagdeo Maharaj**
- **Mr. Ragbir Umraw**
- **Mr. Lemuel Murphy**



From Left to Right: Mr. Jagdeo Maharaj, Mr. Lemuel Murphy, Mr. Valentine Steve Alvarez, Ms. Sharmila Nisha Harry and Mr. Ragbir Umraw

INTRODUCTION

The Statutory Authorities Service Commission takes great pleasure in presenting its Annual Report on its administration for the year 1st October, 2013 to 30th September, 2014 in accordance with the provisions of Section 66B of the Constitution of the Republic of Trinidad and Tobago which reads as follows:

66B. Each Service Commission shall submit to the President, before 1st October in each year, a report on its administration, the manner and exercise of its powers, its methods of functioning and any criteria adopted by it in the exercise of its powers and functions in the previous year and the President shall cause the report to be laid within sixty days thereafter in each house.

The report follows the normal practice of outlining the Commission's activities over the reporting year including its span of control, a statistical presentation of the matters handled, a comparison of statistics on such matters with that of the previous year and some comments on identified matters of general interest.

The Commission's goals for the reporting year revolve around its legal mandate to provide for the efficient and effective human resource management needs of designated Statutory Authorities set in the context of the general objectives of the organization's 2012 – 2015 Strategic Plan.



POWERS OF THE COMMISSION

The Statutory Authorities Service Commission (SASC) was established by Act No. 16 of 1966 (now Chapter 24:01 of the Laws of Trinidad and Tobago). The Act was assented to on August 2, 1966 and the Commission operationalized on January 1, 1967. According to Section 5 of the Statutory Authorities Act, Chapter 24:01 of the Laws of the Republic of Trinidad and Tobago, the Commission shall have the power to appoint persons to be or act as officers and to transfer, promote, remove and exercise disciplinary control over persons so appointed. An “officer” is defined as a person holding a pensionable office in the service of a statutory authority whose remuneration is paid on a monthly basis.

Like the other Service Commissions, the SASC has its origins in the British Civil Service tradition, which is based on the principle that the appointment, promotion, transfer, dismissal and discipline of officers should be insulated from political influence. The creation of Service Commissions was therefore seen as a key measure to promote the impartiality of the Civil Service.

The Commission regulates its own procedures, with the consent of the Prime Minister, and has formulated regulations for this purpose – the Statutory Authorities Service Commission Regulations, Chapter 24:01, and its amendments.

There is no current delegation in respect of any of the powers of the Commission. The Commission now carries out all its prescribed functions.

The following Statutory Authorities fell under the Commission's purview during fiscal 2014:

1. The Agricultural Society of Trinidad and Tobago
2. The Arima Borough Corporation
3. The Cocoa and Coffee Industry Board
4. The National Lotteries Control Board
5. The Point Fortin Borough Corporation
6. The Port of Spain City Corporation
7. The San Fernando City Corporation
8. The St. Dominic's Children's Home
9. The St. Jude's School for Girls
10. The St. Mary's Children's Home
11. The St. Michael's School for Boys
12. The Sugar Industry Labour Welfare Committee
13. The Zoological Society of Trinidad and Tobago



MATTERS HANDLED

The Commission held thirty-one (31) meetings during the year under review during which five hundred and seventy-two (572) matters were considered. Sub-Committees of the Commission met on eleven (11) occasions to interview shortlisted candidates for advertised jobs.

A statistical breakdown of the actions taken by the Commission during the period October 1, 2013 to September 30, 2014 is given hereunder. For comparison purposes the numbers applicable to the previous year, October 1, 2012 to September 30, 2013, are included:

	2012/13	2013/14
Appointments	28	96
Promotions	24	87
Acting Appointments	678	661
Temporary Appointments	476	427
Confirmations	108	55
Transfers	1	9
Secondments		
- Between Authorities	46	25
- To the Public Service	0	1
- From the Public Service	0	3
Disciplinary Matters	33	5

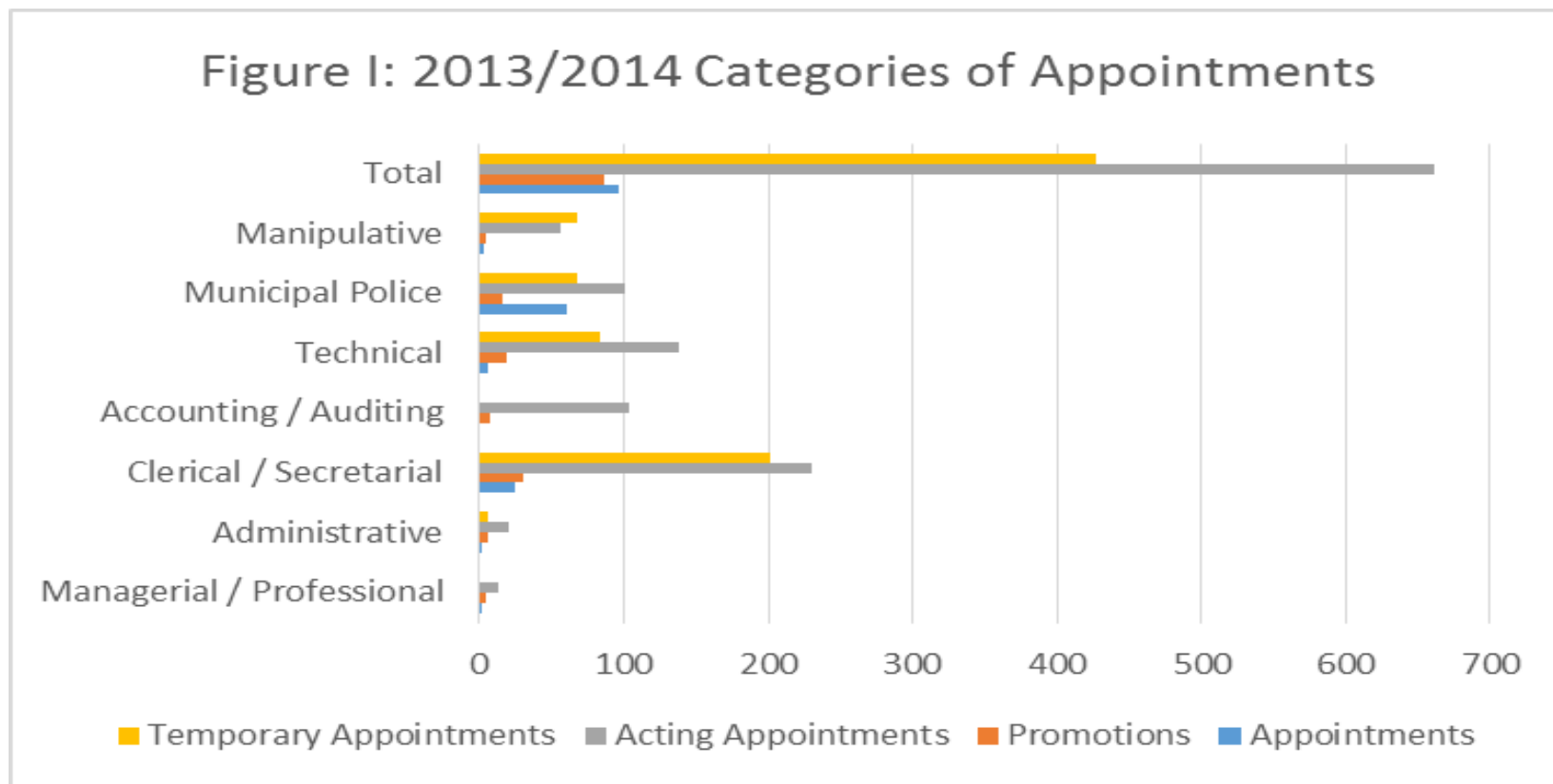
	2012/13	2013/14
Separations from Office:		
- Compulsory retirements	31	32
- Voluntary retirements	16	9
- Retirements with permission	13	1
- Retirements on medical grounds	3	2
- Resignations	16	6
- Abandonment of office	0	1
Obituaries	6	6
Miscellaneous	2	0

A further breakdown of the figures relating to “Appointments”, “Promotions”, “Acting Appointments” and “Temporary Appointments” dealt with by the Commission in the reporting year, based on categories of staff, is given hereunder in Table 1:

Table 1

Category	Appointments	Promotions	Acting Appointments	Temporary Appointments
Managerial/Professional	1	4	13	0
Administrative	1	6	20	6
Clerical/Secretarial	24	31	230	202
Accounting/Auditing	0	7	103	0
Technical	6	19	138	84
Municipal Police	61	16	101	67
Manipulative	3	4	56	68
Total	96	87	661	427

Figure 1 is a clustered column chart depicting the figures in Table 1 relating to “Appointments”, “Promotions”, “Acting Appointments” and “Temporary Appointments” dealt with by the Commission in the reporting year based on categories of staff.



The above-mentioned processes represent by far the largest number of matters dealt with by the Commission on a recurring basis and warrant special comment.


“Appointments” represent the placement of persons on a permanent basis in the service of a Statutory Authority. The Commission’s regulations allow for the inviting of applications to identify those interested in appointments; the issue of notices regarding the existence of vacancies; the procedures for the submission and receipt of applications; the role of Heads of Statutory Authorities in submitting recommendations for the filling of vacancies where appropriate; and for the assessment of the merits of applying candidates by the holding of written competitive examinations and/or the use of Selections Boards particularly for interview purposes.

Not all appointment selections follow the full preliminary processes. For example, the surfeit of applications received for appointments to certain positions obviate the need for the regular canvassing of applications by advertisement. This is more so in the case of clerical appointments at the entry level or in respect of appointments to the general subordinate or manipulative grades.

A “Promotion” is defined as the appointment of an officer to an office in a grade carrying higher remuneration whether such office is in the same Statutory Authority or not. The Commission’s regulations outline the principles for use in the selection of officers for promotion. These principles indicate that the Commission shall, *inter alia*, take into account seniority, experience, educational qualifications, merit and ability as well as the relative efficiency of officers. The regulations – extracted hereunder – also indicate the relative weight to be given to seniority and merit:

18. (3) The Commission in considering the eligibility of officers under sub-regulation (1) for an appointment on promotion shall attach greater weight to:

- (a) Seniority, where promotion is to an office that involves work of a routine nature; or**
- (b) Merit and ability where promotion is to an office that involves work of progressively greater and higher responsibility and initiative than is required for an office specified in sub-regulation (a).**



The criteria for determining selections for “Acting Appointments” vary based on intent. Whereas acting appointments as a prelude to promotion require the application of the same principles referred to above for promotions, selections for acting appointments, other than as a prelude to promotion, as a general rule are based primarily on the seniority of those eligible.

A great deal of the Commission’s time is devoted to the identification of interested candidates and the consequent task of assessing their relative merits. Advertisements were issued during the course of the year as a preliminary step towards the filling of vacancies by appointments and even in the case of some promotions. Shortlisting and interviews were conducted for vacant posts during fiscal 2014 inclusive of but not limited to:

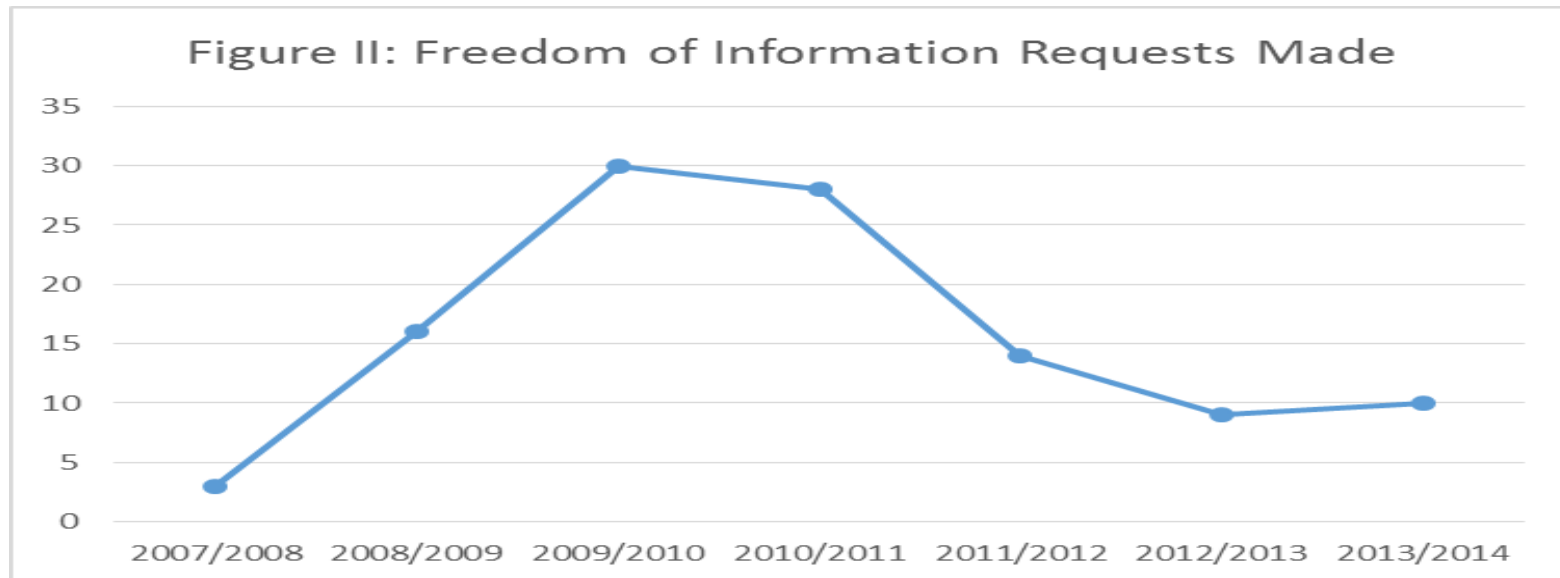
- Chief Executive Officer, Point Fortin Borough Corporation
- Chief Executive Officer, All Corporations
- Welfare Officer
- Boys’ Home Matron
- Trade Instructor
- Printing Operator
- Cremator Operator

INFORMATION REQUESTS

A total of ten (10) requests for access to information were received during the course of the reporting year under the provisions of Section 13 of the Freedom of Information Act, 1999. The following numbers of requests were received during the years 2006 to 2014:

2006/2007	-	03	2010/2011	-	28
2007/2008	-	03	2011/2012	-	14
2008/2009	-	16	2012/2013	-	9
2009/2010	-	30	2013/2014	-	10

Figure II illustrates the number of Freedom of Information requests received during the years 2007 to 2014:





The nature of the requests made during the 2013/2014 operating year varied as indicated hereunder:

- 5 - For information in relation to placements on Order-of-Merit lists following interviews
- 3 - For information with regard to approved acting appointments
- 2 - For information with regard to interviewing and selection processes

HIGH COURT ACTIONS

No new High Court Action was lodged against the Statutory Authorities Service Commission during the 2013/2014 year.

LOCAL GOVERNMENT ISSUES: MUNICIPAL POLICE

Section 60 of the Municipal Corporations Act 1990 provides:-

The Commission may make regulations providing for the classification of officers in a Municipal Police Service, including qualifications, duties and remuneration and providing generally for the discipline, good order and government of the Municipal Police Services and until such regulations are made hereunder, regulations made under the Police Service Act, insofar as the Commission deems them applicable to any matter concerning Municipal Service Forces or Municipal Police Officers, shall apply mutatis mutandis.

Requests have been made by the Chairman, Statutory Authorities Service Commission for the revised Municipal Police Service Regulations, 2014, which was published in the Gazette by Legal Notice No. 300 of 2014, to be reviewed in order to clarify the roles of all key stakeholders such as the Ministry of Local Government, the Commissioner of Police and the Statutory Authorities Service Commission.



ORGANIZATION AND STAFFING

The Department's Strategic Plan emphasizes the importance of improving efficiency in its operations if the Commission's goals and objectives are to be fully met. The programmes to be implemented under the Plan seek to accomplish that efficiency through, *inter alia*, attention to the services provided, the quality of the systems employed and marketing of the organization's capabilities to assure public confidence.

An analysis of the current staffing position would give some idea of the organization's capabilities. During the reporting year no numerical changes of any significance have been made to the strength of the staff which supports the work of the Commission. This may suggest stability and continuity. However, the numbers do not necessarily reflect the quality of the output provided. This is not intended to be a criticism of current performance levels but suggests the possibility that other factors limit the optimum output expected of those now in place.

Thirty-two (32) positions are now on the establishment, an analysis of which reveals the following:

- ❖ Thirteen (13) positions are permanently filled;
- ❖ Three (3) of the permanently employed officers are acting in higher positions;
- ❖ Thirteen (13) persons hold temporary appointments;
- ❖ Five (5) Temporary Clerks I have been in continuous service for over five (5) years;
- ❖ Six (6) temporary employees are acting in higher positions; and
- ❖ Four (4) permanent officers from other agencies are acting in higher positions.

The above mix of employees does not represent a formula for optimum levels of efficiency. It is not just a problem of numbers. Ideally, efficiency must presume attention to the accurate understanding of job content and a matching of skill levels with job requirements.

Much time has elapsed since any significant attempt has been made to review and restructure the organization to meet changing demands. There appears to be a need for manpower studies to accurately identify job content, to evaluate, retitle and properly classify jobs and to streamline supervisory patterns. These are all the classic devices for ensuring that performance practices and standards meet modern requirements and trends. Finally, the restructuring must be followed by the implementation of hiring practices which adequately match qualified people with redesigned jobs.

The above observations, expressed in terms of the needs of the Statutory Authorities Service Commission Department, also appear applicable to the pool of agencies under the Commission's purview. Several of these agencies have remained static over the years. It is not unusual for the Commission to find itself saddled with the task of assessing candidates for jobs at the Statutory Authorities on the basis of long outdated job descriptions and job requirements. This could not be the ideal situation when the goal is to maximize the efficiency of agencies through better recruitment practices.

The Commission would therefore welcome initiatives designed to advance the institutional strengthening and capacity building of statutory agencies.



FINANCE AND ACCOUNTS

Audited statements for the fiscal year 2013/2014 are given in the attached Appendices. The overall allocations for the year and the actual expenditure figures follow:

SUB-HEAD	ORIGINAL PROVISION	REVISED PROVISION	ACTUAL EXPENDITURE
	\$	\$	\$
01: Personnel Expenditure	4,159,900	3,495,700	3,429,839.00
02: Goods and Services	2,941,770.00	4,087,240.00	4,058,239.14
03: Minor Equipment	168,680.00	67,410.00	34,358.25
Total	7,270,350.00	7,650,350.00	7,522,436.39

Expenditure for the 2013/2014 financial year was contained within the actual releases approved by the Ministry of Finance and the Economy. The Department is not a Receiver of Revenue.

ACKNOWLEDGEMENTS

The Commission wishes to express its thanks and appreciation to its Members and the staff of the Department for the support shown in helping accomplish the achievement of its goals.

**STATEMENT OF PROVISION AND ACTUAL EXPENDITURE FOR
THE FINANCIAL YEAR 2013/2014**

HEAD 07: STATUTORY AUTHORITIES SERVICE COMMISSION

SUB-HEAD	ORIGINAL PROVISION \$	REVISED PROVISION \$	ACTUAL EXPENDITURE \$
01: Personnel Expenditure	4,159,900.00	3,495,700.00	3,429,839.00
02: Goods and Services	2,941,770.00	4,087,240.00	4,058,239.14
03: Minor Equipment Purchases	168,680.00	67,410.00	34,358.25
Total	7,270,350.00	7,650,350.00	7,522,436.39

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2014

HEAD: 07- STATUTORY AUTHORITIES SERVICE COMMISSION

SECTION A - SUMMARY OF EXPENDITURE - 1

SUB-HEADS	ESTIMATES		ACTUAL EXPENDITURE		VARIANCE	
	FINANCIAL YEAR 2014		FINANCIAL YEAR 2014		LESS THAN ESTIMATES	MORE THAN ESTIMATES
	\$	c	\$	c	\$	c
01 PERSONNEL EXPENDITURE						
Original Provision	4,159,900.00				65,861.00	0.00
Add: First Supplementary Warrant- "Direct Charges General Warrant" 2014						
F: BUD:1/9/3 T dated 08.07.14						
Less: Transfer						
F: BUD: 12/7/4 dated 29.08.14						
F: BUD: 12/7/4 dated 25.09.14						
02 GOODS AND SERVICES						
Original Provision	2,941,770.00		4,087,240.00		29,000.86	0.00
Add: First Supplementary Warrant- "Direct Charges General Warrant" 2014						
F: BUD:1/9/3 T dated 08.07.14						
Add: Transfer						
F: BUD: 12/7/4 dated 29.08.14						
F: BUD: 12/7/4 dated 29.08.14						
F: BUD: 12/7/4 dated 25.09.14						
03 MINOR EQUIPMENT PURCHASES						
Original Provision	168,680.00		67,410.00		33,051.75	0.00
Less: Transfer						
F: BUD: 12/7/4 dated 29.08.14						
TOTAL			7,650,350.00	7,522,436.39	127,913.61	0.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2014

HEAD: 07 - STATUTORY AUTHORITIES SERVICE COMMISSION

SECTION B - SUMMARY OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM			ESTIMATES FINANCIAL YEAR 2014	ACTUAL EXPENDITURE FINANCIAL YEAR 2014	VARIANCE
SUB HEAD			\$ c	\$ c	\$ c
	01 -	PERSONNEL EXPENDITURE	3,495,700.00	3,429,839.00	65,861.00
Sub Item	01 -	Salaries and C.O.L.A	2,105,640.00	2,076,645.05	28,994.95
	05 -	Government's Contribution to N. I. S.	161,300.00	159,283.74	2,016.26
	06-	Remuneration to Board Members	7,000.00	5,034.00	1,966.00
	08 -	Vacant Posts - Salaries & C.O.L.A (without incumbents)	0.00	0.00	0.00
	23 -	Salaries - Direct Charges	703,000.00	690,857.53	12,142.47
	24-	Allowances-Direct Charges	22,800.00	22,800.00	0.00
	25 -	Remuneration to Members - Direct Charges	437,400.00	423,492.56	13,907.44
	27 -	Government's Contribution to Group Health Insurance-Monthly Paid Officers	26,860.00	25,306.80	1,553.20
	31 -	Government's Contribution to N.I.S. - Direct Charges	31,700.00	26,419.32	5,280.68

STATUTORY AUTHORITIES SERVICE COMMISSION

SUB HEAD	02 -	GOODS AND SERVICES	4,087,240.00	4,058,239.14	29,000.86
Sub Item	01 -	Travelling and Subsistence	46,000.00	45,494.00	506.00
	03 -	Uniforms	5,700.00	5,695.50	4.50
	04 -	Electricity	175,670.00	170,529.74	5,140.26
	05 -	Telephones	107,180.00	105,486.98	1,693.02
	08 -	Rent/Lease - Office Accommodation and Storage	994,693.00	994,692.50	0.50
	10 -	Office Stationery and Supplies	121,160.00	120,997.28	162.72
	11 -	Books and Periodicals	4,952.00	4,952.00	0.00
	12 -	Materials and Supplies	5,045.00	5,045.00	0.00
	13 -	Maintenance of Vehicles	16,770.00	16,498.69	271.31
	15 -	Repairs and Maintenance- Equipment	2,000.00	0.00	2,000.00
	16 -	Contract Employment	224,892.00	224,891.96	0.04
	17 -	Training	8,131.00	7,830.35	300.65
	21 -	Repairs & Maintenance -Buildings	2,798.00	2,797.81	0.19
	22 -	Short -term Employment	270,562.00	263,275.82	7,286.18
	23 -	Fees	1,000.00	1,000.00	0.00
	28 -	Other Contracted Services	1,603,385.00	1,603,385.00	0.00
	37 -	Janitorial Services	154,519.00	154,518.60	0.40
	43 -	Security Services	108,054.00	108,054.00	0.00
	57 -	Postage	3,000.00	1,579.02	1,420.98
	60 -	Travelling - Direct Charges	81,400.00	80,048.71	1,351.29
	62 -	Promotions, Publicity and Printing	65,500.00	56,637.50	8,862.50
	66 -	Hosting of Conferences, Seminars and Other Functions	82,329.00	82,328.68	0.32
	99 -	Employee Assistance Programme	2,500.00	2,500.00	0.00
SUB HEAD	03 -	MINOR EQUIPMENT PURCHASES	67,410.00	34,358.25	33,051.75
Sub Item	01 -	Vehicles (Replacement)	0.00	0.00	0.00
	02 -	Office Equipment	43,200.00	13,199.00	30,001.00
	03 -	Furniture and Furnishings	5,000.00	1,949.25	3,050.75
	04 -	Other Minor Equipment	19,210.00	19,210.00	0.00
		GRAND TOTAL	7,650,350.00	7,522,436.39	127,913.61

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2014

HEAD: 07 - STATUTORY AUTHORITIES SERVICE COMMISSION

SECTION C - DETAILS OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM	ESTIMATES FINANCIAL YEAR 2014	ACTUAL EXPENDITURE FINANCIAL YEAR 2014	VARIANCE (See Note 1 for reasons for Variances)	
			LESS THAN ESTIMATES	MORE THAN ESTIMATES
01 PERSONNEL EXPENDITURE	\$ c	\$ c	\$ c	\$ c
	3,495,700.00	3,429,839.00	65,861.00	0.00
00				
1 GENERAL ADMINISTRATION				
01 Salaries and C. O. L. A.				
<u>Original Provision</u>	2,900,000.00			
Less : Transfer of Funds to 07/02/001/28				
F: BUD: 12/7/4 dated 29.08.14	(754,440.00)			
Less : Transfer of Funds to 07/02/001/28				
F: BUD: 12/7/4 dated 25.09.14	(39,920.00)	2,105,640.00	2,076,645.05	28,994.95
05 Government's Contribution to N. I. S.				
<u>Original Provision</u>	215,000.00			
Less: Transfer of Funds to 07/02/001/28				
F:BUD:12/7/4 dated 29.08.14	(50,000.00)			
Less: Transfer of Funds to 07/02/001/28				
F:BUD:12/7/4 dated 25.09.14	(3,700.00)	161,300.00	159,283.74	2,016.26
				0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

06	Remuneration to Board Members					
	<u>Original Provision</u>	70,000.00				
	Less: Transfer of Funds to 07/02/001/28					
	F: BUD:12/7/4 dated 29.08.14	(61,000.00)				
	Less: Transfer Funds to to 07/02/001/28					
	F: BUD:12/7/4 dated 25.09.14	(2,000.00)	7,000.00	5,034.00	1,966.00	0.00
08	Vacant Posts-Salaries & C.O.L.A (without incumbents)					
	<u>Original Provision</u>	108,000.00				
	Less:Transfer of Funds to 07/02/001/28					
	F:BUD:12/7/4 dated 29.08.14	(108,000.00)	0.00	0.00	0.00	0.00
23	Salaries - Direct Charges	-				
	<u>Original Provision</u>	432,000.00				
	Add: First Supplementary Warrant - "Direct Charges General Warrant " 2014					
	F: BUD: 1/9/3 T dated 08.07.14	271,000.00	703,000.00	690,857.53	12,142.47	0.00
24	Allowances - Direct Charges					
	<u>Original Provision</u>		22,800.00	22,800.00	0.00	0.00
25	Remuneration to Members - Direct Charges					
	<u>Original Provision</u>	350,400.00				
	Add: First Supplementary Warrant- " Direct Charges General Warrant " 2014					
	F: BUD: 1/9/3 T dated 08.07.14	87,000.00	437,400.00	423,492.56	13,907.44	0.00

27	Government's Contribution to Group Health Insurance- Monthly Paid Officers <u>Original Provision</u>	30,000.00				
	Less : Transfer of Funds to 07/02/001/28 F: BUD: 12/7/4 dated 29.08.14	(3,000.00)				
	Less : Transfer Funds to 07/02/001/28 F: BUD: 12/7/4 dated 25.09.14	(140.00)	26,860.00	25,306.80	1,553.20	0.00
31	Government's Contribution to N.I.S. - Direct Charges Original Provision		31,700.00	26,419.32	5,280.68	0.00
TOTAL PERSONNEL EXPENDITURE			3,495,700.00	3,429,839.00	65,861.00	0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

02 GOODS AND SERVICES		4,087,240.00	4,058,239.14	29,000.86	0.00
001 GENERAL ADMINISTRATION					
01 Travelling and Subsistence					
<u>Original Provision</u>	62,440.00				
Less: Virement to 07/02/001/22					
SASC: 7/7/48 dated 28.08.14	<u>(16,440.00)</u>	46,000.00	45,494.00	506.00	0.00
03 Uniforms					
<u>Original Provision</u>		5,700.00	5,695.50	4.50	0.00
04 Electricity					
<u>Original Provision</u>	186,400.00				
Less: Virement to 07/02/001/28					
F:BUD:12/7/4 dated 08.09.14	<u>(10,730.00)</u>	175,670.00	170,529.74	5,140.26	0.00
05 Telephones					
Original Provision	111,840.00				
Less: Virement to 07/02/001/28					
F:BUD:12/7/4 dated 08.09.14	<u>(4,660.00)</u>	107,180.00	105,486.98	1,693.02	0.00
08 Rent/Lease - Office Accommodation and Storage					
Original Provision	1,537,800.00				
Less: Virement to 07/02/001/22					
SASC: 7/7/48 dated 21.11.13	<u>(31,600.00)</u>				



Less: Virement to 07/02/001/22 SASC: 7/7/48 dated 06.01.14	(61,450.00)				
Less: Virement to 07/02/001/22 SASC : 7/7/48 dated 25.03.14	(43,270.00)				
Less: Virement to 07/02/001/22 SASC : 7/7/48 dated 29.05.14	(7,263.00)				
Less: Virement to 07/02/001/22 SASC : 7/7/48 dated 30.06.14	(43,718.00)				
Less: Virement to 07/02/001/28 SASC: 7/7/48 dated 02.07.14	(72,040.00)				
Less: Virement to 07/02/001/16 SASC : 7/7/48 dated 28.08.14	(1,212.00)				
Less: Virement to 07/02/001/22 SASC: 7/7/48 dated 28.08.14	(13,519.00)				
Less : Virement to 07/02/001/28 SASC: 7/7/48 dated 28.08.14	(252,042.00)				
Less: Virement to 07/02/001/37 SASC: 7/7/48 dated 28.08.14	(10,059.00)				
Less: Virement to 07/02/001/43 SASC : 7/7/48 dated 28.08.14	<u>(6,934.00)</u>	994,693.00	994,692.50	0.50	0.00
10 Office Stationery and Supplies Original Provision		121,160.00	120,997.28	162.72	0.00
Balance c/f		1,450,403.00	1,442,896.00	7,507.00	0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

Balance b/f	1,450,403.00	1,442,896.00	7,507.00	0.00
11 Books and Periodicals	-			
<u>Original Provision</u>	9,790.00			
Less Virement to 07/02/001/28				
SASC: 7/7/48 dated 28.08.14	<u>(4,838.00)</u>	4,952.00	4,952.00	0.00
12 Materials and Supplies				
<u>Original Provision</u>	13,980.00			
Less: Virement to 07/02/001/28				
SASC: 7/7/48 dated 28.08.14	<u>(8,935.00)</u>	5,045.00	5,045.00	0.00
13 Maintenance of Vehicles				
<u>Original Provision</u>		16,770.00	16,498.69	271.31
15 Repairs and Maintenance- Equipment				
<u>Original Provision</u>	5,590.00			
Less: Virement to 07/02/001/28				
SASC: 7/7/48 dated 28.08.14	<u>(3,590.00)</u>	2,000.00	0.00	2,000.00
16 Contract Employment				
<u>Original Provision</u>	223,680.00			
Add: Virement from 07/02/001/08				
SASC: 7/7/48 dated 28.08.14	<u>1,212.00</u>	224,892.00	224,891.96	0.04
17 Training				
Original Provision	23,300.00			
Less: Virement to 07/02/001/28				
SASC: 7/7/48 dated 28.08.14	<u>(15,169.00)</u>	8,131.00	7,830.35	300.65



21	Repairs and Maintenance- Buildings	-				
	<u>Original Provision</u>	41,940.00				
	Less: Virement to 07/02/001/28 SASC: 7/7/48 dated 28.08.14	<u>(39,142.00)</u>	2,798.00	2,797.81	0.19	0.00
22	Short- term Employment					
	<u>Original Provision</u>	67,100.00				
	Add: Virement from 07/02/001/08 SASC: 7/7/48 dated 21.11.13	31,600.00				
	Add: Virement from 07/02/001/08 SASC: 7/7/48 dated 06.01.14	61,450.00				
	Add: Virement from 07/02/001/08 SASC:7/7/48 dated 25.03.14	43,270.00				
	Add: Virement from 07/02/001/08 SASC: 7/7/48 dated 29.05.14	7,263.00				
	Add: Virement from 07/02/001/08 SASC: 7/7/48 dated 30.06.14	43,718.00				
	Add: Virement from 07/02/001/01 SASC: 7/7/48 dated 28.08.14	16,440.00				
	Add: Virement from 07/02/001/08 SASC: 7/7/48 dated 28.08.14	13,519.00				
	Less: Virement to 07/02/001/28 SASC: 7/7/48 dated 25.09.14	<u>(13,798.00)</u>	270,562.00	263,275.82	7,286.18	0.00
23	Fees					
	Original Provision	9,320.00				
	Less: Virement to 07/02/001/28 SASC: 7/7/48 dated 28.08.14	<u>(8,320.00)</u>	1,000.00	1,000.00	0.00	0.00
	Balance c/f		1,986,553.00	1,969,187.63	17,365.37	0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

Balance b/f	1,986,553.00	1,969,187.63	17,365.37	0.00
28 Other Contracted Services				
<u>Original Provision</u>	27,960.00			
Add: Virement from 07/02/001/08				
SASC: 7/7/48 dated 02.07.14	72,040.00			
Add: Virement from 07/02/001/08				
SASC:7/7/48 dated 28.08.14	252,042.00			
Add: Virement from 07/02/001/11				
SASC: 7/7/48 dated 28.08.14	4,838.00			
Add: Virement from 07/02/001/12				
SASC: 7/7/48 dated 28.08.14	8,935.00			
Add: Virement from 07/02/001/15				
SASC: 7/7/48 dated 28.08.14	3,590.00			
Add: Virement from 07/02/001/17				
SASC: 7/7/48 dated 28.08.14	15,169.00			
Add: Virement from 07/02/001/21				
SASC: 7/7/48 dated 28.08.14	39,142.00			
Add: Virement from 07/02/001/23				
SASC: 7/7/48 dated 28.08.14	8,320.00			
Add: Virement from 07/02/001/66				
SASC: 7/7/48 dated 28.08.14	9,200.00			
Add: Transfer of Funds from 07/01/001/01				
F: BUD:12/7/4 dated 29.08.14	754,440.00			
Add:Transfer of Funds from 07/01/001/05				
F: BUD:12/7/4 dated 29.08.14	50,000.00			
Add; Transfer of Funds from 07/01/001/06				
F: BUD:12/7/4 dated 29.08.14	61,000.00			
Add: Transfer of Funds from 07/01/001/08				
F: BUD:12/7/4 dated 29.08.14	108,000.00			

Add: Transfer of Funds from 07/01/001/27 F: BUD:12/7/4 dated 29.08.14	3,000.00				
Add: Transfer of Funds from 07/03/001/02 F: BUD:12/7/4 dated 29.08.14	50,000.00				
Add:Transfer of Funds from 07/03/001/03 F: BUD:12/7/4 dated 29.08.14	49,050.00				
Add:Transfer of Funds from 07/03/001/04 F: BUD:12/7/4 dated 29.08.14	2,220.00				
Add: Virement from 07/02/001/04 F: BUD:12/7/4 dated 08.09.14	10,730.00				
Add: Virement from 07/02/001/05 F: BUD:12/7/4 dated 08.09.14	4,660.00				
Add: Virement from 07/02/001/99 F: BUD:12/7/4 dated 08.09.14	6,820.00				
Add: Virement from 07/02/001/22 SASC:7/7/48 dated 25.09.14	13,798.00				
Add: Virement from 07/02/001/57 SASC:7/7/48 dated 25.09.14	1,000.00				
Add: Virement from 07/02/001/66 SASC:7/7/48 dated 25.09.14	1,671.00				
Add: Transfer of Funds from 07/01/001/01 F: BUD:12/7/4 dated 25.09.14	39,920.00				
Add: Transfer of Funds from 07/01/001/05 F: BUD:12/7/4 dated 25.09.14	3,700.00				
Add: Transfer of Funds from 07/01/001/06 F: BUD:12/7/4 dated 25.09.14	2,000.00				
Add: Transfer of Funds from 07/01/001/27 F: BUD:12/7/4 dated 25.09.14	140.00	1,603,385.00	1,603,385.00	0.00	0.00
Balance c/f		3,589,938.00	3,572,572.63	17,365.37	0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

Balance b/f		3,589,938.00	3,572,572.63	17,365.37	0.00
37 Janitorial Services					
Original Provision	144,460.00				
Add: Virement from 07/02/001/08					
SASC: 7/7/48 dated 28.08.14	10,059.00	154,519.00	154,518.60	0.40	0.00
43 Security Services					
Original Provision	101,120.00				
Add: Virement from 07/02/001/08					
SASC: 7/7/48 dated 28.08.14	6,934.00	108,054.00	108,054.00	0.00	0.00
57 Postage					
Original Provision	4,000.00				
Less: Virement to 07/02/001/28					
SASC: 7/7/48 dated 25.09.14	(1,000.00)	3,000.00	1,579.02	1,420.98	0.00
60 Travelling - Direct Charges					
Original Provision	59,400.00				
Add: First Supplementary Warrant 2014- "Direct Charges General Warrant 2014"					
F. BUD:1/9/3 T dated 08.07.14	22,000.00	81,400.00	80,048.71	1,351.29	0.00
62 Promotions, Publicity & Printing					
Original Provision		65,500.00	56,637.50	8,862.50	0.00
66 Hosting of Conferences, Seminars and Other Functions					
Original Provision	93,200.00				
Less: Virement to 07/02/001/28					
SASC:7/7/48 dated 28.08.14	(9,200.00)				

Less: Virement to 07/02/001/28 SASC:7/7/48 dated 25.09.14	(1,671.00)	82,329.00	82,328.68	0.32	0.00
99 Employee Assistance Programme Original Provision	9,320.00				
Less: Virement to 07/02/001/28 F: BUD:12/7/4 dated 08.09.14	(6,820.00)	2,500.00	2,500.00	0.00	0.00
TOTAL GOODS AND SERVICES		4,087,240.00	4,058,239.14	29,000.86	0.00
03 MINOR EQUIPMENT PURCHASES		67,410.00	34,358.25	33,051.75	0.00
001 General Administration 01 Vehicles (Replacement) Original Provision		0.00	0.00	0.00	0.00
02 Office Equipment Original Provision	93,200.00				
Less: Transfer of Funds to 07/02/001/28 F: BUD: 12/7/4 dated 29.08.14	(50,000.00)	43,200.00	13,199.00	30,001.00	0.00
03 Furniture and Furnishings Original Provision	54,050.00				
Less: Transfer of Funds to to 07/02/001/28 F: BUD: 12/7/4 dated 29.08.14	(49,050.00)	5,000.00	1,949.25	3,050.75	0.00
04 Other Minor Equipment Original Provision	21,430.00				
Less: Transfer of Funds to to 07/02/001/28 F: BUD: 12/7/4 dated 29.08.14	(2,220.00)	19,210.00	19,210.00	0.00	0.00
TOTAL MINOR EQUIPMENT PURCHASES		67,410.00	34,358.25	33,051.75	0.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2014

HEAD: 07 - STATUTORY AUTHORITIES SERVICE COMMISSION

D - Notes to the Accounts

Note 1: Explanations for the causes of material variances between the estimates and the actual expenditure

SUB-HEAD 03 MINOR EQUIPMENT PURCHASES

ITEM 001: GENERAL ADMINISTRATION

SUB-ITEM 02: OFFICE EQUIPMENT

Items needed were not available

Note 2 - Details of Statement required by Paragraph 9 of the Comptroller of Accounts Circular No. 16 dated 22.08.14

- a. Details of nugatory or similar payments. These include payments for which no value or manifestly insufficient value has been received; NIL
- b. The amount of any unvouched or improperly vouched expenditure; NIL
- c. Overpayments discovered during the year with the following details:

No of Cases of Over-payments discovered during the year	No. of cases reported to the Comptroller of Accounts and Auditor General	Total Amount Overpaid \$	Amount Recovered \$
10	10	48,101.77	29,905.82

- d. Losses of cash, stamps and stores which were discovered during the year; NIL
- e. Losses of cash settled or written-off during the year; NIL
- f. Particulars of losses of stores settled or written-off during the year; NIL
- g. Misallocations which, if correctly charged would have resulted in excess expenditure on any Sub-Head, Item or Sub-Item; NIL
- h. Irregular issues of stores; NIL
- i. Particulars of all gifts and/or donations received from agencies/entities within or outside of Trinidad and Tobago whether monetary or in kind; NIL

Details of Gifts and /or donations received	Agency/ Country from whom received	Quantity Received	Value \$	Remarks
Nil	Nil	Nil	Nil	Nil

- j. Particulars of trust and other moneys held, whether temporarily or otherwise by any officer in his official capacity, either alone or jointly with any other person, whether an officer or not in accordance with Section 2 of the Exchequer and Audit Act, Chapter 69:01; NIL

STATUTORY AUTHORITIES SERVICE COMMISSION

- k. Any major transactions affecting the Appropriation Account for the financial year 2014 or relating to property for which the Accounting Officer is responsible, and
- l. (i) The total commitments which were outstanding as at 2014 September 30 in respect of each Sub-Head of Expenditure :
- 01: Personnel Expenditure - Nil
- 02: Goods and Services - Nil
- 03: Minor Equipment Purchases - Nil
- (ii) Particulars in respect of Contracts already entered into but not yet completed

NIL

Purpose of Contract	Total Contract Price \$	Amount Paid to Date \$	Contract Balance \$
New Offices Outfitting Design	84,000.00	74,000.00	10,000.00
Outfitting of New Offices	763,830.00	593,037.70	170,792.30

Note 3 - Comparative Statement of Expenditure for the last five (5) financial years 2010 - 2014

EXPENDITURE CLASSIFICATION SUB-HEADS								
FINANCIAL YEAR	PERSONNEL EXPENDITURE	GOODS AND SERVICES	MINOR EQUIPMENT PURCHASES	CURRENT TRANSFERS AND SUBSIDIES	CURRENT TRANSFERS TO STATUTORY BOARDS AND SIMILAR BODIES	DEBT SERVICING	DEVELOPMENT PROGRAMME	TOTAL
	\$ c	\$ c	\$ c	\$ c	\$ c	\$ c	\$ c	\$ c
2010	3,065,506.97	1,802,934.63	57,473.95	0.00	0.00	0.00	0.00	4,925,915.55
2011	3,290,249.53	1,874,351.98	57,998.43	0.00	0.00	0.00	0.00	5,222,599.94
2012	2,847,508.77	1,799,895.27	12,908.35	0.00	0.00	0.00	0.00	4,660,312.39
2013	3,355,275.30	2,045,967.68	55,610.45	0.00	0.00	0.00	0.00	5,456,853.43
2014	3,429,839.00	4,058,239.14	34,358.25	0.00	0.00	0.00	0.00	7,522,436.39

STATUTORY AUTHORITIES SERVICE COMMISSION

Note 4 - Statement of Payments out of public moneys to Members of Parliament -Section 25 (2) of the Exchequer and Audit Act Chapter 69.01.

NAME OF MEMBER	AMOUNT	SERVICE/SERVICES FOR PAYMENT
NIL	NIL	NIL

Note 5 - Statement of Bank Accounts held.

MINISTRY/DEPARTMENT: Statutory Authorities Service
Commission

Authority for Opening Bank Account	Date Account Opened	Bank in Which Account Held	Account Title	Bank Account Number	Type of Account	Account Signatories	Balance as at 9/30/2014 \$
NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

Note 6 - Details and the explanation for any discrepancies between Comptroller of Accounts Balances and the Appropriation
Account- NIL

Note 7 - Total value (\$) of Unpresented Cheques as at 2014 September 30 - \$926,287.86

CERTIFICATE

I hereby certify that the Appropriation Account for the financial year ended September 30, 2014 submitted in accordance with Section 24(1)(b) of the Exchequer and Audit Act Chapter 69:01, as amended by Act No. 23 of 1998 has been reconciled with the Comptroller of Accounts (Paymaster's) Schedule of Receipts and Payments and any discrepancies have been identified and explained as a note to the accounts.

DATE: 23.1.15

Denise Dumas-Koylass
DENISE DUMAS-KOYLASS
ACCOUNTING OFFICER
EXECUTIVE OFFICER (AG.)
STATUTORY AUTHORITIES SERVICE
COMMISSION DEPARTMENT

