



2018-2019

# Head 01: Office of the President

A summary of the Office of the President's Expenditure, Divisions and Projects.  
Financial Scrutiny Unit, Parliament of the Republic of Trinidad and Tobago

# Table of Contents

<b>About this Guide.....</b>	<b>2</b>
<b>Head 01 – President .....</b>	<b>3</b>
<b>Department Overview.....</b>	<b>3</b>
<b>Where the Office spends its money .....</b>	<b>7</b>
<b>2018-2019 Estimates of Expenditure .....</b>	<b>7</b>
<b>Summary of Recurrent Expenditure for the Period 2013 - 2019 .....</b>	<b>8</b>
<b>Staff and Pay .....</b>	<b>13</b>
<b>Analysis and Summary of Expenditure.....</b>	<b>14</b>
<b>The Ministry’s total allocation as a percentage of the National Budget for the period 2013 to 2019. ....</b>	<b>15</b>
<b>Committee Inquires Related to the Office of the President.....</b>	<b>16</b>
<b>General Useful Information .....</b>	<b>18</b>

## About this Guide

This guide provides a summary of expenditure of the Office of the President for the period 2013 – 2019. It provides Members of Parliament and stakeholders with an overview of the Department's responsibilities. The primary purpose of this guide is to consolidate information contained in the various Budget Documents pertaining to the Office of the President. This guide is based primarily on the Draft Estimates of Recurrent Expenditure.

# Head 01 – President

## Department Overview

The Office of the President is the Department in the Public Service responsible for providing support services to His Excellency the President in executing his functions and duties as enshrined in the Constitution of the Republic of Trinidad and Tobago. This group of public service professionals, headed by the Secretary to His Excellency the President, who is the Accounting Officer, is responsible for the management of the public funds at the Office of the President.<sup>1</sup>

The Office of President is quasi-ceremonial in nature. Many, but not all, of the roles and functions of the President are enshrined in the Constitution of the Republic of Trinidad and Tobago. Below are some of the main functions of the President:

- Head of State
- Executive authority of Trinidad and Tobago is vested in the President
- Commander-in-Chief of the Armed Forces: TT Defence Force (TT Regiment, TT Coast Guard, TT Air Guard, TT Defence Force Reserves)
- Custodian of all state land and handles leases, after consultation with the Office of the Solicitor General
- Appointment of the Prime Minister (PM)
- Appointment of the Leader of the Opposition (LOP)
- Makes the following appointments, acting in accordance with the advice of the Prime Minister:
  - o Attorney General

---

<sup>1</sup> Oral Evidence by the Secretary to His Excellency at a Public Hearing of the Public Administration and Appropriations Committee held on January 12, 2017: [https://www.youtube.com/watch?v=dG0Nj\\_ip\\_AM&feature=youtu.be](https://www.youtube.com/watch?v=dG0Nj_ip_AM&feature=youtu.be)

- o Ministers (and allocation of their portfolios)
  - o Parliamentary Secretaries (and allocation of their portfolios)
- Appointment of Senators
  - o 16 in accordance with advice of PM
  - o 6 in accordance with advice of LOP
  - o 9 in his/her own discretion
- Assent to Bills passed by the House of Representatives and the Senate before they can become law. When the bill is assented to, it becomes an act.
- Proclaim certain pieces of legislation
- Power of pardon, stay of execution, reduced form of punishment, remittance of full/part of sentence expressed through the Mercy Committee or the Advisory Committee on Pardon
- Proclaim/issue proclamation on commencement of sessions of Parliament
- Proclaim state of public emergency
- Hosts National Awards Function annually as Chancellor of the Order. Recommendations made by the PM. National Awards Committee chaired by the Chief Justice.
- Issue/make Orders
- Receives Ambassador/High Commissioner-delegates for Presentation of Credentials
- Appointment of High Commissioners/ Ambassadors, in accordance with the advice of the PM. Credentials are signed by H.E. to go to the corresponding receiving Head of State
- Prorogues/dissolves Parliament in accordance with advice of PM
- Appointments of Commissions of Enquiry, in accordance with the advice of the PM

- Is informed by the PM concerning matters of government (tradition of weekly meetings on a Wednesday morning, currently takes place on Tuesday mornings)
- Is kept abreast by the Chief of Defence Staff as Commander-in-Chief
- (Informal) Patron to many organizations eg. Chief Scout
- In the absence of the President, or if the office of President is vacant, the President of the Senate acts temporarily as President. Where the President of the Senate is unable to act, the Speaker of the House acts as President
- Makes the following appointments, after consultation with the Prime Minister and the Leader of the Opposition:
  - o Chief Justice
  - o Ombudsman
  - o Members of the Elections and Boundaries Commission
  - o Members of the Environmental Commission
  - o Auditor General
  - o Members of the Integrity Commission
  - o Members of the Judicial and Legal Service Commission (JLSC)
  - o Members of the Law Reform Commission
  - o Members of the Police Service Commission (subject to affirmative resolution by the Parliament)
  - o Members of the Public Service Commission
  - o Members of the Salaries Review Commission
  - o Members of the Teaching Service Commission
  - o Members of the Equal Opportunity Commission
  - o Members of the Public Service Appeal Board
  - o Law Reform Commission

- o Environmental Commission
- o Police Service Commission (subject to affirmative resolution by the Parliament)
- Makes the following appointment, after consultation with the Chief Justice:
  - o President of the Industrial Court
- Makes the following appointments, in accordance with the advice of the Judicial and Legal Service Commission:
  - o Justices of the Appeal and Puisne Judges
- Appointment of the Advisory Committee on the power of pardon
- Appointment of Tribunals
- Appointment of Statutory and other boards, such as:
  - o Statutory Authorities Appeal Board
  - o National Insurance Appeals Tribunal
  - o Registration, Recognition and Certification Board
  - o Mediation Board

**President:** Her Excellency Paula-Mae Weekes ORTT

**Accounting Officer:** Mr. Gregory Serrette - Secretary to His Excellency

# Where the Office spends its money

## 2018-2019 Estimates of Expenditure

The budget allocation for the Office of the President is comprised of:

- The Draft Estimates of Recurrent Expenditure in the sum of **\$20,000,000.00**.

The Estimates of Recurrent Expenditure include:

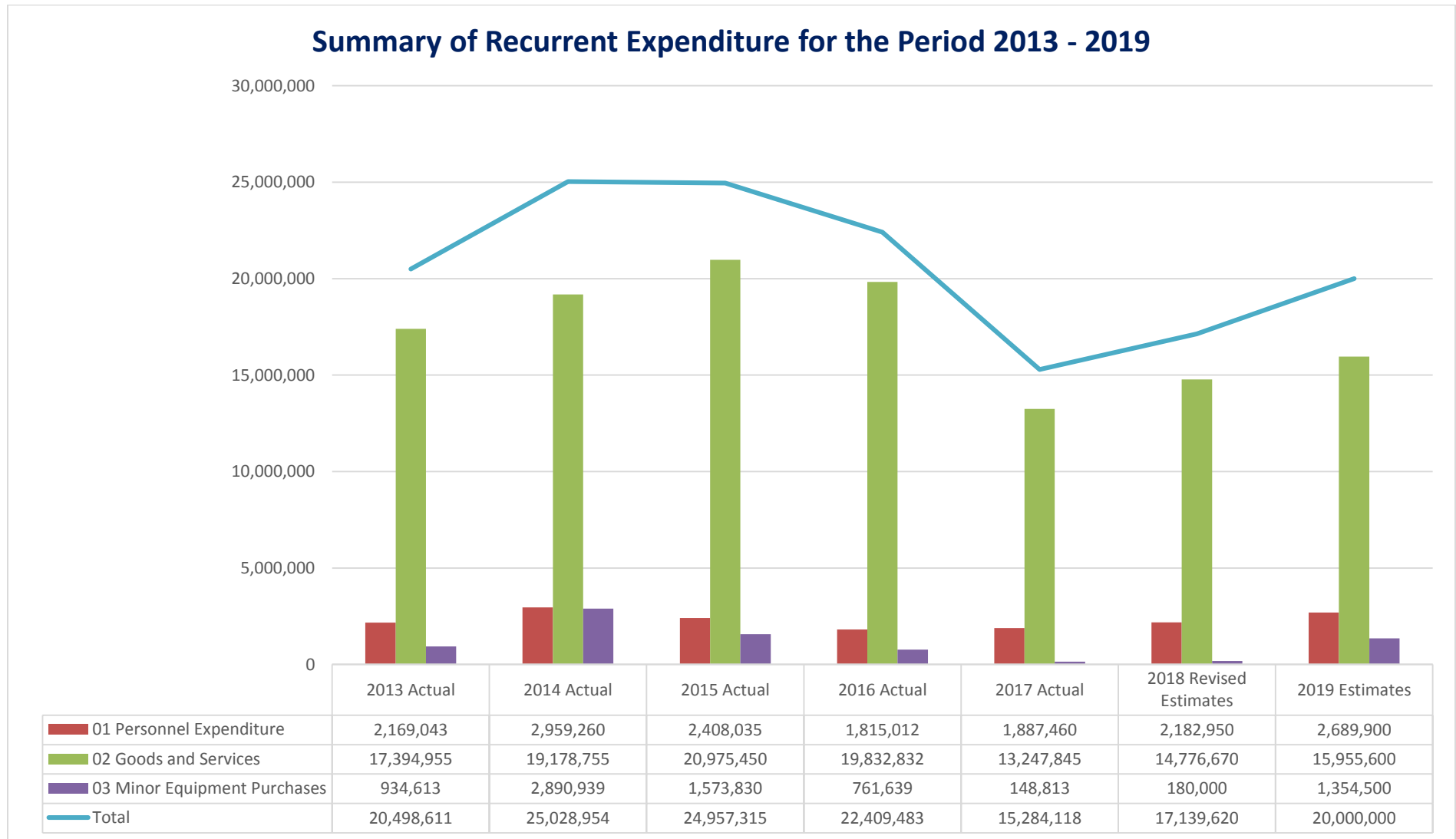
- 01 Personnel Expenditure - **\$ 2,689,900**;
- 02 Goods and Services - **\$ 15,955,600**; and
- 03 Minor Equipment Purchases **\$ 1,354,500**.

The Office of the President's:

- Recurrent Expenditure as a percentage of the total Recurrent Expenditure budget is **0.04%**.

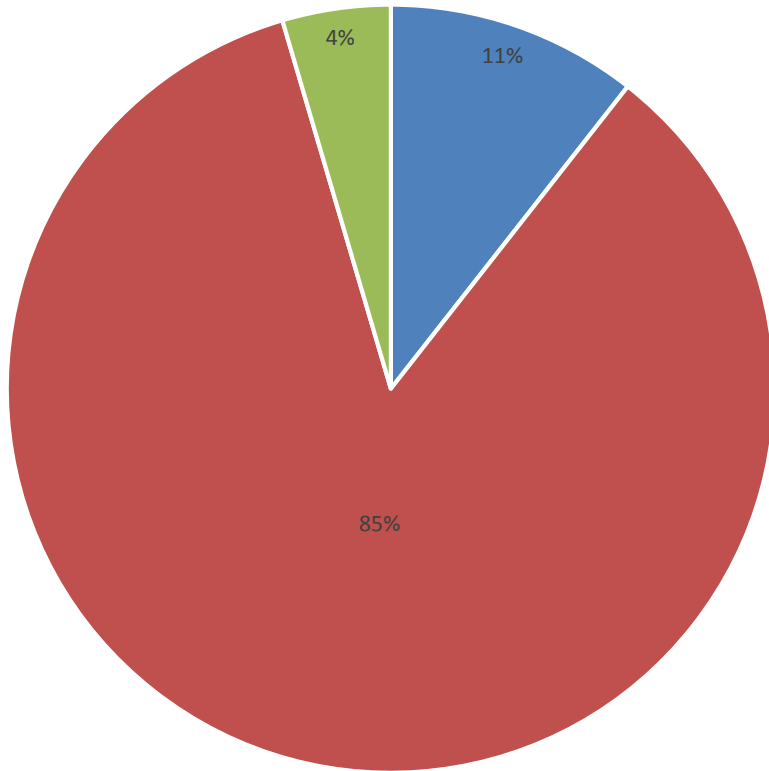


## Summary of Recurrent Expenditure for the Period 2013 - 2019<sup>2</sup>



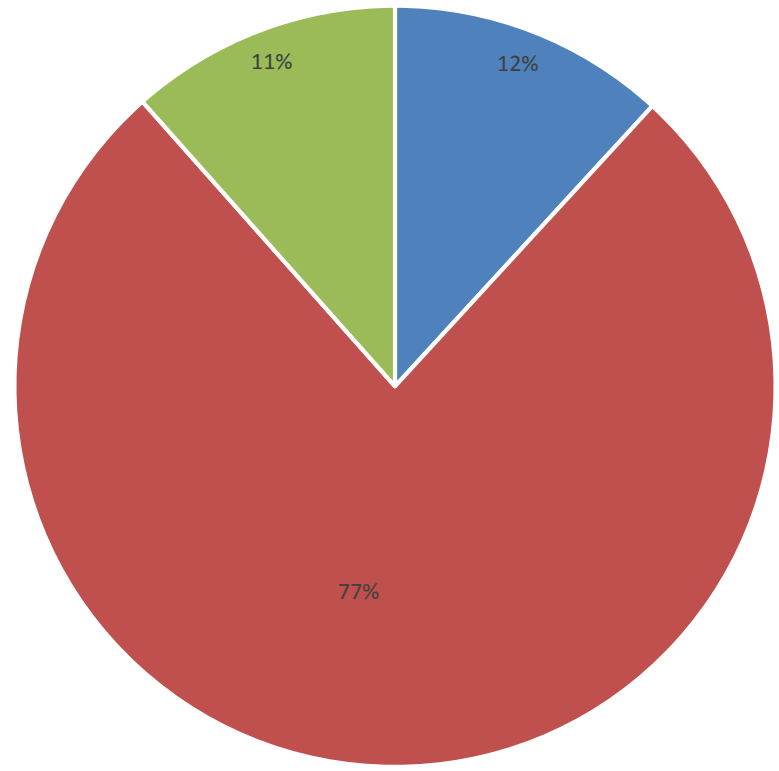
<sup>2</sup> Estimates of Recurrent Expenditure 2019, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Recurrent-Expenditure-2019.pdf>

**2013 Actual**



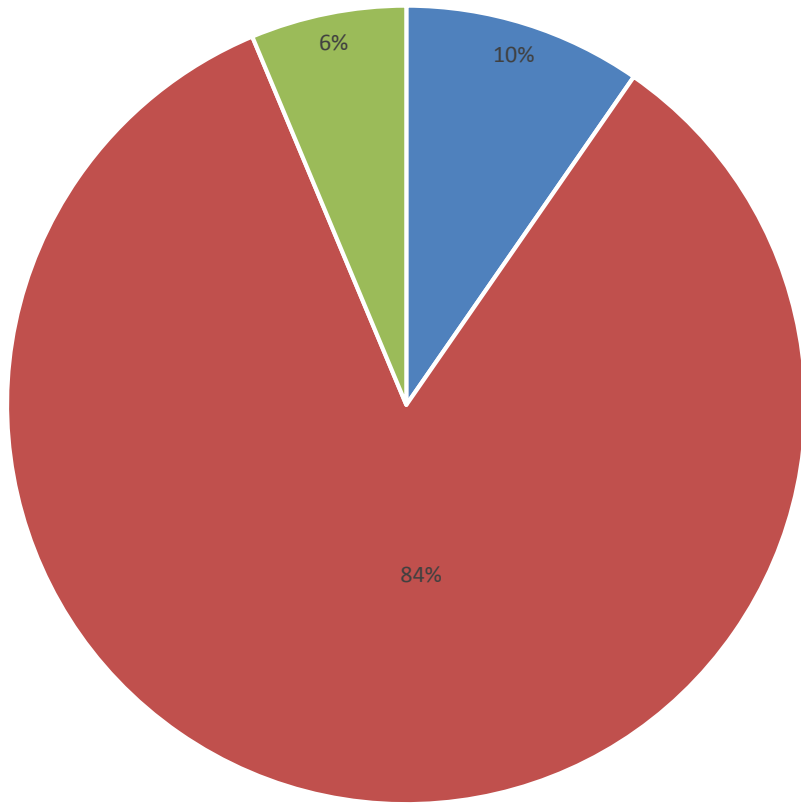
■ 01 Personnel Expenditure ■ 02 Goods and Services ■ 03 Minor Equipment Purchases

**2014 Actual**



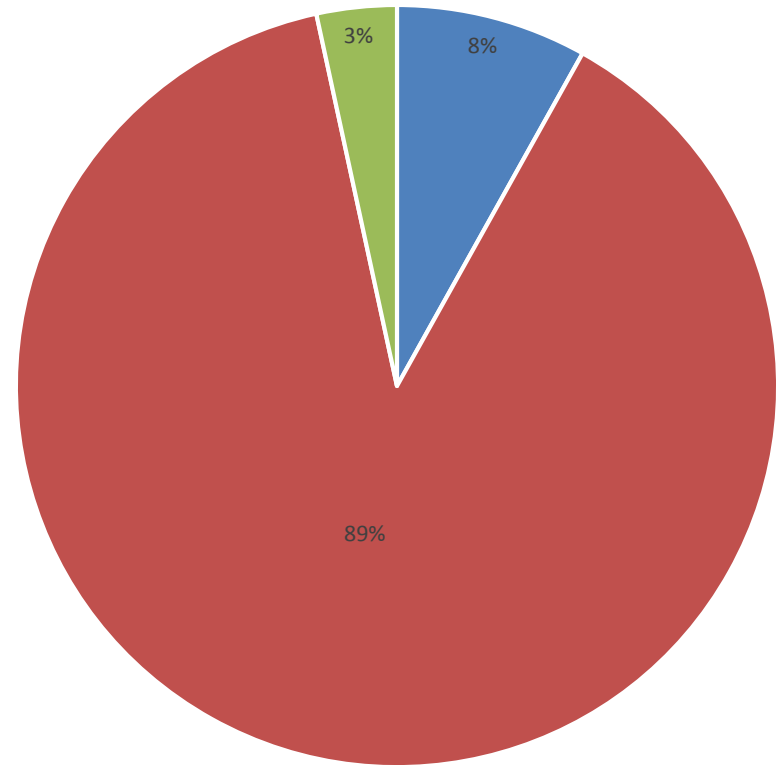
■ 01 Personnel Expenditure ■ 02 Goods and Services ■ 03 Minor Equipment Purchases

**2015 Actual**



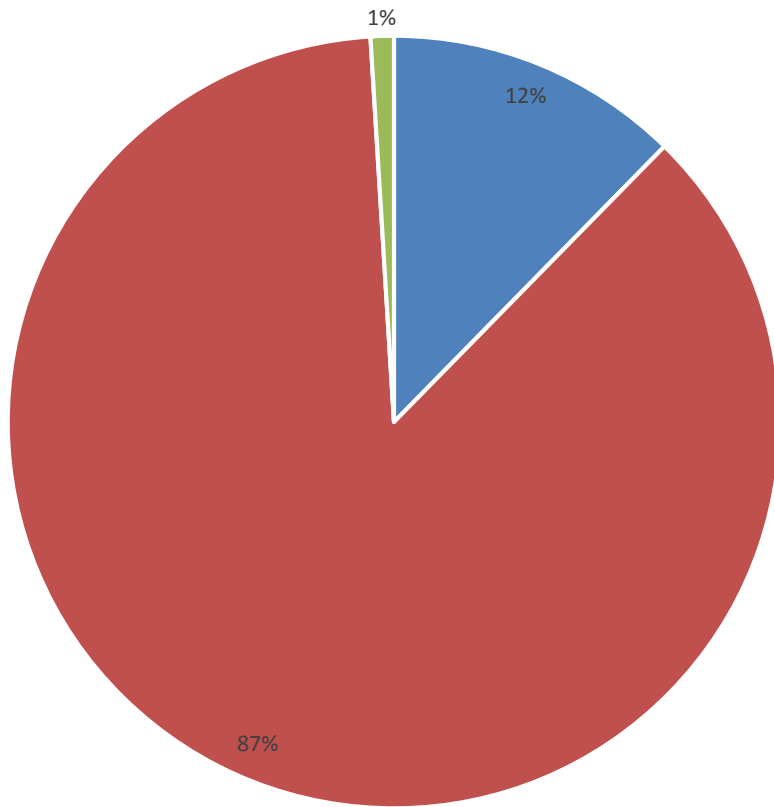
■ 01 Personnel Expenditure ■ 02 Goods and Services ■ 03 Minor Equipment Purchases

**2016 Actual**



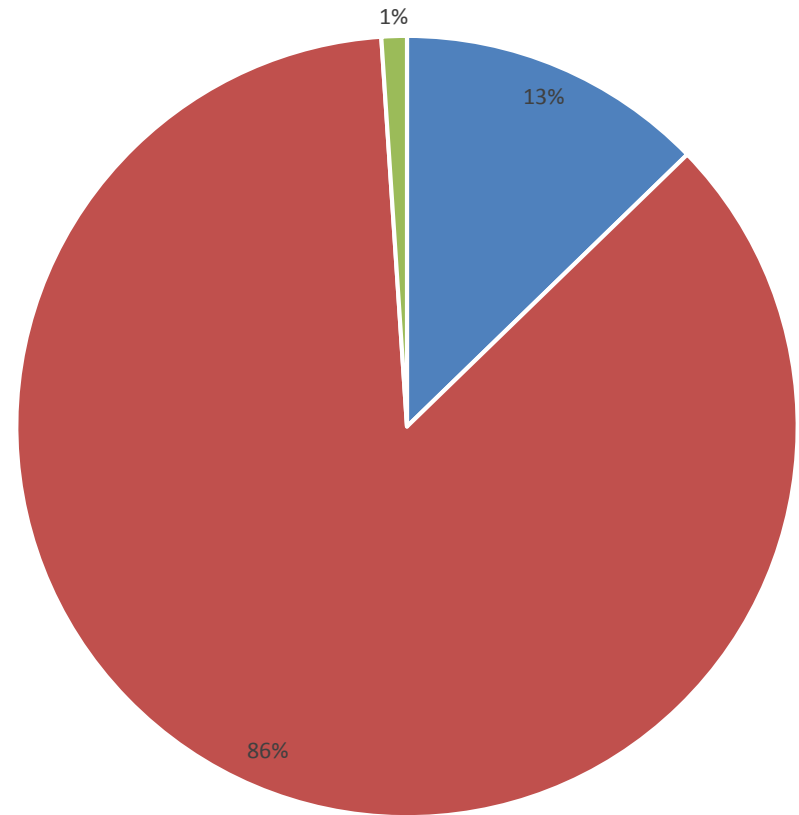
■ 01 Personnel Expenditure ■ 02 Goods and Services ■ 03 Minor Equipment Purchases

### 2017 Actual



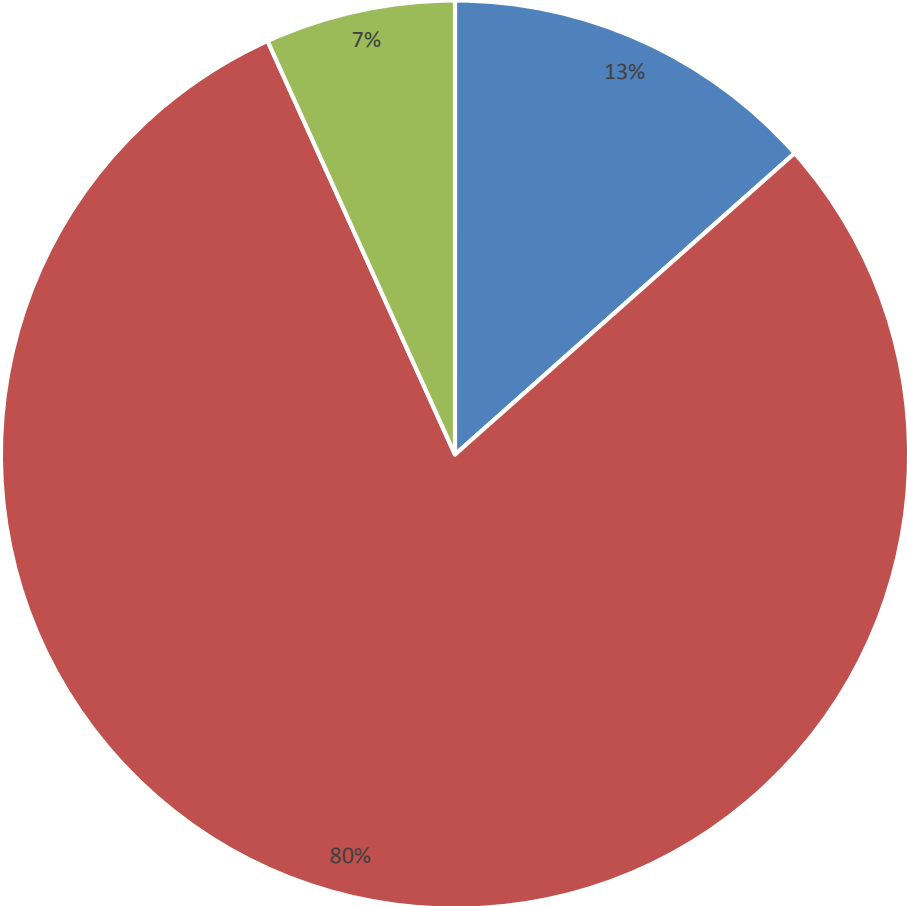
■ 01 Personnel Expenditure    ■ 02 Goods and Services  
■ 03 Minor Equipment Purchases

### 2018 Revised Estimates



■ 01 Personnel Expenditure    ■ 02 Goods and Services    ■ 03 Minor Equipment Purchases

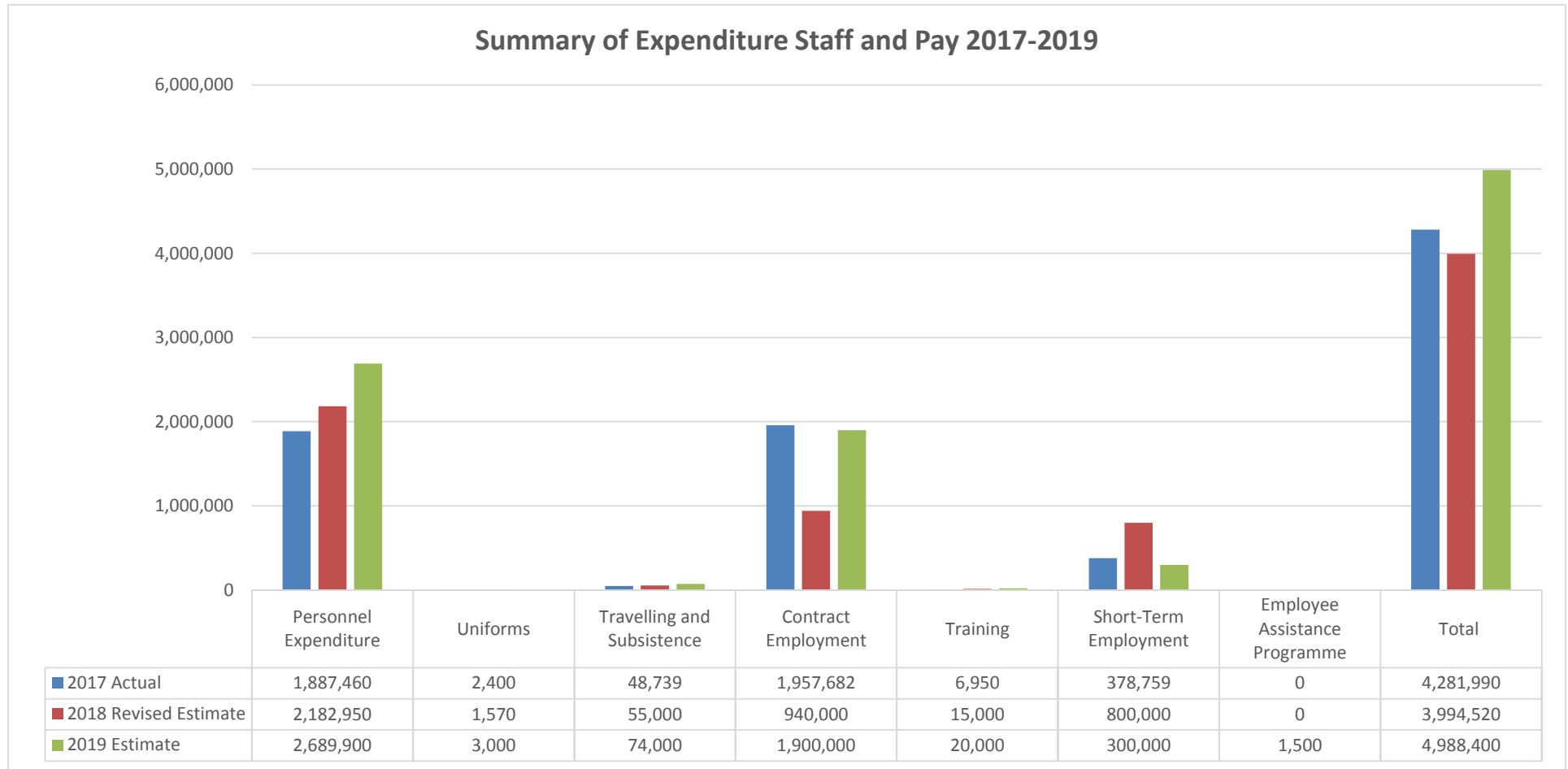
# 2019 Estimates



■ 01 Personnel Expenditure   ■ 02 Goods and Services   ■ 03 Minor Equipment Purchases

## Staff and Pay<sup>3</sup>

The allocation of staff expenditure for the year 2019 is \$4,988,400.00 which represents an increase of approximately 25% from the last fiscal year 2018. The diagram below provides a breakdown of all staff related expenditure from 2017-2019.



<sup>3</sup> Estimates of Recurrent Expenditure 2019, accessed on October 2, 2018: <https://www.finance.gov.tt/wp-content/uploads/2018/10/Numbered-Draft-Estimates-Recurrent-Expenditure-2019.pdf>

## Analysis and Summary of Expenditure

Recurrent Expenditure refers to the payments for expenses which are incurred during the day-to-day operations of the Department for Personnel Expenditure, Goods and Services and Minor Equipment Purchases. Recurrent Expenditure for Fiscal Year 2018/2019 is **\$20,000,000**.

- Recurrent Expenditure (**Revised**) for Fiscal Year 2017/2018 was **\$ 17,139,620**. Comparing this figure with Fiscal Year 2018/2019, there is an increase of **\$2,860,360** or **16.7%**.
- The **largest** portion of the allocation has consistently gone to Sub-Head 02 **Goods and Services**. This figure has been fluctuating over the period 2013-2019, but accounted for approximately **80%** of total funding for the Department for fiscal year 2018/2019.
- **Minor Equipment Purchases** received the **lowest** portion of the total allocation for the Department over the period 2013 to 2019.
- **Personnel Expenditure** received the **second largest** portion of the allocation and has been fluctuating over the period 2013 – 2019. Comparing 2017/2018 to 2018/2019, there was an increase in the allocation by **8%**.
- The actual/estimated expenditure for the three (3) Sub-Heads has been fluctuating over the seven (7) year period, from a low of **\$ 15,284,118** in 2017 to a high of **\$ 25,028,954** in 2014.

## The Ministry's total allocation as a percentage of the National Budget for the period 2013 to 2019.

Year <sup>4</sup>	Total Allocation <sup>5</sup>	National Budget <sup>6</sup>	Percentage of National Budget
2013	\$ 20,498,611.00	\$ 59,174,226,196.00	0.03%
2014	\$ 25,028,954.00	\$ 65,020,886,424.00	0.03%
2015	\$ 24,957,315.00	\$ 61,966,922,675.00	0.04%
2016	\$ 22,409,483.00	\$ 56,573,913,053.00	0.04%
2017	\$ 15,284,118.00	\$ 54,883,153,410.00	0.03%
2018	\$ 17,139,620.00	\$ 54,330,404,592.00	0.03%
2019	\$ 20,000,000.00	\$ 55,582,977,415.00	0.04%

- Total allocation for the Office of the President as a percentage of the National Budget has been fluctuating between 0.03% and 0.04% over the period 2013-2019.

<sup>4</sup> For the Fiscal Years 2013-2017, actual figures were used to calculate the Ministry's total allocation. However, estimates were used to determine the Ministry's total allocation for the Fiscal Years 2018 and 2019.

<sup>5</sup> Total Allocation for the Office of the President= Recurrent Expenditure

<sup>6</sup> The National Budget = Total Recurrent Expenditure + Total Development Programme Consolidated Fund



## Committee Inquires Related to the Office of the President

Inquiry	Report Status	Ministerial Response	Key Recommendations <sup>7</sup>
<p>1. <i>The Second Report of The Committee on Public Administration and Appropriations, Second Session of the Eleventh Parliament: An Examination of the Current Expenditure and Internal Controls of the Office of the President</i></p>	<p>Report Presented: 05.05.17</p>	<p>Outstanding</p>	<ul style="list-style-type: none"> <li>• The Accounting Officer should utilise the Public Service Academy to provide training for the relevant staff in Inventory Management.</li> <li>• The OTP must ensure that the Internal Audit Unit at the Department is adequately staffed both in persons and with the necessary skill sets to properly conduct audits.</li> <li>• The Public Service Commission must ensure each department is adequately staffed with persons to perform Internal Audit Functions.</li> <li>• In light of the current economic situation, the Committee endorses the measures being undertaken by the OTP to reduce cost and consequently save money.</li> <li>• Trips should be prioritised and budgeted within the allocation of \$900,000.00 for Official Overseas Travel.</li> </ul>

<sup>7</sup> Key Recommendations relate to recommendations that may have a financial impact on the Ministry

			<ul style="list-style-type: none"><li>• The Committee endorses the reduction in cost for the use of the VIP lounge in London from \$44,400.00 to a lower cost of \$12,507.00, a 71% decrease.</li><li>• The OTP must review purchases and how the funds allocated are spent.</li><li>• The OTP must review purchasing in line with the allocation received.</li><li>• The OTP must ensure that value for money is being obtained from purchases by performing a market analysis on the item to ensure market price and quality is being obtained.</li></ul>
--	--	--	---

## General Useful Information

- The President of India, INDIA: <http://presidentofindia.nic.in/>
- The Governor General of Canada, CAN: <https://www.gg.ca/index.aspx>
- Governor- General of the Commonwealth of Australia, AUS : <https://www.gg.gov.au/>