

STATUTORY AUTHORITIES SERVICE COMMISSION

Annual Report



October 2012 to September 2013

Government of the Republic of Trinidad and Tobago

The coat of arms of Trinidad and Tobago is centered in the background. It features a shield with a diagonal cross, a ship in the center, and two smaller ships below. The shield is supported by two birds, a parrot on the left and a dove on the right. Above the shield is a crown with a palm tree on top. Below the shield is a banner with the motto "TOGETHER WE ASPIRE TOGETHER WE ACHIEVE".

**ANNUAL REPORT OF THE
STATUTORY AUTHORITIES SERVICE COMMISSION**

October 2012 to September 2013

STATUTORY AUTHORITIES SERVICE COMMISSION

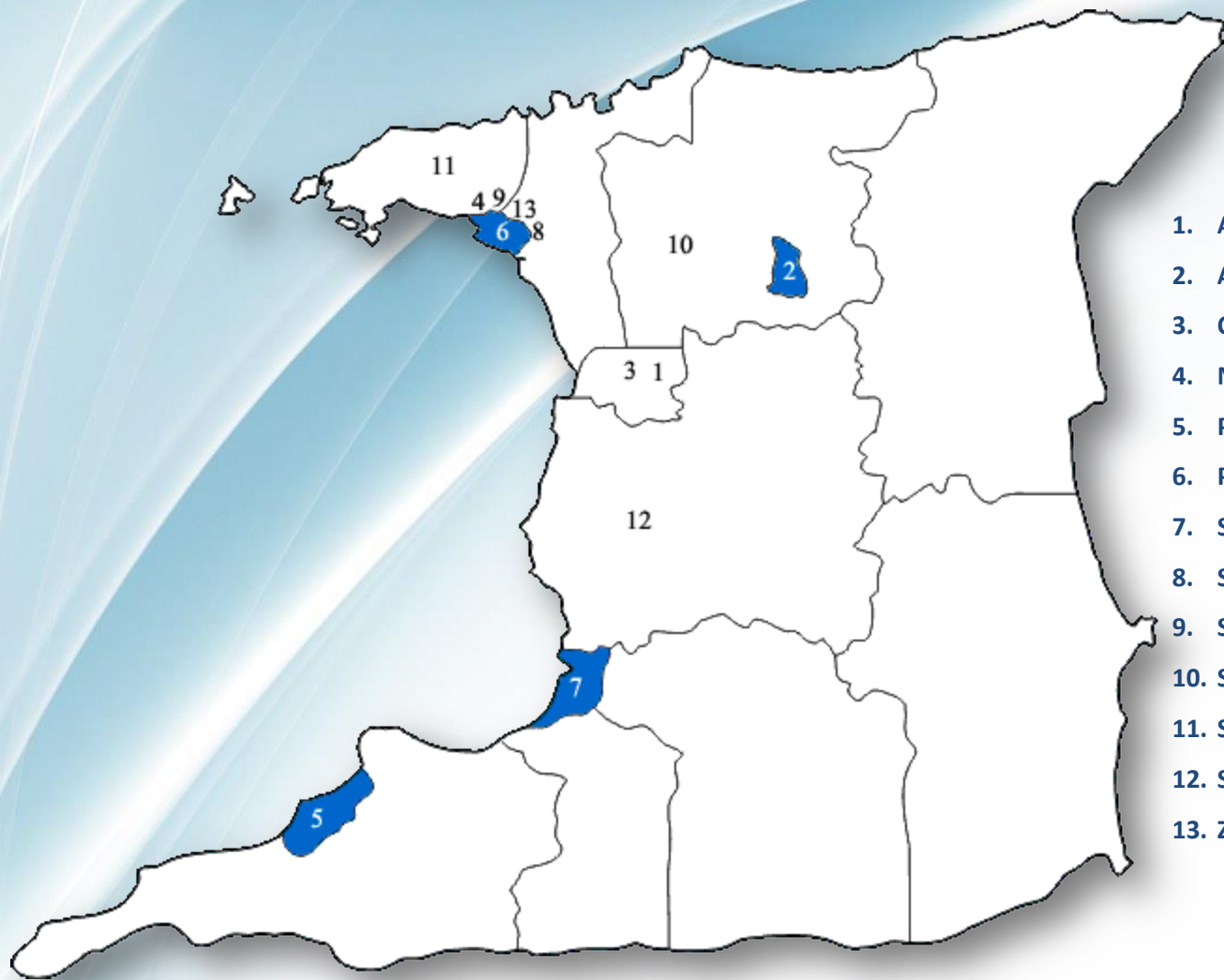
THE MISSION

**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**

Service Accountability Stability Commitment



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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Mr. Valentine Steve Alvarez
Chairman

FOREWORD

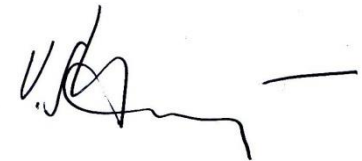
Section 66 B of the Constitution of the Republic of Trinidad and Tobago requires the Statutory Authorities Service Commission to present a report annually that summarizes its operation over the last year. This report represents the Statutory Authorities Service Commission's endeavours and achievements for 2012 / 2013.

In an effort to improve the quality of service to the statutory bodies under the purview of the Commission, a decision was taken to first evaluate the number of vacancies that existed in the various organizations and secondly to fill all the positions with competent personnel. Consequently the Commission requested that all organizations embark on a comprehensive analysis of their human resource personnel and make representations to the Commission to address their concerns. This initiative resulted in a number of vacant positions being filled.

A major objective of the Commission was to persuade the management at the various statutory bodies to submit timely Performance Appraisal Reports. This is a critical tool in determining the best fit for filling vacancies, promotions and exercising discipline. To date, most of the organizations have responded positively to this initiative. Overall, the Commission is still not satisfied with the response. No individual should be denied a promotion or being placed in a vacant post because his or her supervisor neglected to complete a Performance Appraisal Report on time.

Notwithstanding the challenges faced by the Commission, the performance of the officers has been commendable. The staff at the Statutory Authorities Service Commission has been faced with sub-standard infrastructure, ageing office equipment and inadequate personnel but still managed to get the job done with increasing levels of efficiency.

The Commission takes this opportunity to pay tribute to the Executive Officer, Ms. Charleen Phillip for her dedication to the Statutory Authorities Service Commission, her professional approach to her job and her continuing efforts to maintain an amicable relationship with the members of the Commission. Her staff continues to strive towards excellence and the Commission takes this opportunity to express their thanks for their continued support and co-operation.



Valentine Steve Alvarez

CHAIRMAN

INTRODUCTION



Ms. Charleen Phillip
Executive Officer

The Statutory Authorities Service Commission is a human resource agency of the Government of Trinidad and Tobago established by Act No.16 of 1966/now Chapter 24:01 of the Laws of Trinidad and Tobago. The Act was assented to on 2nd August, 1966 and the Commission operationalized on 01st January, 1967.

Like the Public Service Commission, the Statutory Authorities Service Commission has its origin in British Civil Service tradition, which is based on the principle that the appointment, promotion, transfer and discipline of public

service officers should be insulated from political influence.

Now in its 47th year of operation the Commission's official mandate remains unchanged notwithstanding the tremendous changes in the socio-economic environment of Trinidad and Tobago since 1967.

As a consequence, this Annual Report on the administration for the year 1st October, 2012 to 30th September, 2013 documents the work of the Commission including its span of control. 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 its designated Statutory Authorities.

This report is being submitted 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.



Charleen Phillip
Executive Officer

MEMBERSHIP AND POWERS OF THE COMMISSION

The current Membership of the Commission, serving for a period of two (2) years from 14th March, 2011, is as follows:

CHAIRMAN	-	Mr. Valentine Steve Alvarez
DEPUTY CHAIRMAN	-	Ms. Sharmila Nisha Harry
MEMBERS	-	Mr. Jagdeo Maharaj
	-	Mr. Ragbir Umraw
	-	Mr. Lemuel Murphy

According to Section (5) of the Statutory Authorities Service Commission 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.



FROM LEFT TO RIGHT: Mr. Jagdeo Maharaj, Mr. Lemuel Murphy, Mr. Valentine Steve Alvarez, Ms. Sharmila Harry and Mr. Ragbir Umraw

The following Statutory Authorities fall under the Commission's purview:

- ❖ Agricultural Society of Trinidad and Tobago
- ❖ Arima Borough Corporation
- ❖ Cocoa and Coffee Industry Board
- ❖ National Lotteries Control Board
- ❖ Point Fortin Borough Corporation
- ❖ Port of Spain City Corporation
- ❖ San Fernando City Corporation
- ❖ St. Dominic's Children's Home
- ❖ St. Jude's School for Girls
- ❖ St. Mary's Children's Home
- ❖ St. Michael's School for Boys
- ❖ Sugar Industry Labour Welfare Committee
- ❖ Zoological Society of Trinidad and Tobago

The Commission regulates its own procedure, 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.

MATTERS HANDLED

The Commission held twenty-five (25) meetings during the year under review during which five hundred and twelve (512) matters were considered. Sub-Committees of the Commission met on five (5) occasions to interview shortlisted candidates for advertised positions. A statistical breakdown of the actions taken by the Commission during the period October 2012 to September 2013 is given hereunder. For comparison purposes the numbers applicable to the previous year, October 2011 to September 2012, are included in Table 1 below:

Table 1	2011/2012	2012/2013
Appointments	19	28
Promotions	36	24
Acting Appointments	780	678
Temporary Appointments	628	476
Confirmations	57	108
Transfers	2	1
Secondments:		
- Between Authorities	26	46
- To the Public Service	8	0
- From the Public Service	4	0

Disciplinary Matters	32	33
Separations from Office:		
- Compulsory Retirements	26	31
- Voluntary Retirements	16	16
- Retirements with Permission	10	13
- Retirements on Medical Grounds...	6	3
- Resignations	11	16
- Abandonment of Office	2	0
Obituaries	2	6
Miscellaneous	47	2

STATUTORY AUTHORITIES SERVICE COMMISSION

Figure 1 is a column chart showing a further breakdown of the figures in Table 2 relating to “Appointments”, “Promotions”, “Acting Appointments” and “Temporary Appointments” dealt with by the Commission in the reporting year, based on categories of staff.

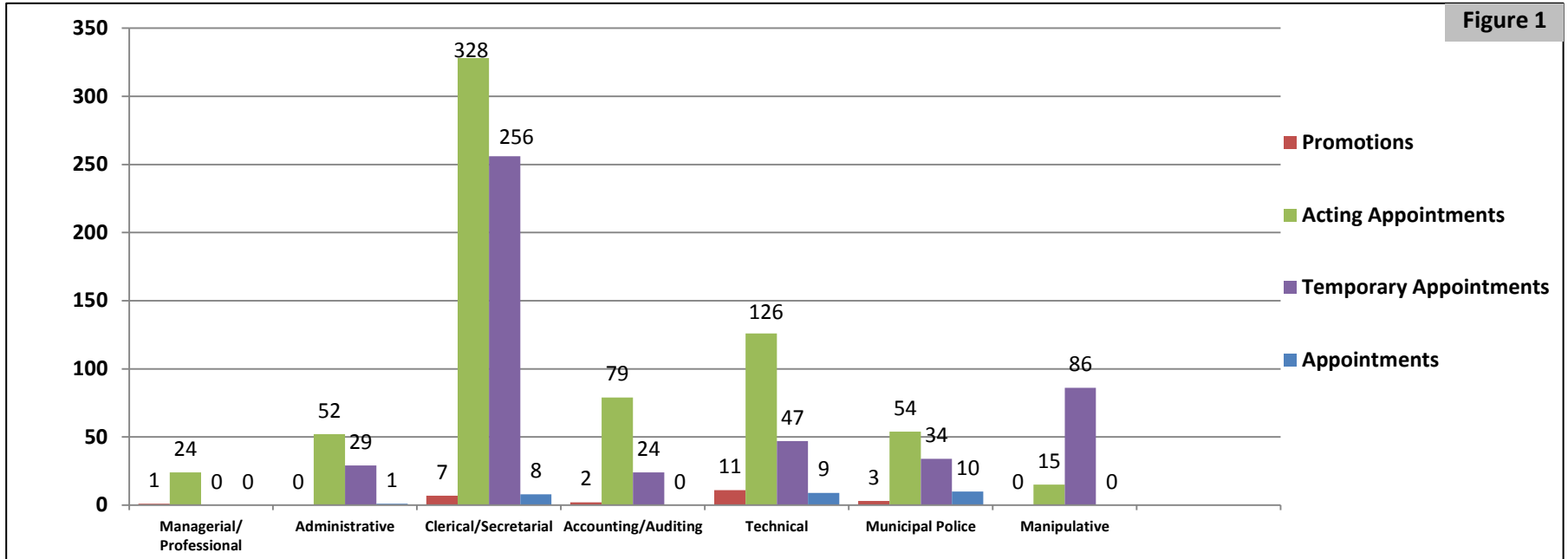
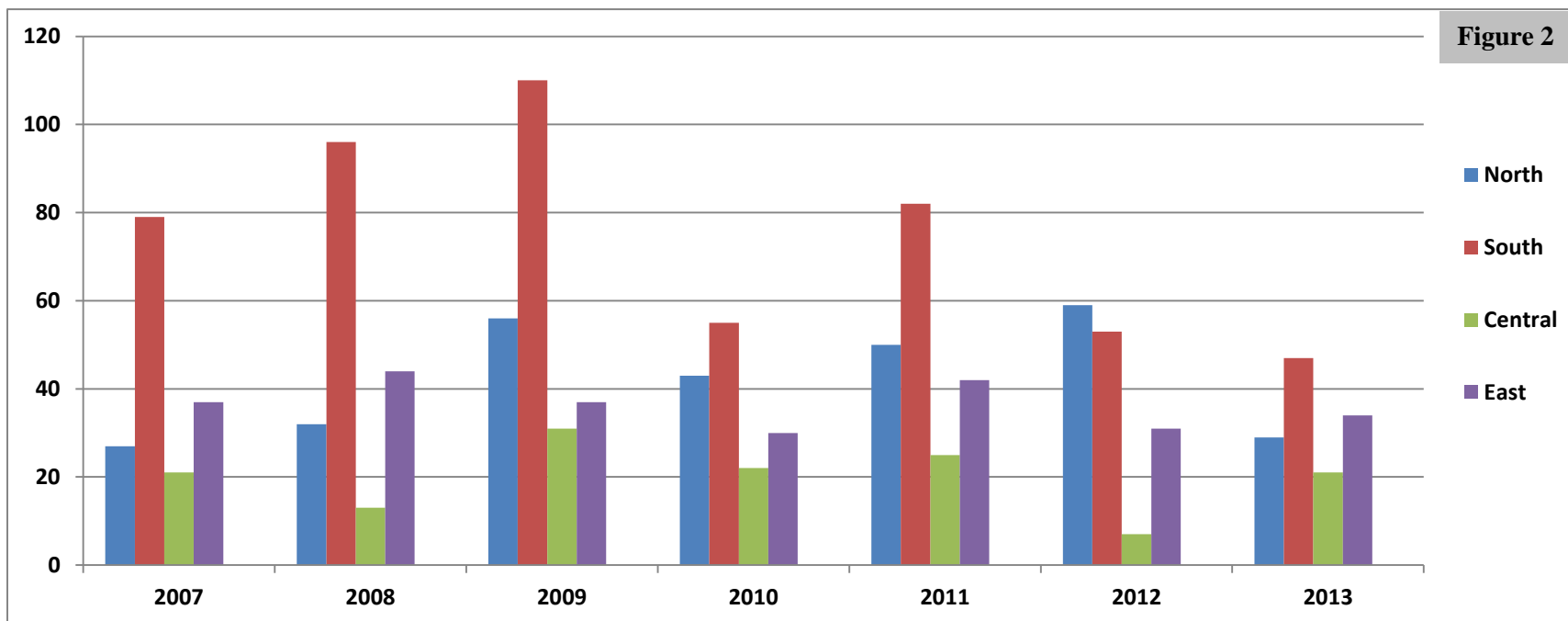


Table 2	Category	Appointments	Promotions	Acting Appointments	Temporary Appointments
	Managerial/Professional	0	1	24	0
	Administrative	1	0	52	29
	Clerical/Secretarial	8	7	328	256
	Accounting/Auditing	0	2	79	24
	Technical	9	11	126	47
	Municipal Police	10	3	54	34
	Manipulative	0	0	15	86
	Total	28	24	678	476

Table 3 shows outstanding applications on record from 1st October 2007 to 30th September 2013. Candidates awaiting employment at the entry level Clerk I position in Statutory Authorities are illustrated in Figure 2 disaggregated according to geographical regions.



Region	2007	2008	2009	2010	2011	2012	2013	Total
North	27	32	56	43	50	59	29	296
South	79	96	110	55	82	53	47	522
Central	21	13	31	22	25	7	21	140
East	37	44	37	30	42	31	34	255
Total	164	185	234	150	199	150	131	1213

AMENDMENT TO THE STATUTORY AUTHORITIES SERVICE COMMISSION REGULATIONS 2006

In 2006 the Statutory Authorities Service Commission, with the approval of the Prime Minister, revised the regulations.

Among some of the changes noted in Notice No. 260 were as follows:

I (Interpretation G.N. No.61 of 1968, Regulation 2 amended)

II Regulation 36 revoked

III Regulation 58 revoked

IV Regulation 87(A) inserted.

87(A) (1) Where the Commission becomes aware of an allegation of indiscipline or misconduct of an officer being a Head of a Statutory Authority, the Commission shall appoint an officer to investigate the allegation.

V Regulation 90 amended

VI Regulation 95 revoked and substituted

VII "Appointment of disciplinary tribunal

95. (1) Where the Commission, pursuant to regulation 90(6) charges –

(a) An officer; or

(b) An officer being a Head of a Statutory Authority,

Respecting an alleged act of indiscipline or misconduct and the provisions of regulation 93 apply, the Commission may, subject to this regulation, appoint a disciplinary tribunal to hear evidence and find the facts.

- (2) A tribunal appointed under sub regulation (1) may be constituted of –
 - (a) One officer; or
 - (b) An uneven number of officers not being less than three.
- (3) For the purposes of sub regulation (2), a reference to “officer” includes a reference to a retired officer.
- (4) An officer selected under sub regulation (2)
 - (a) Shall be, or in the case of a retired officer shall have been, of a grade higher than that of the officer charged; or
 - (b) Shall in no case be of a grade lower than Clerk IV, or in the case of a retired officer shall not have retired at a grade lower than Clerk IV.
- (5) Where there is no officer meeting the requirements of sub regulation (4) available to be appointed to the tribunal to which this regulation refers, the Commission may appoint a tribunal consisting of such other persons as it may consider suitable”.

- VIII** Regulation 101 amended
- IX** Regulation 106 amended
- X** Regulation 107 amended
- XI** Part IX revoked

The Chairman had asked the Legal Officer in a brief address, to prepare a short report for the Commission regarding the impact of the Municipal Corporations Act 1990 on the Statutory Authorities Service Commission operations. The Legal Officer indicated inter alia, to address this issue in a concise manner is easier said than done. Elements of this issue have been the subject of a 65 page judgment by a High Court Judge and a further written 39 page judgment of the Court of Appeal in which aspects of the first instance Judge were overturned. We have been recently informed by a representative of the Chief State Solicitor that the matter is pending before the highest appellate Court, the Privy Council.

The status of this matter is instructive, as clearly the powers that be, that are of the highest judicial order shall treat with the matter with some finality and we shall be guided by same. However, as will be outlined in short, the issue and in any event any solution to the issue most likely, will lie not with the Commission but with the legislative arm of our country, the Parliament. Parliament in its wisdom should perhaps be moved to revisit their legislation and streamline same to ensure its efficacy.

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.

The term *mutatis mutandis* simply means that the regulations may be applied 'with the necessary semantic modifications'. It has sometimes been argued that the Commission has in any event, never deemed any of the regulations applicable.

It should be noted several of these items outlined in the section, such as classification and remuneration are all matters which fall outside the Commission's jurisdiction.

MUNICIPAL POLICE RECRUITMENT

The Commission had previously expressed its recognition of the overall crime situation in the country and the consequent need to focus on the task of keeping the Municipal Police Services properly manned. The Commission is in the process of embarking on a recruitment drive to fill the number of vacancies expressed by the various Statutory Authorities.

The recruitment exercise for Police Constables is a long and tedious one. It takes approximately one year to arrive at the selection of persons who then undergo a six month period of training at the Police Academy before becoming eligible for permanent appointment.

The Commission in 2013 undertook a comprehensive review of the Municipal Police Service and is completing the report to be submitted to the Joint Select Committee to Parliament.

DISCIPLINARY MATTERS

During the year under review twenty-two (22) Disciplinary matters were brought to the Commission for decisions at various stages of the process. The following analysis gives a picture of the status of the cases which engaged the Commission's attention:

<u>Matters concluded during the year under review</u>	0
Officers resigned. No further action on charges	0
Matters terminated due to insufficient evidence	0
Investigating Officers' reports received. Matters discontinued	0
Warning issued to officer	0
Criminal court matter dismissed. No disciplinary action taken	0
<u>New Cases arising during the year under review</u>	2
Investigating Officers' Reports received. Legal advice sought	0
Awaiting Police Investigations	2
Charges preferred. Referred to Tribunal	0
<u>Continuing Cases still pending at 30th September, 2013</u>	20
Further information sought from Authority	4
Criminal matters pending. Legal advice sought	1
Criminal matters pending. Awaiting response from Police	2
Appeal Court matters pending	4
Charges preferred. Tribunal ongoing	4
Charges preferred. Officers found guilty and fined. Appeals filed/Withdrawn	3
Officer interdicted. Awaiting criminal court matter	0

INFORMATION REQUESTS

As required by Section 7 of the Freedom of Information Act, 1999, the Statutory Authorities Service Commission Department has published in the Gazette and in a daily newspaper statements setting out the particulars of this organization as well as of a variety of other pertinent information in respect of the year 2011.

A total of nine (9) requests for access to information were received during the course of the reporting year under the provisions of Section 13 of the Act.

The nature of the requests made during the 2012/2013 operating year vary as indicated hereunder:

- 8 - For information in relation to placements on Order-of-Merit lists following interviews;
- 0 - For viewing of individual personal files;
- 1 - For documents on Personal File;
- 0 - For seniority on Establishment of Authority;
- 0 - For document not available at this Department;

STATUTORY AUTHORITIES SERVICE COMMISSION

Figure 3 illustrates the number of Freedom Of Information requests received during the years 2007 to 2013:

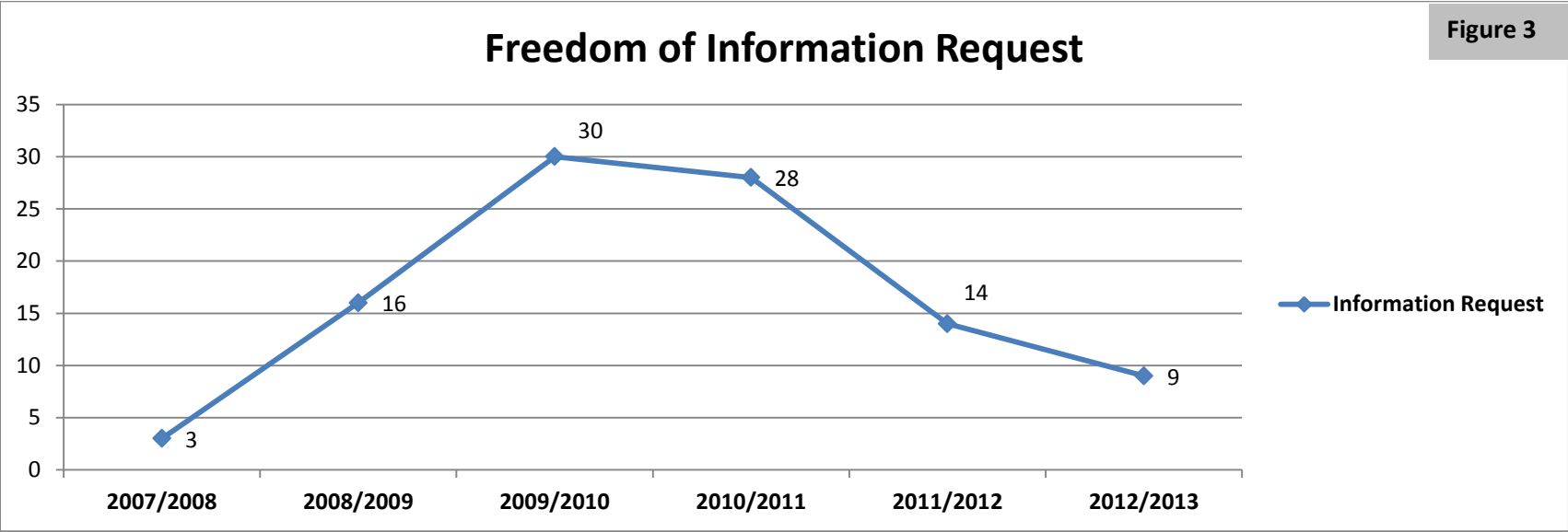


Table 4	Year	Requests Made		Year	Requests Made
	2007/2008	03		2010/2011	28
	2008/2009	16		2011/2012	14
	2009/2010	30		2012/2013	09

HIGH COURT ACTIONS

The Commission again wishes to comment on the length of time it takes to obtain judgments in respect of High Court and Appeal Court matters on actions taken by the Commission in individual cases. These delays have a negative impact on the administration of services. In one particular pending case the delay has forced the continuing suspension of an officer for some seven (7) years culminating in that officer being allowed to proceed on extended leave prior to compulsory retirement. The indications are that the officer would have retired before pending disciplinary proceedings could be completed.

No new High Court Action was lodged against the Statutory Authorities Service Commission during the 2012/2013 year.

1. One (1) Court of Appeal trial during December, 2013 – **CA No. 122 of 2008:**

Statutory Authorities Service Commission and Jacqueline Solomon – Sankar - Decision pending

2. No new High Court matter
3. One (1) Magistrates Court matter
EOC vs. Statutory Authorities Service Commission

The matter was dismissed

ORGANIZATION AND STAFFING

The Department's Strategic Plan admits the importance of efficiency in its operations if the Commission's goals and objectives are to be fully met. The programmes to be implemented under the Plan – See Section 1.0 page 2 – 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:

- ❖ Eleven (11) positions are permanently filled of which only seven (7) incumbents are on board and performing;
- ❖ Three (3) of the permanently employed officers are acting in higher positions;
- ❖ Fourteen (14) persons hold temporary appointments at the basic entry points, i.e. as Clerks I or Clerk Typists I;
- ❖ Two (2) of the Temporary Clerks I have been in continuous service for over (10) years.
- ❖ Eight (8) of the Temporary employees are acting in higher positions – five (5) two grades above their temporary positions and two (2) four(4) grades above;
- ❖ Five (5) 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, re-title 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.

It would seem that, unlike with Central Public Service agencies, not much parallel attention has been paid to Public Sector Reform initiatives which would advance institutional strengthening and capacity building of the statutory agencies. The Commission would welcome any such initiative.

FINANCE AND ACCOUNTS

Audited statements for the fiscal year 2012/2013 are given in the attached **Appendix II**. Audited accounts for the 2012/2013 fiscal year are not yet available for scrutiny. However, the overall allocations for the year and the actual unaudited expenditure figures are listed in Table 5 below:

	Sub-Head	Original Provision	Revised Provision	Actual Expenditure
	01: Personnel Expenditure	3,766,400.00	3,759,400.00	3,355,275.30
Table 5	02: Goods and Services	2,208,830.00	2,215,830.00	2,045,967.58
	03: Minor Equipment Purchases	91,800.00	91,800.00	55,610.45
	Total	6,067,030.00	6,067,030.00	5,456,853.43

Revised Provision:

Personnel Expenditure = \$3,766,400.00 - \$7,000.00 (transfer of funds to sub-head: 02)

Goods and Services = \$2,208,830.00+\$7,000.00 (transfer of funds from sub-head:01)

Expenditure for the 2012/2013 financial year was contained within the actual releases approved by the Ministry of Finance and was utilized for the purposes approved by the Parliament. 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.

Advertisements for the period 1st October 2012 to 30th September 2013

Position	Applications	Shortlisted	Suitable	Employed
St. Mary's Children's Home				
Welfare Officer	137	30	nil	nil
Laundress I	31	nil	nil	nil
St. Michael's School for Boys				
Trade Instructor (Auto Mechanic)	4	4	4	1
Trade Instructor (Laundry)	13	nil	nil	nil
Sugar Industry Labour Welfare Committee				
Engineering Assistant I	14	6	4	nil
Assistant Executive Officer	64	10	6	1
Zoological Society of Trinidad and Tobago				
Zookeeper I	62	nil	nil	nil
Point Fortin Borough Corporation				
Chief Executive Officer	6	5	5	1
Building Inspector II	15	nil	nil	nil
San Fernando City Corporation				
Chief Executive Officer	28	17	13	2
Port of Spain City Corporation				
Assistant City Engineer	26	6	6	1

APPENDIX II

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR ENDED 2013

HEAD: 07- STATUTORY AUTHORITIES SERVICE COMMISSION

SECTION A - SUMMARY OF EXPENDITURE

SUB-HEADS		ESTIMATES FINANCIAL YEAR 2013	ACTUAL EXPENDITURE FINANCIAL YEAR 2013	VARIANCE	
				LESS THAN ESTIMATES	MORE THAN ESTIMATES
	\$ c	\$ c	\$ c	\$ c	\$ c
01 PERSONNEL EXPENDITURE		3,759,400.00	3,355,275.30	404,124.70	0.00
Original Provision					
Less: Transfer	3,766,400.00				
F:BUD: 12/7/4 dd 06.08.13	(7,000.00)				
02 GOODS AND SERVICES	2,208,830.00	2,215,830.00	2,045,967.68	169,862.32	0.00
Add :Transfer					
F:BUD: 12/7/4 dd 06.08.13	7,000.00				
03 MINOR EQUIPMENT PURCHASES		91,800.00	55,610.45	36,189.55	0.00
TOTAL		6,067,030.00	5,456,853.43	610,176.57	0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

Appendix III

**APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR ENDED 2013
HEAD: 07 - STATUTORY AUTHORITIES SERVICE COMMISSION**

SECTION B - SUMMARY OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM			ESTIMATES FINANCIAL YEAR 2013	ACTUAL EXPENDITURE FINANCIAL YEAR 2013	VARIANCE
			\$ c	\$ c	\$ c
SUB HEAD	01 -	PERSONNEL EXPENDITURE	3,759,400.00	3,355,275.30	404,124.70
Sub Item	01 -	Salaries and COLA	2,900,000.00	2,680,351.92	219,648.08
	05 -	Government's Contribution to N. I. S.	186,000.00	184,212.75	1,787.25
	06 -	Remuneration to Board Members	44,000.00	0.00	44,000.00
	08 -	Vacant Posts - Salaries & COLA Without Bodies	50,000.00	0.00	50,000.00
	23 -	Salaries - Direct Charges	276,000.00	275,199.99	800.01
	24 -	Allowances - Direct Charges	9,500.00	9,500.00	0.00
	25 -	Remuneration to Members - Direct Charges	215,100.00	166,616.62	48,483.38
	27 -	Government's Contribution to Group Health Insurance	48,500.00	26,836.20	21,663.80
	31 -	Government's Contribution to N.I.S. - Direct Charges	30,300.00	12,557.82	17,742.18

**APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR ENDED 2013
HEAD: 07 - STATUTORY AUTHORITIES SERVICE COMMISSION**

SECTION B - SUMMARY OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM			ESTIMATES FINANCIAL YEAR 2013	ACTUAL EXPENDITURE FINANCIAL YEAR 2013	VARIANCE
			\$ c	\$ c	\$ c
SUB HEAD	02 -	GOODS AND SERVICES	\$2,209,072.00	1,799,895.27	409,176.73
Sub Item	01 -	Travelling and Subsistence	61,000.00	33,289.36	27,710.64
	03 -	Uniforms	7,000.00	5,500.00	1,500.00
	04 -	Electricity	148,300.00	148,248.20	51.80
	05 -	Telephones	125,000.00	98,327.41	26,672.59
	08 -	Rent/Lease - Office Accommodation and Storage	671,372.00	615,422.50	55,949.50
	10 -	Office Stationery and Supplies	130,000.00	129,465.56	534.44
	11 -	Books and Periodicals	10,000.00	5,532.00	4,468.00
	12 -	Materials and Supplies	30,000.00	7,145.00	22,855.00
	13 -	Maintenance of Vehicles	20,000.00	10,776.61	9,223.39
	15 -	Repairs and Maintenance (Equipment)	20,000.00	3,379.87	16,620.13
	16 -	Contract Employment	302,000.00	239,154.00	62,846.00
	17 -	Training	30,000.00	15,900.00	14,100.00
	21 -	Repairs & Maintenance -Buildings	9,000.00	3,833.50	5,166.50
	22 -	Short -term Employment	168,519.00	168,518.73	0.27
	23 -	Fees	1,000.00	0.00	1,000.00

STATUTORY AUTHORITIES SERVICE COMMISSION

28 -	Other Contracted Services	19,846.00	15,223.59	4,622.41
37 -	Janitorial Services	155,000.00	154,518.60	481.40
43 -	Security Services	108,054.00	108,054.00	0.00
57 -	Postage	5,000.00	3,124.44	1,875.56
60 -	Travelling - Direct Charges	34,000.00	33,943.53	56.47
62 -	Promotions, Publicity and Printing	49,460.00	37,817.46	11,642.54
66 -	Hosting of Conferences, Seminars and other Functions	88,905.00	82,590.94	6,314.06
99 -	Employee Assistance Programme	10,000.00	0.00	10,000.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR ENDED 2013 HEAD: 07 - STATUTORY AUTHORITIES SERVICE COMMISSION

SECTION B - SUMMARY OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM			ESTIMATES FINANCIAL YEAR 2013	ACTUAL EXPENDITURE FINANCIAL YEAR 2013	VARIANCE
			\$ c	\$ c	\$ c
SUB HEAD 03 -	02 -	MINOR EQUIPMENT PURCHASES	70,000.00	12,908.35	57,091.65
Sub Item 01 -	03 -	Vehicles (Replacement)	38,000.00	2,895.00	35,105.00
	04 -	Office Equipment	25,000.00	3,015.00	21,985.00
		Furniture and Furnishings	7,000.00	6,998.35	1.65
		Other Minor Equipment			
		GRAND TOTAL	5,688,517.00	4,660,312.39	1,028,204.61

APPENDIX IV

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2013 07 - STATUTORY AUTHORITIES SERVICE COMMISSION

SECTION C - DETAILS OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM			ESTIMATES FINANCIAL YEAR 2013	ACTUAL EXPENDITURE FINANCIAL YEAR 2013	VARIANCE (See Note 1 for reasons for Variances)	
					LESS THAN ESTIMATES	MORE THAN ESTIMATES
		\$ c	\$ c	\$ c	\$ c	\$ c
01	PERSONNEL EXPENDITURE					
001	GENERAL ADMINISTRATION					
01	Salaries and C. O. L. A. <u>Original Provision</u>		2,900,000.00	2,680,351.92	219,648.08	0.00
05	Government's Contribution to N. I. S. <u>Original Provision</u>	160,000.00				
	Add: Virement from 07/01/001/06 SASC: 7/7/48 dated 05.07.13	26,000.00	186,000.00	184,212.75	1,787.25	0.00
06	Remuneration to Board Members <u>Original Provision</u>	70,000.00				
	Less: Virement to 07/01/001/05 SASC: 7/7/48 dated 05.07.13	(26,000.00)	44,000.00	0.00	44,000.00	0.00
08	Vacant Posts-Salaries & C.O.L.A (without incumbents) <u>Original Provision</u>		50,000.00	0.00	50,000.00	0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

23	Salaries - Direct Charges					
	<u>Original Provision</u>	244,800.00				
	Add: Virement from 07/01/001/25	19,200.00				
	F:BUD:12/7/4 dated 26.07.13					
	Add: Virement from 07/01/001/25	12,000.00				
	F:BUD:12/7/4 dated 28.08.13		276,000.00	275,199.99	800.01	0.00
24	Allowances - Direct Charges					
	<u>Original Provision</u>	0.00				
	Add: Virement from 07/01/001/25	9,500.00				
	F:BUD:12/7/4 dated 06.08.13		9,500.00	9,500.00	0.00	0.00
25	Remuneration to Members - Direct Charges					
	<u>Original Provision</u>	262,800.00				
	Less: Virement to 07/01/001/23	(19,200.00)				
	F:BUD:12/7/4 dated 26.07.13					
	Less: Virement to 07/01/001/24	(9,500.00)				
	F:BUD:12/7/4 dated 06.08.13					
	Less: Transfer of Funds to 07/02/001/60	(7,000.00)				
	F:BUD: 12/7/4 dated 06.08.13					
	Less: Virement to 07/01/001/23	(12,000.00)				
	F:BUD:12/7/4 dated 28.08.13		215,100.00	166,616.62	48,483.38	0.00
27	Government's Contribution to Group Health Insurance Monthly paid Officers					
	<u>Original Provision</u>		48,500.00	26,836.20	21,663.80	0.00
31	Government's Contribution to N.I.S. - Direct Charges					
	<u>Original Provision</u>		30,300.00	12,557.82	17,742.18	0.00
TOTAL PERSONNEL EXPENDITURE			3,759,400.00	3,355,275.30	404,124.70	0.00

02 GOODS AND SERVICES						
001	GENERAL ADMINISTRATION					
01	Travelling and Subsistence					
	<u>Original Provision</u>	66,130.00				
	Less: Virement to 07/02/001/22	(11,942.00)				
	SASC: 7/7/48 dated 03.07.13					
	Less: Virement to 07/02/001/22	(6,272.00)				
	SASC: 7/7/48 dated 30.08.13		47,916.00	44,479.57	3,436.43	0.00
03	Uniforms					
	<u>Original Provision</u>		5,700.00	5,695.50	4.50	0.00
04	Electricity					
	<u>Original Provision</u>	151,000.00				
	Add: Virement from 07/02/001/23	5,900.00				
	Add: Virement from 07/02/001/28	7,100.00				
	SASC: 7/7/48 dated 06.08.13		164,000.00	163,212.10	787.90	0.00
05	Telephones					
	<u>Original Provision</u>		117,000.00	104,026.82	12,973.18	0.00
08	Rent/Lease - Office Accommodation and Storage					
	<u>Original Provision</u>		815,000.00	727,317.50	87,682.50	0.00
10	Office Stationery and Supplies					
	<u>Original Provision</u>	110,000.00				
	Add: Virement from 07/02/001/15	1,500.00				
	SASC: 7/7/48 dated 19.09.13		111,500.00	110,791.96	708.04	0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

11	Books and Periodicals <u>Original Provision</u>	-	9,000.00	4,952.00	4,048.00	0.00
12	Materials and Supplies <u>Original Provision</u> Less: Virement to 07/02/001/22 SASC: 7/7/48 dated 30.08.13	15,000.00 (3,000.00)	12,000.00	10,875.10	1,124.90	0.00
13	Maintenance of Vehicles <u>Original Provision</u> Add: Virement from 07/02/001/21 Add: Virement from 07/02/001/23 SASC: 7/7/48 dated 06.08.13	18,000.00 5,000.00 3,100.00	26,100.00	25,267.86	832.14	0.00
15	Repairs and Maintenance- Equipment <u>Original Provision</u> Less: Virement to 07/02/001/10 Less: Virement from 07/02/001/66 SASC: 7/7/48 dated 19.09.13	9,000.00 (1,500.00) (3,000.00)	4,500.00	1,011.00	3,489.00	0.00
16	Contract Employment <u>Original Provision</u> Less: Virement to 07/02/001/22 SASC: 7/7/48 dated 03.07.13	240,000.00 (10,670.00)	229,330.00	222,238.48	7,091.52	0.00
17	Training <u>Original Provision</u>		25,000.00	18,475.00	6,525.00	0.00

21	Repairs and Maintenance- Buildings <u>Original Provision</u> Less: Virement to 07/02/001/13 SASC: 7/7/48 dated 06.08.13	- 14,000.00 (5,000.00)	9,000.00	3,833.50	5,166.50	0.00
22	Short- term Employment <u>Original Provision</u> Add: Virement from 07/02/001/62 SASC: 7/7/48 dated 31.10.12 Add: Virement from 07/02/001/62 SASC: 7/7/48 dated 30.01.13 Add: Virement from 07/02/001/62 SASC:7/7/48 dated 02.05.13 Add: Virement from 07/02/001/01 Add: Virement from 07/02/001/16 Add: Virement from 07/02/001/62 SASC: 7/7/48 dated 03.07.13 Add: Virement from 07/02/001/01 Add: Virement from 07/02/001/12 SASC: 7/7/48 dated 30.08.13	19,000.00 28,038.00 27,893.00 41,704.00 11,942.00 10,670.00 20,000.00 6,272.00 3,000.00	168,519.00	168,518.73	0.27	0.00
23	Fees <u>Original Provision</u> Less: Virement to 07/02/001/04 Less: Virement to 07/02/001/13 SASC: 7/7/48 dated 06.08.13	10,000.00 (5,900.00) (3,100.00)	1,000.00	0.00	1,000.00	0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

28	Other Contracted Services					
	<u>Original Provision</u>	30,000.00				
	Less: Virement to 07/02/001/28	(7,100.00)				
	Less: Virement to 07/02/001/43	(54.00)				
	SASC: 7/7/48 dated 06.08.13					
	Less: Virement to 07/02/001/66	(3,000.00)				
	SASC:7/7/48 dated 19.09.13		19,846.00	15,223.59	4,622.41	0.00
37	Janitorial Services					
	<u>Original Provision</u>		155,000.00	154,518.60	481.40	0.00
43	Security Services					
	<u>Original Provision</u>	108,000.00				
	Add: Virement from 07/02/001/28	54.00				
	SASC: 7/7/48 dated 06.08.13		108,054.00	108,054.00	0.00	0.00
57	Postage					
	<u>Original Provision</u>		5,000.00	3,124.44	1,875.56	0.00
60	Travelling - Direct Charges					
	<u>Original Provision</u>	27,000.00				
	Add: Transfer of Funds from 07/01/001/25	7,000.00				
	F. Bud: 12/7/4 dated 06.08.13		34,000.00	33,943.53	56.47	0.00
62	Promotions, Publicity & Printing					
	<u>Original Provision</u>	175,000.00				
	Less: Virement to 07/02/001/22	(28,038.00)				

	SASC: 7/7/48 dated 31.10.12					
	Less: Virement to 07/02/001/22	(27,893.00)				
	SASC: 7/7/48 dated 31.01.13					
	Less: Virement to 07/02/001/22	(41,704.00)				
	SASC:7/7/48 dated 02.05.13					
	Less: Virement to 07/02/001/22	(20,000.00)				
	SASC: 7/7/48 dated 03.07.13					
	Less: Virement to 07/02/001/66	(7,905.00)				
	SASC: 7/7/48 dated 19.09.13		49,460.00	37,817.46	11,642.54	0.00
66	Hosting of Conferences, Seminars and other Functions					
	<u>Original Provision</u>	75,000.00				
	Add: Virement from 07/02/001/15	3,000.00				
	Add: Virement from 07/02/001/28	3,000.00				
	Add: Virement from 07/02/001/62	7,905.00				
	SASC:7/7/48 dated 19.09.13		88,905.00	82,590.94	6,314.06	0.00
99	Employee Assistance Programme					
	<u>Original Provision</u>		10,000.00	0.00	10,000.00	0.00
TOTAL GOODS AND SERVICES			2,215,830.00	2,045,967.68	169,862.32	0.00

STATUTORY AUTHORITIES SERVICE COMMISSION

03 MINOR EQUIPMENT PURCHASES						
001	General Administration					
01	Vehicles (Replacement)					
	<u>Original Provision</u>		0.00	0.00	0.00	0.00
02	Office Equipment					
	<u>Original Provision</u>	65,000.00				
	Less: Virement to 07/03/001/03	(7,950.00)				
	SASC: 7/7/48 dated 11.04.13					
	Less: Virement to 07/03/001/03	(10,350.00)				
	SASC: 7/7/48 dated 06.08.13		46,700.00	16,425.00	30,275.00	0.00
03	Furniture and Furnishings					
	<u>Original Provision</u>	21,000.00				
	Add: Virement from 07/03/001/02	7,950.00				
	SASC: 7/7/48 dated 11.04.13					
	Add: Virement from 07/03/001/02	10,350.00				
	SASC: 7/7/48 dated 06.08.13		39,300.00	36,369.90	2,930.10	0.00
04	Other Minor Equipment					
	<u>Original Provision</u>		5,800.00	2,815.55	2,984.45	0.00
TOTAL MINOR EQUIPMENT PURCHASES			91,800.00	55,610.45	36,189.55	0.00

SECTION D - NOTES TO THE ACCOUNTS

Note 1: Explanations for the causes of material variances between the Estimates and the Actual Expenditure

SUB-HEAD/ITEM/SUB-ITEM		VARIANCES		EXPLANATION
		\$	c	
01	PERSONNEL EXPENDITURE			
001	General Administration			
01	Salaries and C.O.L.A.	219,648.08		Increments due to Officers still outstanding
25	Remuneration to Members -Direct Charges	48,483.38		Commission Members were re-appointed later in Financial Year 2013
02	GOODS AND SERVICES			
001	General Administration			
05	Telephones	12,973.18		Bills received after 2013 Financial year
17	Training	6,525.00		Training plan was not completed
21	Repairs and Maintenance - Building	5,166.50		Repairs were minimal for Financial Year 2013
62	Promotions Publicity and Printing	11,642.54		Bills received after Financial Year 2013.
03	MINOR EQUIPMENT PURCHASES			
001	General Administration			
02	Office Equipment	30,275.00		Items needed were not available

STATUTORY AUTHORITIES SERVICE COMMISSION

NOTE 2 - Details of Statement required by Paragraph 9 of the Comptroller of Accounts Circular No. 09 dated 02.09.13

- 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 \$
1	1	168.39	168.39

- D
-
Losses of cash, stamps and stores which were discovered during the year.
NIL
- E
-
Losses of cash and stamps 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
- 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

K (I) - The total commitments which were outstanding as at 2013 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 \$
NIL	NIL	NIL	NIL

L - Any major transactions affecting the Appropriation Account for the financial year 2013 or relating to property for which the Accounting is responsible

NIL

STATUTORY AUTHORITIES SERVICE COMMISSION

NOTE3 – Comparative Statement of Expenditure for the last five (5) financial years 2009 – 2013

EXPENDITURE CLASSIFICATION SUB-HEADS								
FINANCIAL YEAR	PERSONNEL EXPENDITURE	GOOD AND SERVICES	MINOR EQUIPMENT PURCHASES	CURRENT TRANSFERS AND SUBSIDIES	CURRENT TRANSFERS TO STATUTORY BOARDS AND SIMILAR BODIES	DEPT. SERVICING	DEVELOPMENT PROGRAMME	TOTAL
	\$ c	\$ c	\$ c	\$ c	\$ c	\$ c	\$ c	\$ c
2009	3,061,527.22	1,816,228.80	62,138.74	0.00	0.00	0.00	0.00	4,939,892.76
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

NOTE 4 - Payments out of Public Moneys to Members of Parliament (Other than salaries, allowances and pensions)

Section 25 (2)

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 09/30/2013 \$
NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

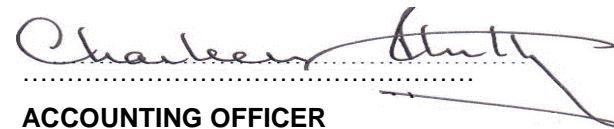
NOTE 6 - Explanation for any Discrepancies

NOTE 7 - Total value (\$) of Unpresented Cheques as at 2013 September 30 - \$147,391.11

Certificate

I hereby certify that the Appropriation Account for the financial year ended 2013 September 30, 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: 13th February, 2014



**ACCOUNTING OFFICER
EXECUTIVE OFFICER (AG.)
STATUTORY AUTHORITIES SERVICE
COMMISSION DEPARTMENT**

