



2018-2019

Head 15: Tobago House of Assembly

A summary of the Tobago House of Assembly'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 Tobago House of Assembly (THA) for the period 2013-2019. It provides Members of Parliament and stakeholders with an overview of the Ministry's responsibilities. The primary purpose of this guide is to consolidate the information contained within the various Budget Documents pertaining to the Ministry of Works and Transport, and provide readers with an analysis of same. This guide is based primarily on:

- the Draft Estimates of Recurrent Expenditure;
- the Estimates of Development Programme;
- the Public Sector Investment Programme; and
- the Auditor General's Report on the Public Accounts of the Republic of Trinidad and Tobago for the fiscal year 2017.

Tobago House of Assembly

Overview¹

The THA comprises two main arms, the Legislative Arm and the Executive Arm, and 10 divisions – nine with particular remits plus the Office of the Chief Secretary, which oversees the others. This Assembly was created by Act 37 of 1980 for “making better provision for the administration of Tobago and for matters therein.”

The Legislative arm (Assembly Legislature) is where all members of the Assembly meet in plenary and/or in select committees to make policy decisions for the operations of the Assembly. These functions are supported by the Assembly Legislature Secretariat and headed by the Presiding Officer. The Clerk of the Assembly is responsible for the efficient discharge of functions of the business of the Assembly.

The Executive arm of the Assembly is headed by the Chief Secretary in his capacity as leader of the Executive Council. The Council has individual and collective responsibility for carrying out the tasks of the Assembly through its divisions. Each division is led by a secretary, with an administrator serving as the accounting officer responsible for producing the desired results of the division. The Chief Administrator is the most senior public officer in the administration and is attached to the Office of the Chief Secretary.

Currently the 10 Divisions are:

- Office of the Chief Secretary

¹ The Tobago House of Assembly website, accessed on September 18, 2018, <http://www.tha.gov.tt/about-the-assembly/>

- Community Development, Enterprise Development and Labour
- Education, Innovation and Energy
- Finance and the Economy
- Food Production, Forestry and Fisheries
- Health, Wellness and Family Development
- Infrastructure, Quarries and the Environment
- Settlements, Urban Renewal and Public Utilities
- Sport and Youth Affairs
- Tourism, Culture and Transportation

Chief Secretary: Assemblyman Kelvin Charles

Presiding Officer: Dr. Denise Tsoiafatt Angus

Deputy Presiding Officer: Assemblyman Ancil Dennis

Chief Administrator : Mr. Raye Sandy

Powers of the Assembly²

The THA has 33 areas of responsibility:

- Finance, that is to say the collection of revenue and the meeting of expenditure incurred in the carrying out of the functions of the Assembly
- State Lands
- Land and marine parks
- Museums, archives, historical sites and historical buildings
- Public buildings and the maintenance of the residences of the President and the Prime Minister
- Tourism
- Sports
- Culture and the Arts
- Community Development
- Co-operatives
- Agriculture
- Fisheries
- Food Production
- Forestry
- Town and Country Planning
- Infrastructure, including air and sea transportation, wharves and airports and public utilities
- Telecommunications

² The Tobago House of Assembly website, accessed on September 18, 2018: <http://www.tha.gov.tt/about-the-assembly/>

- Highway and Roads
- Industrial Development
- The environment
- Customs and Excise
- Licensing
- Health Services
- Library Services
- Education including Curriculum
- Social Welfare
- Marketing
- Valuations
- Postal services and collection of revenue
- Statistics and Information
- Housing
- Plant and Animal Quarantine
- Such other matters as the President may, by Order, assign to the Assembly.

Key Statement from 2017 Standing Finance Committee Debate

During the Standing Finance Committee debate of 2017, the following statement was made in relation to the emphasis of the Tobago House of Assembly for fiscal year 2017/2018³:

“ The Deputy Chief Secretary and Secretary for Finance and the Economy in his budget presentation for the fiscal 2017/2018 indicated that the budgetary proposals were predicated on the following thematic areas: building economic resilience, fostering innovation and creativity, supporting our tourism industry, revitalizing our agricultural sector, developing our human capital, providing housing opportunities, enhancing health care delivery, fostering and stimulating rural development, holistic development of young adults, preserving our pristine natural environment, and empowering and building communities. Divisions were realigned and one new division created for greater efficiency and achievement of the strategic mandate using the existing complement of staff. The staff complement is as follows: total number of the public officers, 1,707; total number of vacant positions, 1,075 – 551 with bodies, 524 without bodies; total number of contract employees 1,827; total number of short-term employees, 266; total number of daily rated, 7,725. “

- Minister of Planning and Development

³ Minister of Finance, Standing Finance Committee Hansard of Tobago House of Assembly 19 Oct 17, Accessed September 20, 2018

Where the Assembly spends their money

2018-2019 Estimates of Expenditure

The budget allocation of \$ **2,210,630,000.00** for the Tobago House of Assembly is comprised of:

- The Draft Estimates of Recurrent Expenditure in the sum of \$ **1,979,000,000**; and
- The Draft Estimates of Development Programme Consolidated Fund in the sum of \$ **231,630,000**.

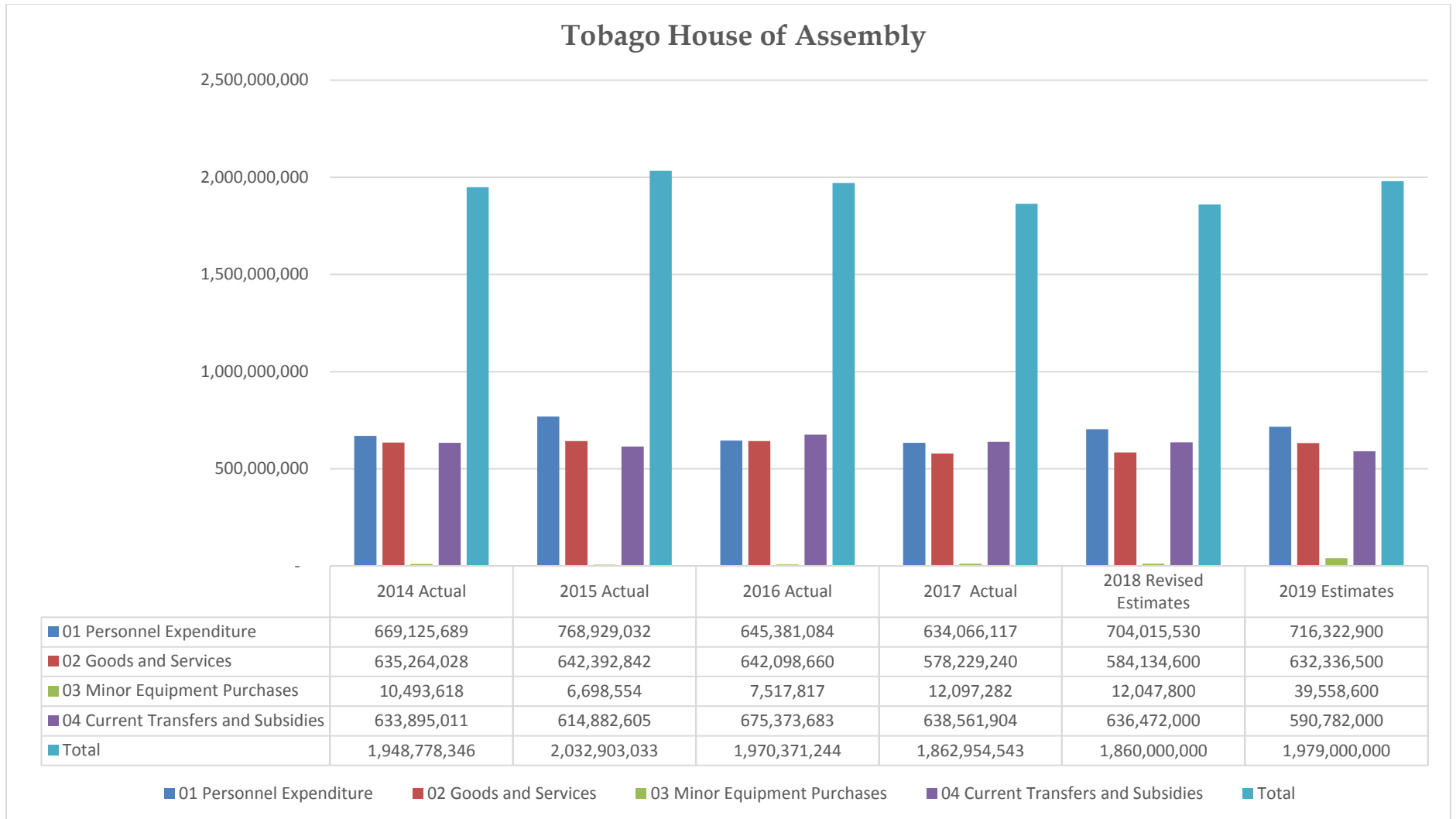
The Estimates of Recurrent Expenditure include:

- 01 Personnel Expenditure - \$ **716,322,900**;
- 02 Goods and Services - \$ **632,336,500**;
- 03 Minor Equipment Purchases \$ **39,558,600**; and
- 04 Current Transfers and Subsidies \$ **590,782,000**

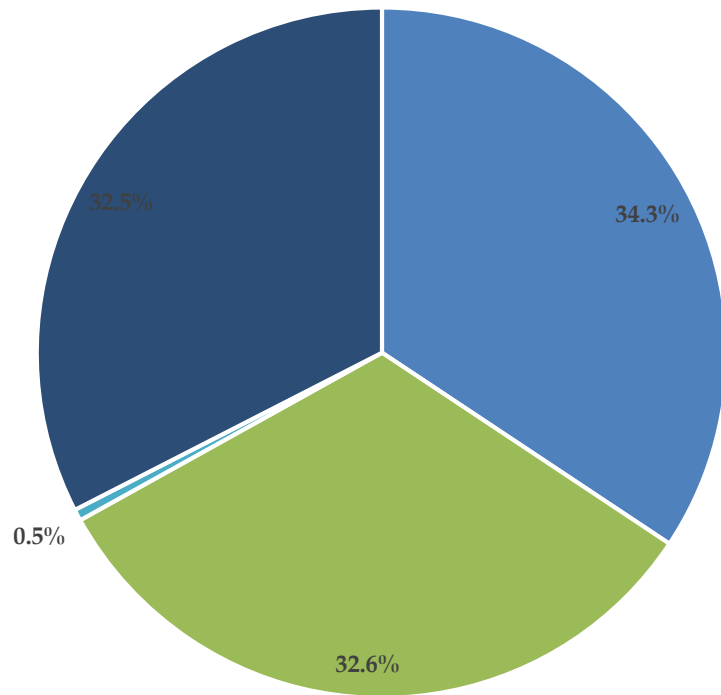
The Tobago House of Assembly's:

- Recurrent Expenditure as a percentage of the total Recurrent Expenditure budget is **3.72%**; and
- Consolidated Fund allocation as a percentage of the total Consolidated Fund allocation is **9.64%**.

Summary of Recurrent Expenditure for the period 2014-2019

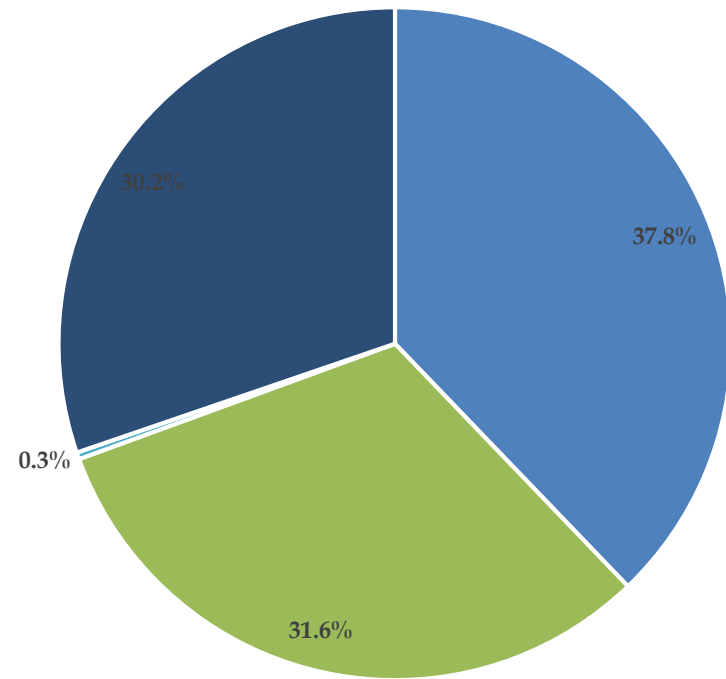


2014 Actual



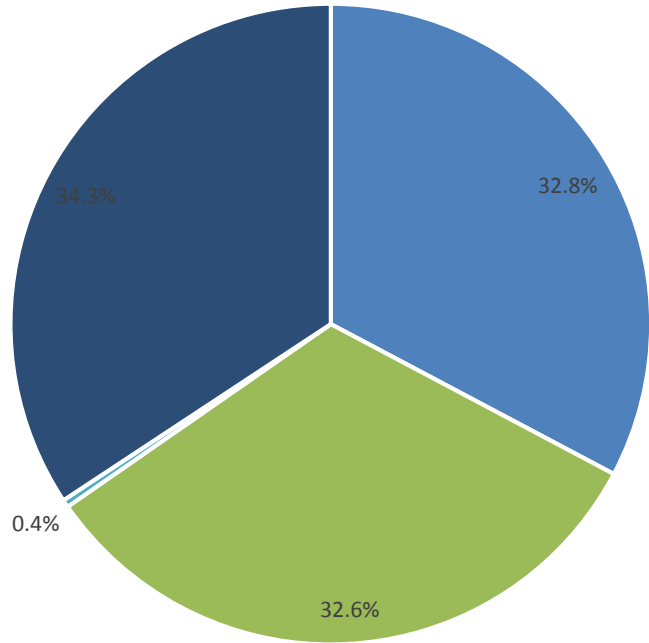
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies

2015 Actual



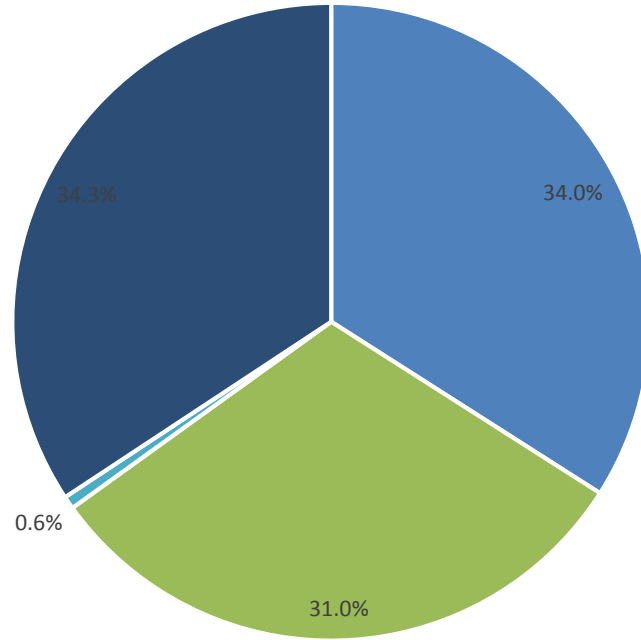
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies

2016 Actual



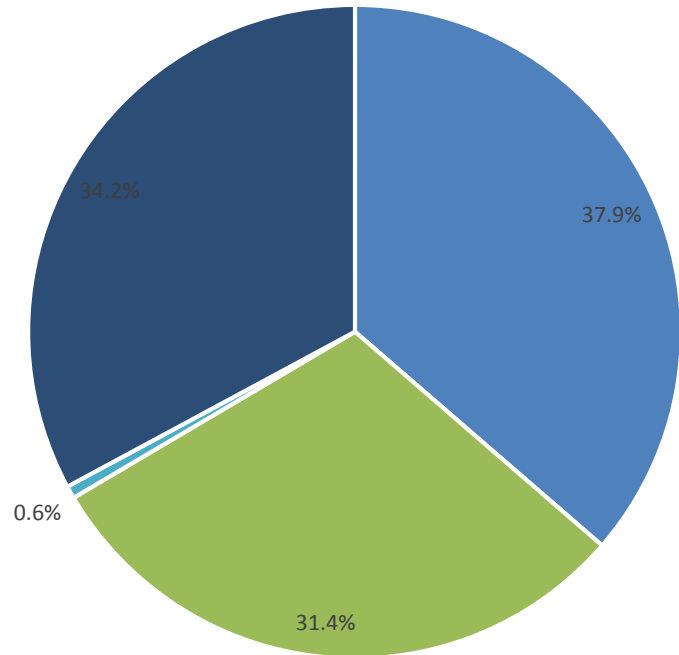
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies

2017 Actual



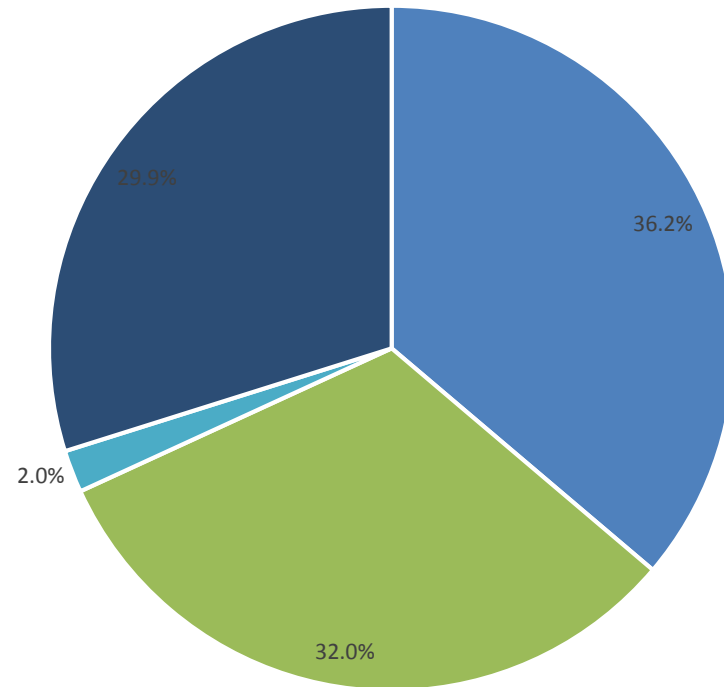
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies

2018 Revised Estimates



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

2019 Estimates

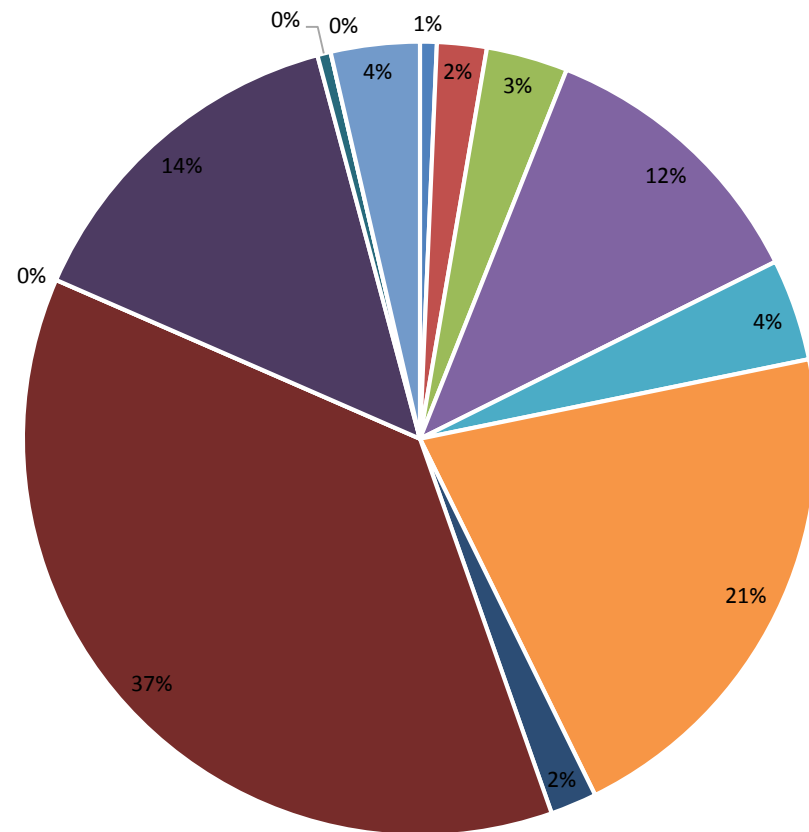


- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies

Summary of Recurrent Expenditure for Divisions

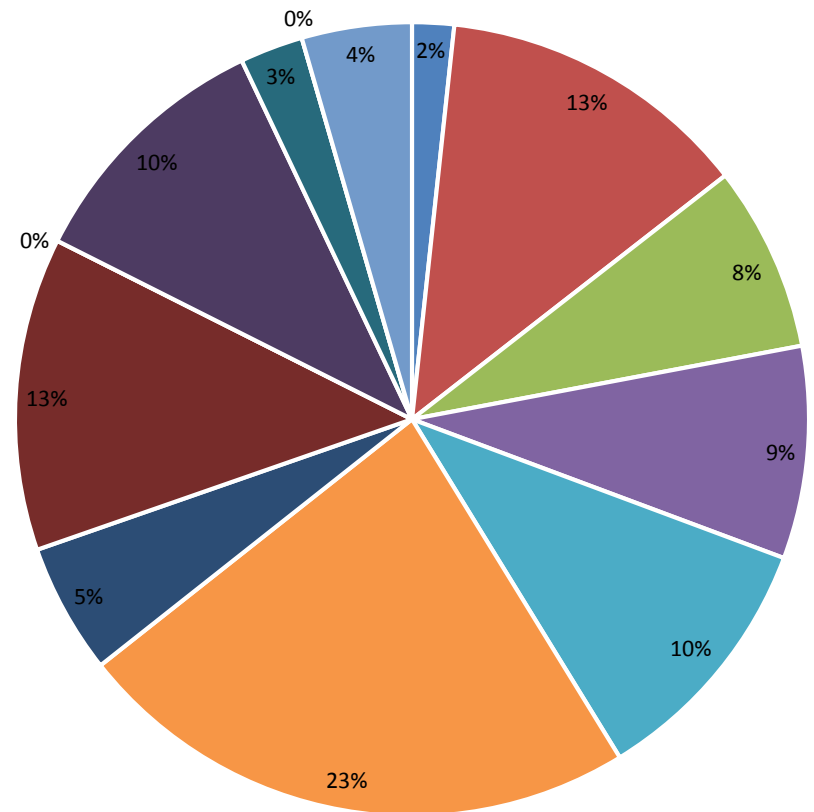
01 Personnel Expenditure

- 01 Assembly Legislation
- 02 Office of the Chief Secretary
- 03 Finance and the Economy
- 04 Food Production , Forestry and Fisheries
- 05 Tourism, Culture & Transportation
- 06 Education, Innovation and Energy
- 07 Community Development, Enterprise Development & Labour
- 08 Infrastructure, Quarries & the Environment
- 09 Agriculture, Marine Affairs, Marketing & the Environment
- 10 Health & Wellness and Family Development
- 11 Settlement, Urban Renewal and Public Utilities
- 12 Planning & Development
- 13 Sport and Youth Affairs



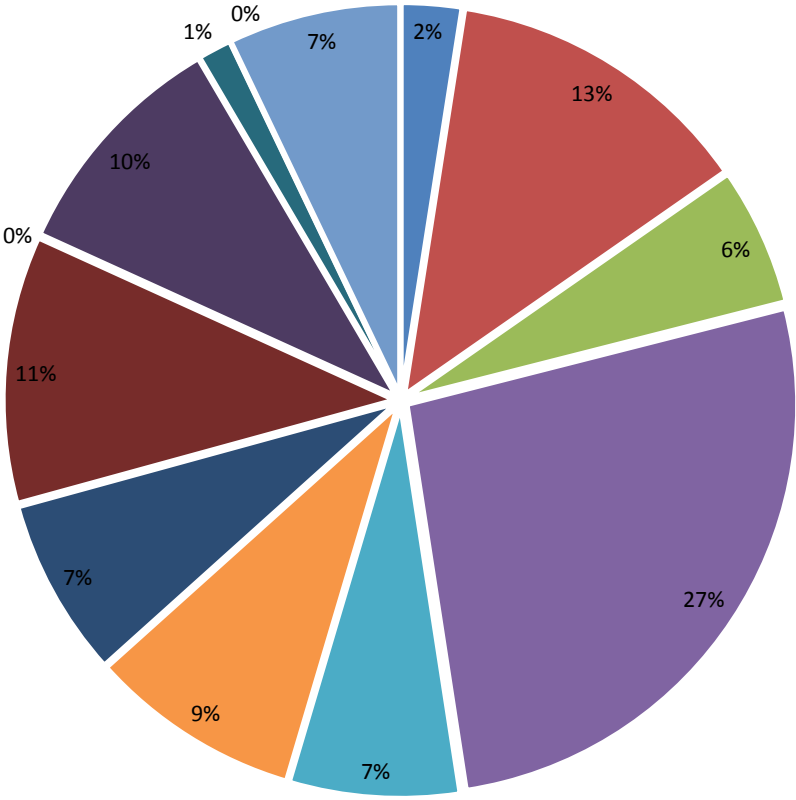
02 Goods and Services

- 01 Assembly Legislation
- 02 Office of the Chief Secretary
- 03 Finance and the Economy
- 04 Food Production , Forestry and Fisheries
- 05 Tourism, Culture & Transportation
- 06 Education, Innovation and Energy
- 07 Community Development, Enterprise Development & Labour
- 08 Infrastructure, Quarries & the Environment
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- 10 Health & Wellness and Family Development
- 11 Settlement, Urban Renewal and Public Utilities
- 12 Planning & Development
- 13 Sport and Youth Affairs

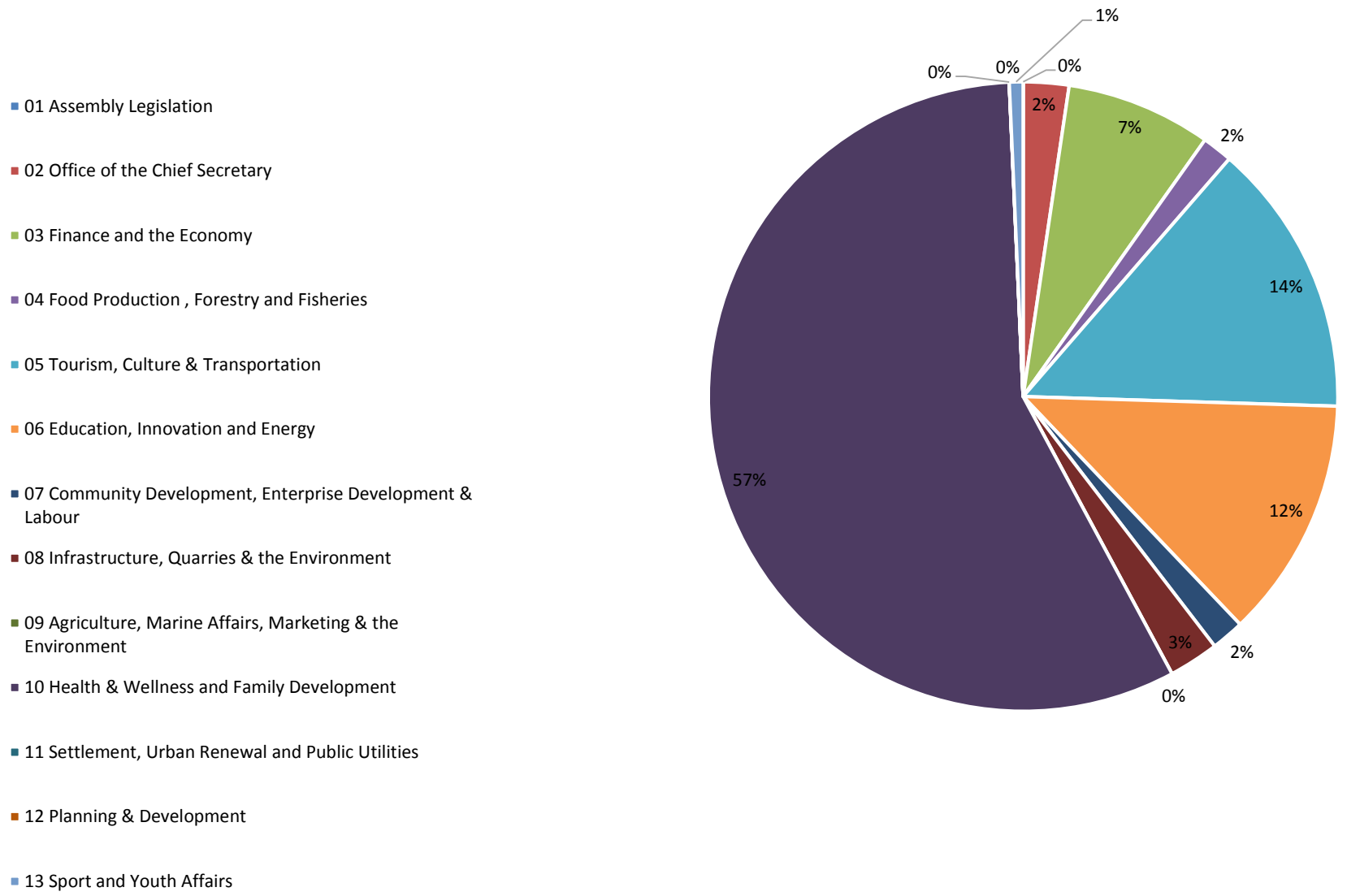


03 Minor Equipment Purchases

- 01 Assembly Legislation
- 02 Office of the Chief Secretary
- 03 Finance and the Economy
- 04 Food Production , Forestry and Fisheries
- 05 Tourism, Culture & Transportation
- 06 Education, Innovation and Energy
- 07 Community Development, Enterprise Development & Labour
- 08 Infrastructure, Quarries & the Environment
- 09 Agriculture, Marine Affairs, Marketing & the Environment
- 10 Health & Wellness and Family Development
- 11 Settlement, Urban Renewal and Public Utilities
- 12 Planning & Development
- 13 Sport and Youth Affairs

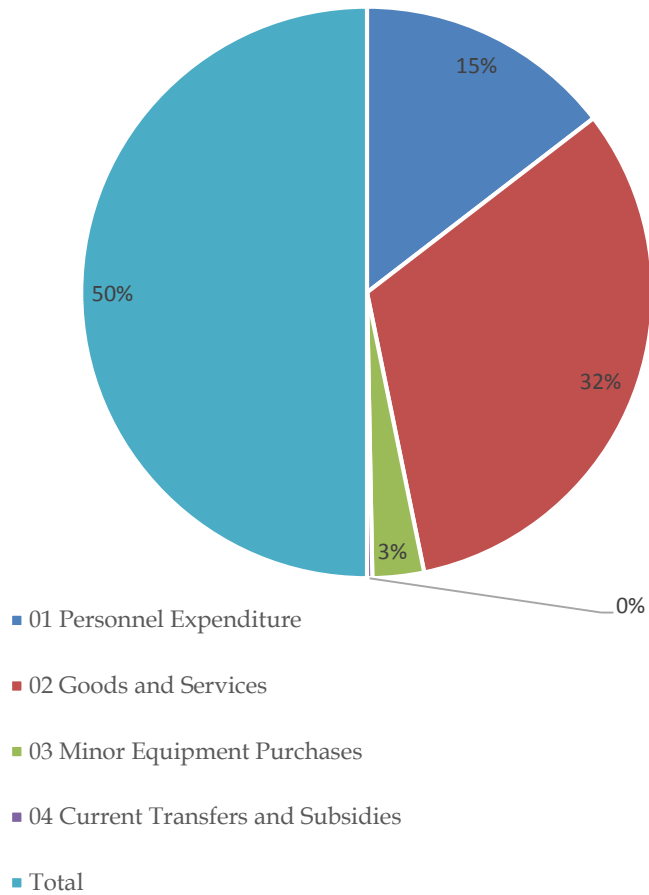


04 Current Transfers and Subsidies

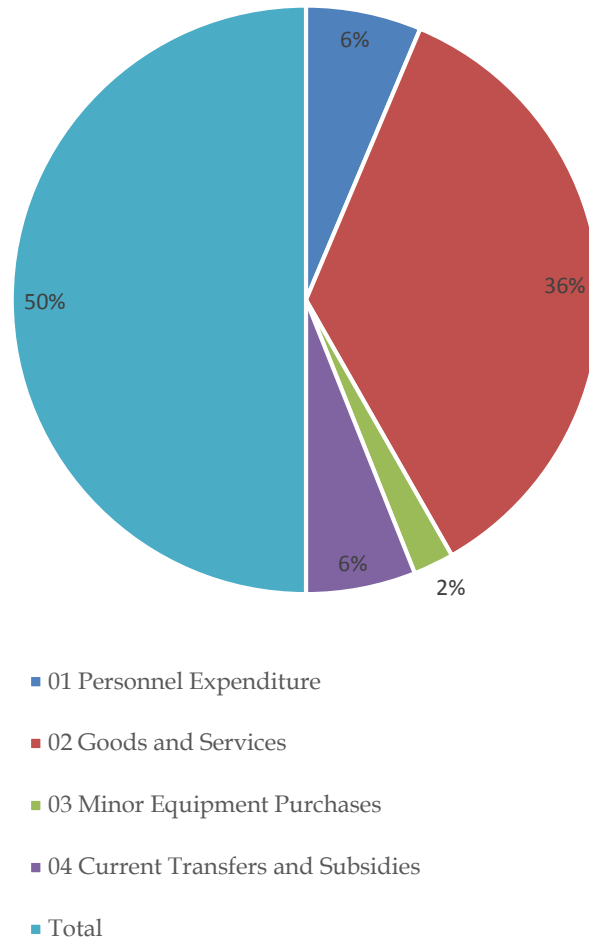


Recurrent Expenditure for each Divisions

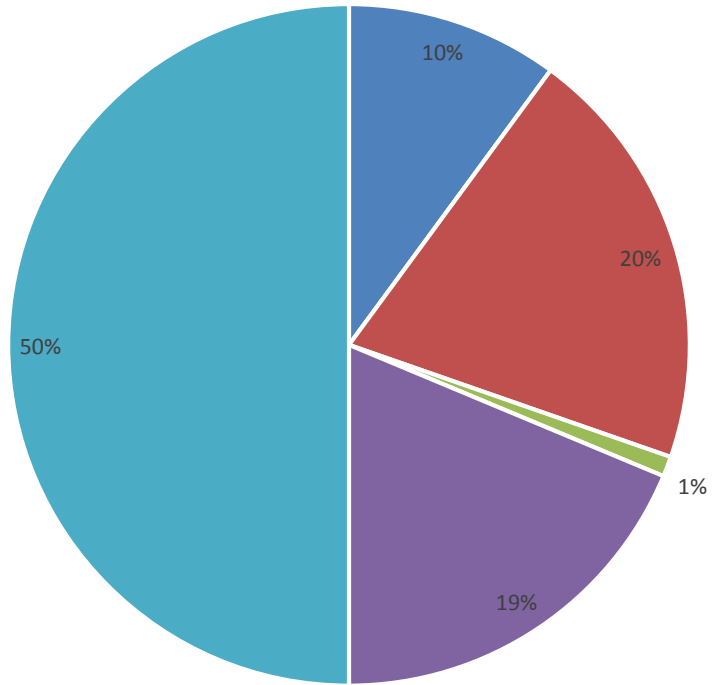
01 Assembly Legislation



02 Office of the Chief Secretary

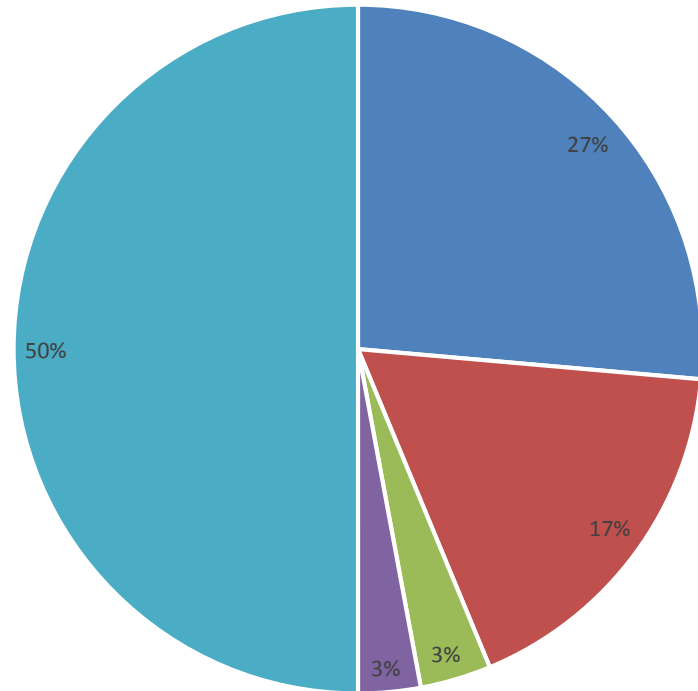


03 Finance and the Economy



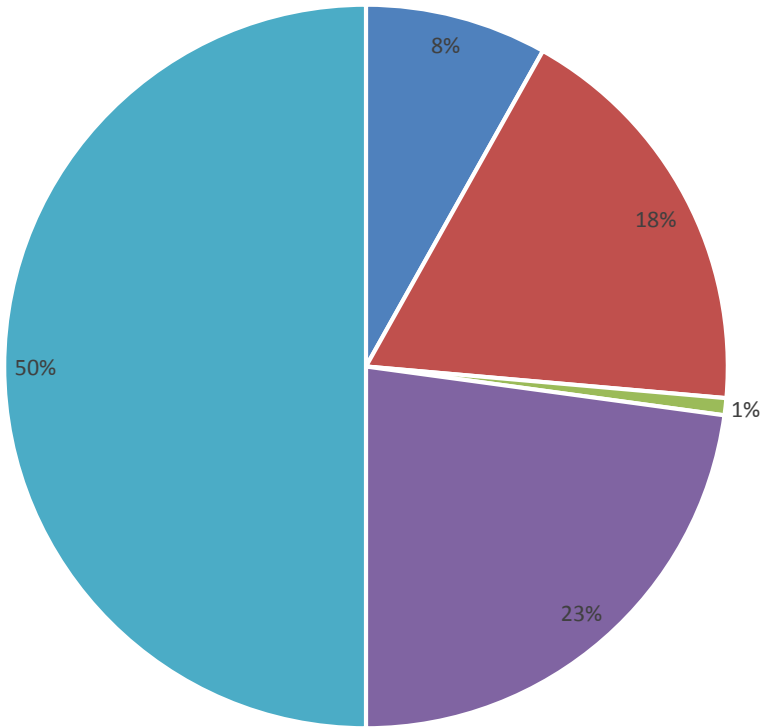
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total

04 Food Production , Forestry and Fisheries



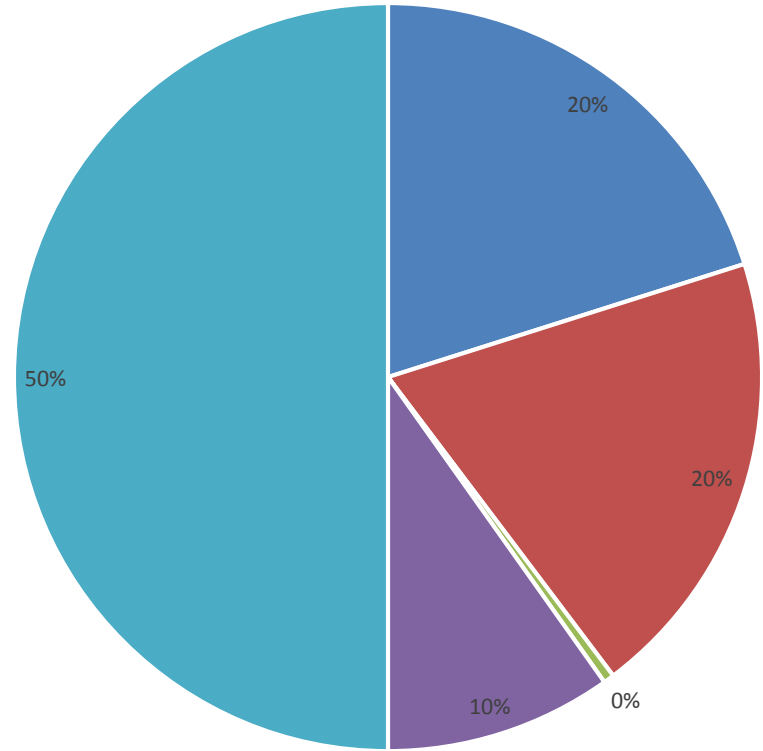
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total

05 Tourism, Culture & Transportation



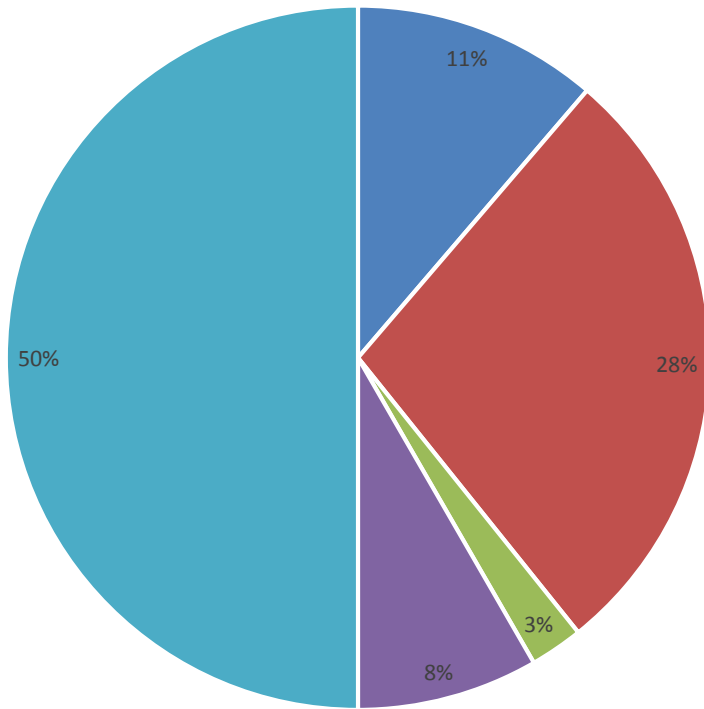
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total

06 Education, Innovation and Energy



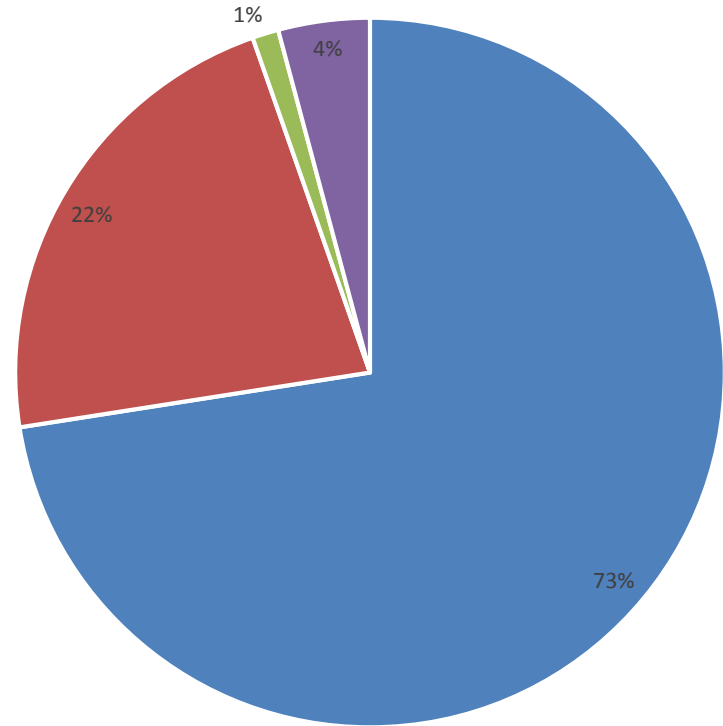
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total

07 Community Development, Enterprise Development & Labour



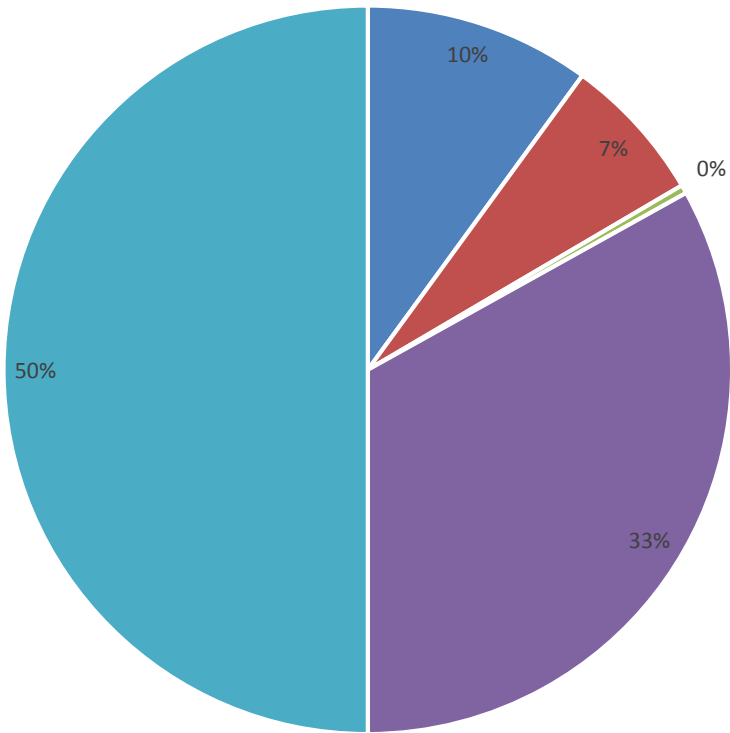
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total

08 Infrastructure, Quarries & the Environment



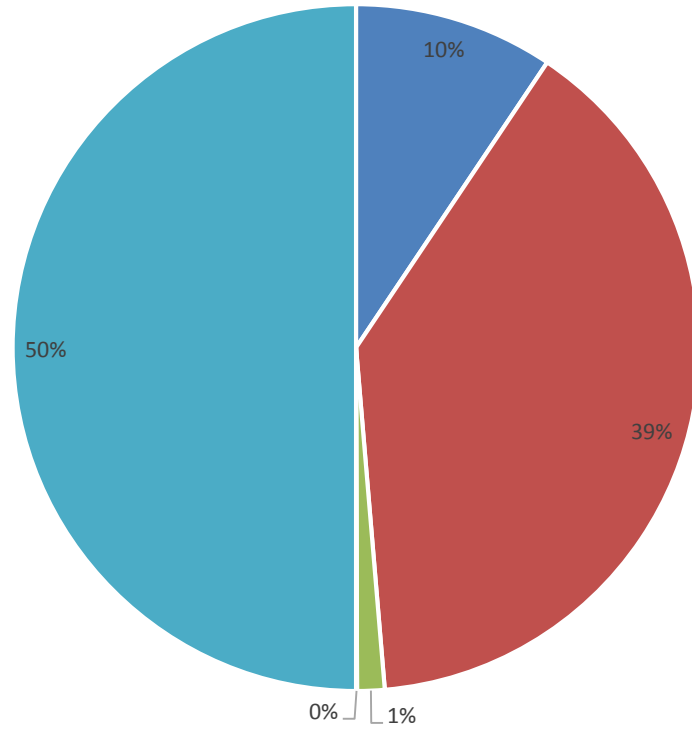
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies

10 Health & Wellness and Family Development



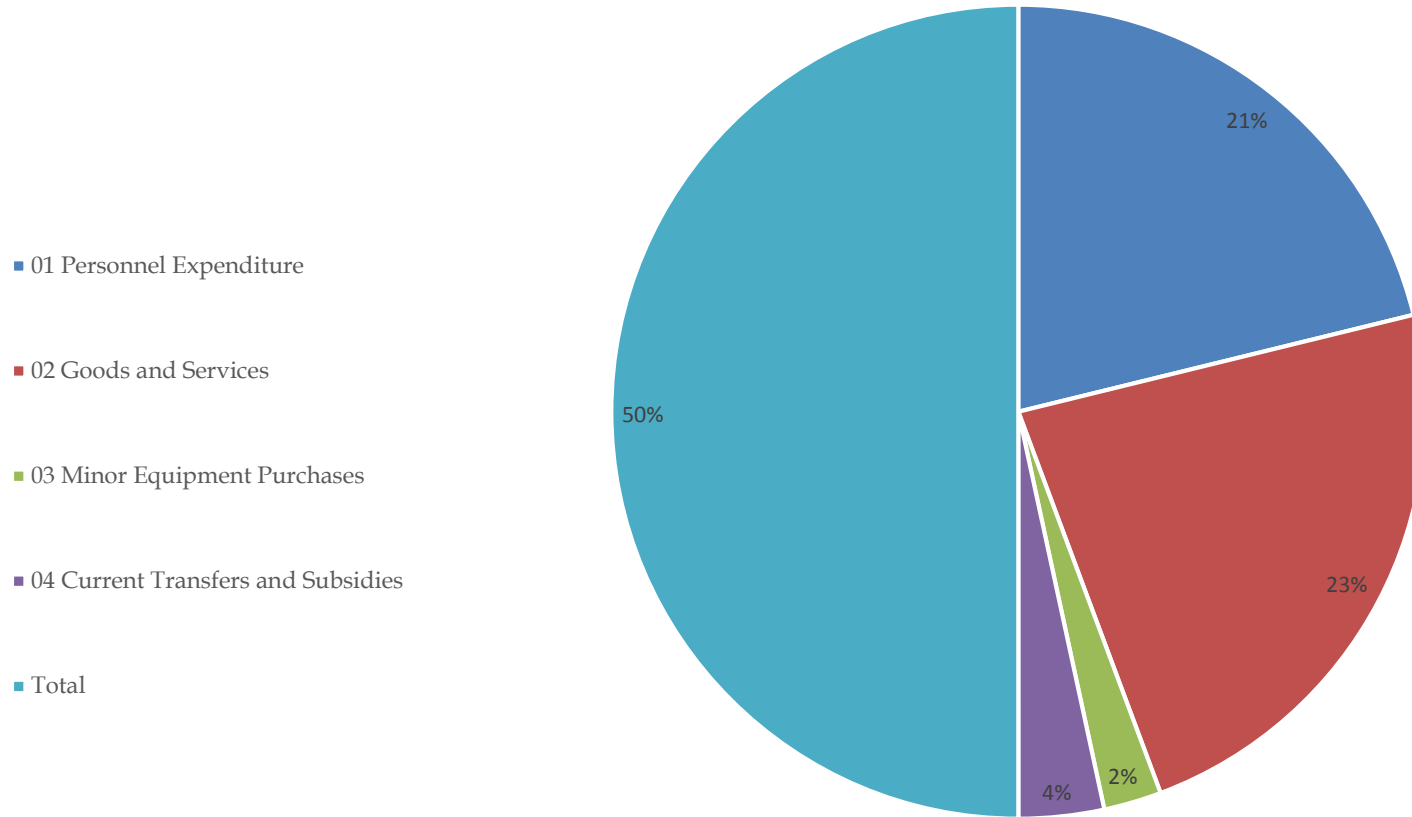
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total

11 Settlement, Urban Renewal and Public Utilities



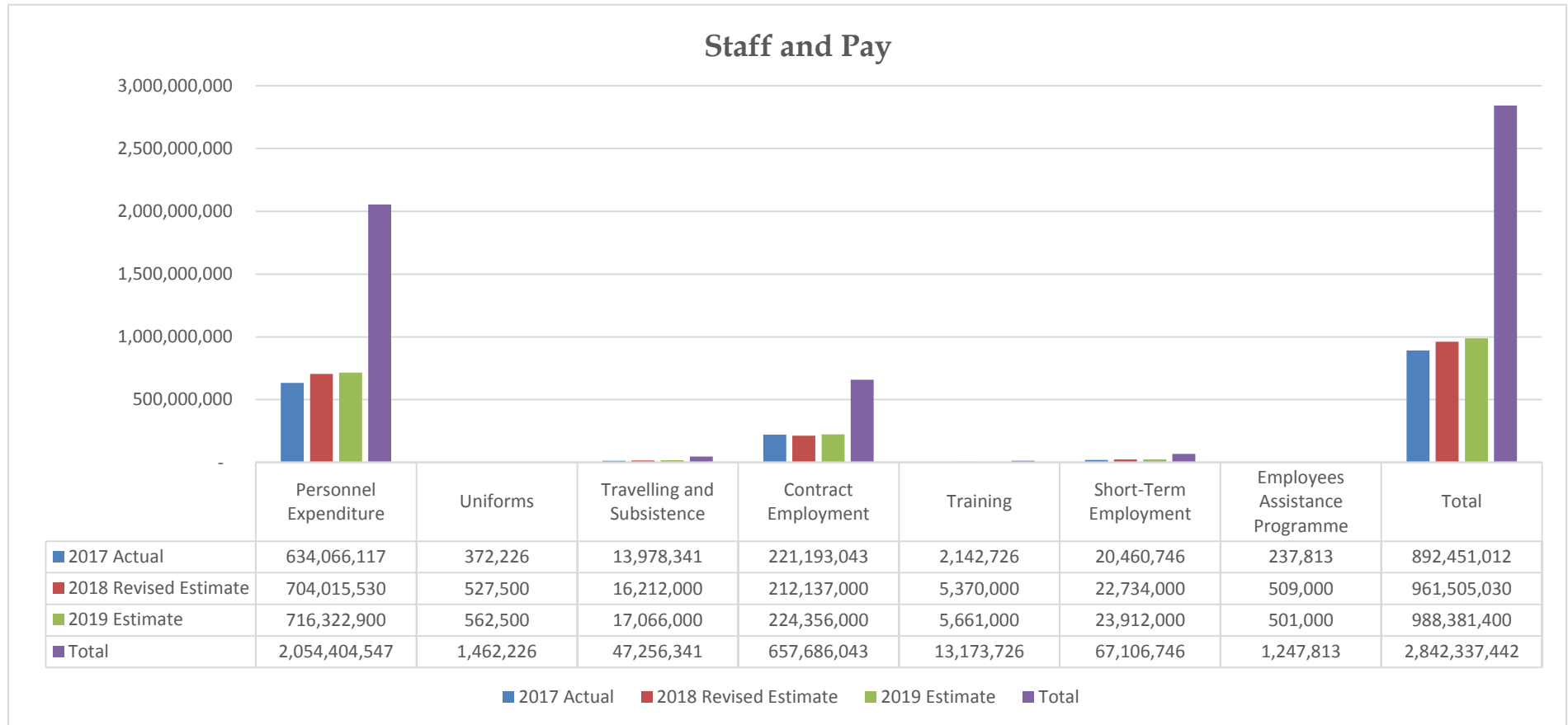
- 01 Personnel Expenditure
- 02 Goods and Services
- 03 Minor Equipment Purchases
- 04 Current Transfers and Subsidies
- Total

13 Sport and Youth Affairs



Staff and Pay⁴

The allocation of staff expenditure for the fiscal year 2018/2019 was **\$988,381,400** which represents an increase of approximately **0.03%** from the last fiscal year 2017/2018. The following chart provides a breakdown of all expenditure related to staff from 2017-2019.



⁴ Ministry of Finance website - Draft Estimates of Recurrent Expenditure for the financial year 2019 accessed on October 02, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Recurrent-Expenditure-2019.pdf>

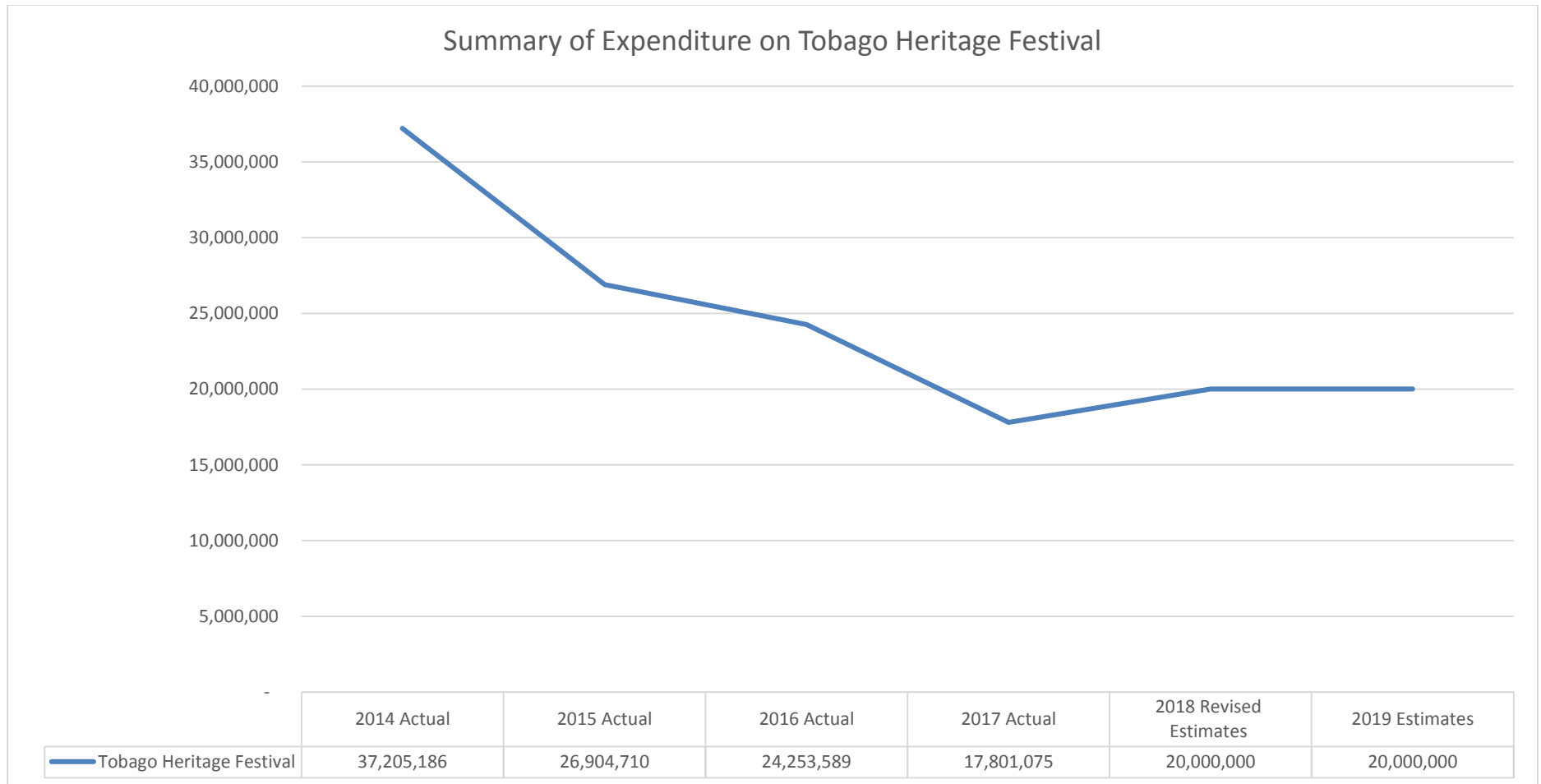
Analysis of Summary of Expenditure

Recurrent Expenditure refers to the payments for expenses which are incurred during the day-to-day operations of the Assembly for Personnel Expenditure, Goods and Services, Minor Equipment Purchases and Current Transfers and Subsidies. Recurrent Expenditure for Fiscal Year 2018/2019 is \$ **1,979,000,000**.

- Recurrent Expenditure (**Revised**) for Fiscal Year 2017/2018 was **\$1,936,669,930**. Comparing this figure with Fiscal Year 2018/2019, there is a increase of **\$42,330,070** or **2.2%**.
- The **largest portion** of the allocation has gone to **Sub-Head 01 Personnel Expenditure and Sub-Head 04 Current Transfers & Subsidies**. These figures has been fluctuating over the period 2014-2019, **Personnel Expenditure** accounted for approximately **36.2%** and **Current Transfers & Subsidies** for **29.9%** of total funding for the Assembly for fiscal year 2018/2019.
- **Minor Equipment Purchases** received the **lowest** portion of the total allocation for the Assembly over the period 2014 to 2019.
- **Goods and Services** received the **second largest** portion of the allocation over the period 2014-2019. However, has been fluctuating over the period 2014-2018, this allocation experienced a decline in the 2018 fiscal. Comparing 2017/2018 to 2018/2019, there was an increase in the allocation by **8.25%**.
- The actual/estimated expenditure for the **four (4) Sub-Heads** has been fluctuating over the **six (6) year period**, from a low of **\$1,860,000,000** in 2018 to a high of **\$ 2,032,903,033** in 2015.

Analysis of Expenditure Unique to the Tobago House of Assembly

Unique Expenditure refers to expenditure items incurred by the THA that may not feature in other ministries or departments.



Summary of Development Programme Expenditure for the period 2014-2019

Development Programme is capital expenditure aimed at improving and enhancing development in different areas of Trinidad and Tobago which includes; human resources, economic and social development.

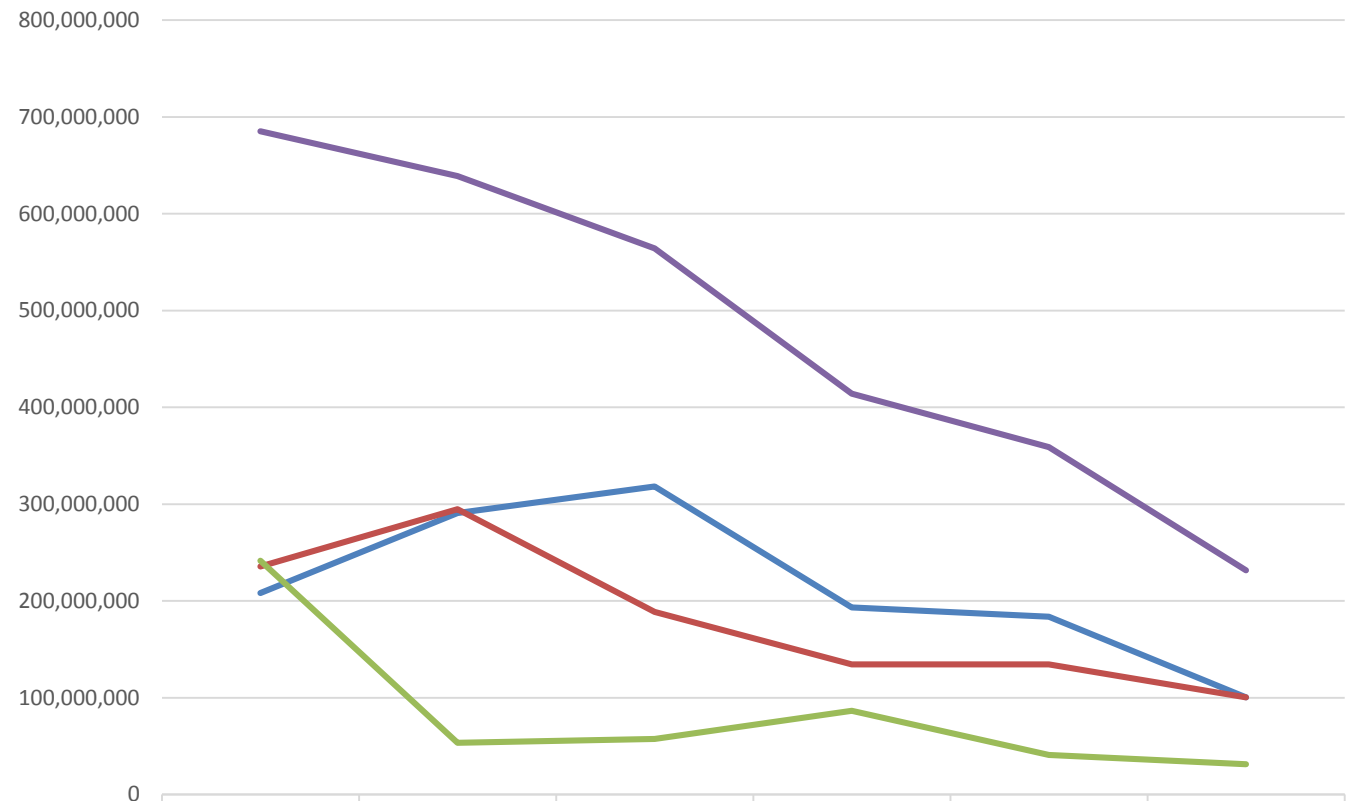
The Public Sector Investment Programme (PSIP), which represents the capital expenditure component of the National Budget, is the instrument used by Government to effect its vision and policies. It is a budgeting and strategic planning tool made up of projects and programmes, designed to realise the goals 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 allocation of **\$231,630,000** a percentage of **9.64%** was appropriated for development programmes and projects for fiscal year 2018/2019 by the Tobago House of Assembly to the Consolidated Fund

Summary of Development Programme for the period 2014-2019



	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Revised Estimates 2018	Estimates 2019
— Economic Infrastructure- Consolidated Fund	208,195,825	290,694,365	318,282,162	193,392,507	183,663,070	100,180,000
— Social Infrastructure- Consolidated Fund	235,517,033	294,737,439	188,517,531	134,315,480	134,400,000	100,200,000
— Multi-Sectoral and Other Services- Consolidated Fund	241,549,300	53,421,392	57,202,236	86,350,000	40,950,000	31,250,000
— Total	685,262,158	638,853,196	564,001,929	414,057,987	359,013,070	231,630,000

The Assembly's total allocation as a percentage of the National Budget for the period 2014 to 2019.

Year ⁵	Total Allocation ⁶	National Budget ⁷	Percentage of National Budget
2014	\$ 2,635,720,504.00	\$ 65,020,886,424.00	4.1%
2015	\$ 2,673,056,229.00	\$ 61,966,922,675.00	4.3%
2016	\$ 2,538,773,173.00	\$ 56,573,913,053.00	4.5%
2017	\$ 2,333,590,000.00	\$ 54,883,153,410.00	4.3%
2018	\$ 2,175,683,000.00	\$ 54,330,404,592.00	4.0%
2019	\$ 2,210,630,000.00	\$ 55,582,977,415.00	4.0%

⁵ For the Fiscal Years 2014-2017, actual figures were used to calculate total allocation. However, estimates were used to calculate the total allocation for the Fiscal Years 2018 and 2019.

⁶ Total Allocation for Tobago House of Assembly = Recurrent Expenditure + Consolidated Fund

⁷ The National Budget = Total Recurrent Expenditure + Total Development Programme Expenditure Consolidated Fund

Auditor General Report Findings for the Fiscal year 2017

Ref: Auditor General's Report⁸

Regional Bodies

1.54 It should be noted that 181 financial statements relating to City, Borough and Municipal Corporations and Regional Health Authorities and one relating to the Tobago House of Assembly have not been submitted to the Auditor General's Department.

TOBAGO HOUSE OF ASSEMBLY

Cash at Bank

4.13 There was a difference of \$703,693.27 between the cash balance recorded in the Cash Book and the reconciled cash balance shown in the Bank Reconciliation Statement as at 30th September, 2017

⁸ Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the Financial Year ended September 30, 2017, <http://138.128.179.50/sites/default/files/Auditor%20Generals%20Report%20on%20the%20Public%20Accounts%202017.pdf>

Noteworthy Development Programme Estimates in 2018-2019

The table below lists the projects that have been noted due to uncharacteristic variances in estimates for funding: ⁹

Sub-Item Description	Project	2018 Estimate	2018 Revised Estimate	2019 Estimate
003-01-F463	Agriculture access roads, Tobago	\$ 24,000,000	\$ 44,000,000	\$ 15,000,000

⁹ Estimates of Development Programme 2018, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Of-Development-Programme-New-2019.pdf>

Status of New Projects for the Financial Year 2016-2017

The following new projects that received funding in the 2016/2017 financial year¹⁰:

Sub-Item Description	Project -Item	2017 Actual	2018 Revised Estimate	2019 Estimate
003-01-H607	Friendship Estate Agro-Park Development	\$1,000,000	-	-
005-06-F643	Speyside Beach Facility	\$800,000	-	\$200,000
005-06-F644	Establishment of Innovation Centre	\$500,000	-	\$1,000,000

¹⁰ Estimates of Development Programme 2018, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Of-Development-Programme-New-2019.pdf>

Status of New Projects for the Financial Year 2017-2018

The following new projects that received funding in the 2017/2018 financial year¹¹:

Sub-Item Description	Project -Item	2018 Estimate	2018 Revised Estimate	2019 Estimate
003-11-D349	Tobago Tourism Agency	\$10,000,000	\$10,000,000	\$5,000,000
004-04-B838	Seamless Education Programme (IDB) Tobago	\$21,000,000	\$21,000,000	\$5,000,000
005-06-F645	CERT Speyside Emergency Response Sub-Office	\$300,000	\$300,000	\$300,000
005-06-F646	Restoration of CAST Building	\$300,000	\$300,000	\$300,000
005-06-F647	Bucco Beach Boardwalk	\$1,955,000	\$1,955,000	\$500,000
005-06-F648	THA Records and Archive Centre	\$500,000	\$500,000	\$100,000
005-06-F649	Upgrading of Hansard Unit	\$495,000	\$495,000	\$100,000

¹¹ Estimates of Development Programme 2018, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Of-Development-Programme-New-2019.pdf>

New Projects for the Financial Year 2018-2019

The following new projects that received funding in the 2018/2019 financial year¹²:

Sub-Item Description	Project	2019 Estimate
003-01-H608	Lure Wildlife Nature Park	\$2,000,000
005-06-A050	Refurbishment and Retooling of Constituency Offices of the Members of Tobago House of Assembly	\$500,000

¹² Estimates of Development Programme 2018, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Of-Development-Programme-New-2019.pdf>

Major Programmes and Development for the Period 2017 to 2019

The following table shows a list of the significant expenditure items, based on the proportion of the budgetary allocation assigned.

Development Programme 2017	PROJECTS	2017 Actual	2018 Revised Estimate	2019 Estimate
003-01-F463	Agriculture access roads, Tobago	44,900,284	44,000,000	15,000,000
003-11-A748	Construction of Sea Defence Walls	5,500,000	2,000,000	2,000,000
003-11-D298	Trinidad and Tobago Hospitality and Tourism Institute, Tobago Campus	1,500,000	1,500,000	1,000,000
003-11-G002	Enterprise Development	5,000,000	1,500,000	2,000,000
003-11-G017	Tobago Cold Storage and Warehouse Facility	2,000,000	1,000,000	-
003-15-D523	Major Improvement Works on Secondary Roads	28,356,256	27,591,652	8,000,000
003-15-D678	Milford Road Bridges	10,000,000	10,000,000	8,000,000
003-15-D690	Resurfacing Programme	23,500,000	12,000,000	8,000,000
003-15-D696	Rehabilitation of Claude Noel Highway	-	11,883,000	7,000,000
003-15-D708	Plymouth/ Arnos Vale Road	5,800,000	4,018,786	3,000,000

Committee Inquires Related to the Tobago House of Assembly

Inquiry	Report Status	Ministerial Response	Key Recommendations ¹³
<p>1. <u>The Second Report of the Joint Select Committee on Local Authorities, Statutory Commissions (including the THA) on an inquiry into certain aspects of the Administration of the Tobago House of Assembly</u></p>	<p>Report Presented: 07.12.16</p>	<p><u>Presented on:</u> <u>13.03.17</u></p>	<ul style="list-style-type: none"> • The Committee recommends that the THA consult with the Central Government, in particular the Ministry of Finance on the impact the current financial conditions has had on the ability of the Assembly to meet its obligations and pursue its development agenda. These discussions should take into account the prevailing economic circumstances and the impact on Central Government to satisfy the provisions of Section 47 of the THA Act which states that “monies appropriated by Parliament for the service of the financial year of the Assembly shall be credited to the Fund in quarterly releases in advance en bloc. • The THA has an obligation to develop a Revenue Generation Plan in the short-term in order to adopt a more proactive approach to meeting some of its financial needs.

¹³ Key Recommendations relate to recommendations that may have a financial impact on the Assembly

			<ul style="list-style-type: none"> • We recommend that the THA engage the Central Government on the options available to the Assembly to benefit from funding outside the remit of the treasury. Consideration should be given to permitting the THA to issue bonds as a means of raising funds and to engage in Public-Private Partnerships (PPP). • The THA must collaborate with the Government to encourage foreign direct investment in the island of Tobago. This would involve the identification and marketing of investment opportunities in Tobago.
<p>2. <u><i>The Third Report of the Public Accounts Committee for the First Session of the Eleventh Parliament on the Examination of The Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the financial year 2014 with specific reference to the Tobago House of Assembly</i></u></p>	<p>Report Presented: 03.02.17</p>	<p>Outstanding</p>	<ul style="list-style-type: none"> • The THA must also provide training for staff transferred between departments, whether it is a permanent or acting/temporary transfer;
<p>3. <u><i>Sixth Report of the Public Administration and Appropriations Committee on an examination into the Tobago</i></u></p>	<p>Report Presented</p>	<p>Outstanding</p>	<ul style="list-style-type: none"> • The THA should embark upon an employee sensitisation exercise into the objective of educating staff on the role and

<p><u>House of Assembly with specific reference to Accountability and Transparency, Inventory Control, Internal Audit, Sub-Head 02 - Goods and Services, Sub-Head 03 - Minor Equipment Purchases, Sub-Head 04 - Current Transfers and Subsidies and Sub-Head 09 - Development Programme - Consolidated Fund.</u></p>			<p>importance of the Internal Audit function to the proper functioning of the THA</p> <ul style="list-style-type: none"> • The THA should submit to Parliament a status update on the arrangements made to find additional office accommodation for its Divisions by February 28, 2018. The THA should submit a status report to Parliament on the progress made in establishing Procurement Units within all of its Divisions by February 28, 2018. • The THA should submit a status report to Parliament on the progress made in constructing the remaining two micro enterprise centres by February 28, 2018. •
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General Useful Information

- House of Assembly, BARBADOS: https://www.barbadosparliament.com/main_page_content/show_content/7
- Lagos State House of Assembly, NIGERIA: <https://www.lagoshouseofassembly.gov.ng/>
- House of Assembly, NEW FOUNDLAND AND LABRADOR: <http://assembly.nl.ca/>