



OFFICE OF THE PRIME MINISTER  
CENTRAL ADMINISTRATIVE SERVICES TOBAGO

*P.O. Box 199, Orange Hill Road, Lower Scarborough, Tobago  
Telephone No. 639 2652/7 Fax No. 639 2505 Email: [opm-cast@gov.tt](mailto:opm-cast@gov.tt)*

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**OPM-CAST: (F) 9/5/1**

December 29, 2022

Public Accounts Committee  
Office of the Parliament  
Parliamentary Complex  
Cabildo Building  
St. Vincent Street  
Port of Spain  
Trinidad

Dear Sir/Madam,

Your letter dated November 30, 2022 refers.

In response to the observations reported on in the Eight Report of the Public Accounts Committee on the examinations of the Report of the Auditor General on the Public Accounts for the Republic of Trinidad and Tobago for the Financial Year 2021. Please note the following: -

1. Under pervasive issues items 2 training
  - a) No formal accounting training initiatives was conducted as at September 30, 2022 by Office of the Prime Minister, Central Administrative Services, Tobago.
  - b) The number and proportion of accounting staff who received training during the fiscal 2022 is Nil.
  - c) Not applicable
  - d) Efforts will be made by Office of the Prime Minister, Central Administrative Services, Tobago to approach the Comptroller of Accounts for training in Accounting and Financial procedures by the end of the second quarter, in addition a request has been made to the Public Service Academy to conduct said training within the time identified



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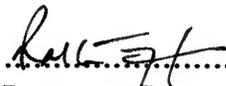
2. Under item 7 Office of the Prime Minister, Central Administrative Services, Tobago
- a) Bank Reconciliation Statements

Please be advised that all outstanding bank reconciliation statements as was quoted in the report have been reconciled for the period June 2021 to September 2021. Copies of the relevant reconciliation statements are attached for your information

- b) Motor Vehicle/Insurance Loans Balances

Letters of indebtedness were sent to the Comptroller of Accounts regarding the relevant persons and their indebtedness to the government of Trinidad and Tobago. Since they are no longer employed with Office of the Prime Minister, Central Administrative Services, Tobago. The Comptroller of Accounts by law is responsible for recovering any monies owed to the government from any gratuity payment due to these individuals. It should also be noted that one of the indebted account holder is now deceased and was not entitled to any gratuity payment, therefore, efforts to recover outstanding balance will be futile.

Attached is a statement of our records concerning motor vehicle advances, of which the Comptroller of Accounts is notified monthly.

  
.....  
Permanent Secretary

**Permanent Secretary**  
**Office of the Prime Minister**  
**Central Administrative Services Tobago**

CENTRAL ADMINISTRATIVE SERVICES TOBAGO  
MOTOR VEHICLE ADVANCES  
LIST OF BALANCES AS AT NOVEMBER 30TH, 2022

Name of Officer		Position Last Held	Type of Loan	Date Granted	Amount		Outstanding Balance	Remarks
Surname	First Name				Granted	Repaid		
Coker	Lionel	Personal Adviser to Minister	Insurance	21-Oct-11	14,890.00	1,863.00	13,027.00	Officer Now deceased
Holder	Marilyn	Personal Assistant to the Minister	Purchase	22-Feb-11	100,000.00	38,625.05	61,374.95	Officer contract came to an end 21.07.2012 Last payment was 03.07.2012 however, no evidence of payment of gratuity
Joseph	Khalil	Personal Assistant to the Minister of Tobago Development	Purchase Insurance Repair	27-Sep-13 27-Sep-13 3-Feb-14	120,000.00 10,287.83 20,000.00	14,425.00 5,140.00 \$882.00	105,575.00 5,147.80 19,118.00	Assumed duty w.e.f. 01.02.2013 Officer contract was terminated w.e.f. 31.03.2014 Last payment dated 28.03.2014
Noel - Moore	Eurena	Administrative Officer V	Purchase	16-Jan	138,147.61	134,311.60	3,836.00	Officer now retired from the public service. Gratuity payment still outstanding

Permanent Secretary  
Central Administrative Services, Tobago



OFFICE OF THE PRIME MINISTER  
(TOBAGO AFFAIRS)  
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OPM-CAST (F): 4/1/2

**From:** Permanent Secretary,  
Office of the Prime Minister  
Central Administrative Services, Tobago

**To:** Comptroller Of Accounts,  
Ministry of Finance (Treasury Division)

**Dated:** Monday, August 15, 2022

**Subject:** Reconciliation of Bank Balance for the month ending Thursday,  
September 30<sup>th</sup>, 2021

With reference to the above noted subject, the attached documents which are listed here under are submitted for your information please:

- a) Republic Bank Limited Certificate showing Account Balance as at ending Thursday, September 30<sup>th</sup>, 2021.
- b) Summary of Paymaster Transactions for the month of September, 2021.
- c) Explanation Sheet in respect of Bank Certificate and Cash Book Balances as at Thursday, September 30<sup>th</sup>, 2021.

  
Permanent Secretary

c.c. Auditor General, Tobago

**Permanent Secretary**  
**Office of the Prime Minister**  
**Central Administrative Services Tobago**

**Office of the Prime Minister,  
Central Administrative Services Tobago - Cash Book Statement**

Summary of Paymaster Transactions for the month of September, 2021

***Starting Balance***

Cash and encashed cheques at the beginning of September, 2021 113,530.43 ✓

**Add**

Amount drawn from Bank during the month of September, 2021 964,936.08 ✓

**Less**

Cash and encashed cheques lodged: 959,446.34 ✓

Savings Bond(s) encashed: -

**Total**

Cash and Encashed Cheques as at 30th September, 2021 119,020.17 ✓

***Starting Balance***

Bank Balance as per Cash Book: 11,469.57 ✓

**Add**

Cash and Encashed Cheques lodged at Bank: 959,446.34 ✓

Savings Bond (s) redeemed: -

**Less**

Amount drawn from bank during the month of September, 2021 964,936.08 ✓

**Total**

Cash in Bank as at 30th September, 2021 5,979.83 ✓

Verified by  
*Kerdy Ag. Auditor 1*  
Internal Audit 09/18/2022  
Office of the Prime Minister -  
Central Administrative Services Tobago

**Office of the Prime Minister**  
**Central Administrative Services Tobago - Fixed Imprest Statement**

Composition of Fixed Imprest as at Thursday September 30th, 2021

Cash In Bank:	\$	5,979.83
Cash In Hand:	\$	119,020.17
Cheques Encashed:	\$	-
Savings Bonds in Transit:	\$	-
Short Deposited - Cheques:	\$	-
<b>IMPREST TOTAL:</b>	<b>\$</b>	<b>125,000.00</b>

Verified by  
*Honda Ag. Auditor 1*  
Internal Auditor  
09/15/2022  
Office of the Prime Minister -  
Central Administrative Services Tobago

**Office of the Prime Minister, Central Administrative Services Tobago**

**Discrepancy Explanation Sheet**

Reconciliation of Cash Balances as per Bank Statement and Cash Book for the month ending September 30<sup>th</sup>, 2021

Cash Book Balance as at September 30 <sup>th</sup> , 2021	5,979.83
<i>Less</i> Cheque No. P/13 134408 dated 13 <sup>th</sup> March 1973 was erroneously deposited to the Treasury Suspense Account on the 30 <sup>th</sup> May 1973. A decision is still to be taken by the Comptroller of Accounts.	-25.00
<i>Less</i> Bank charges levied on the Accountant General	142.02
<i>Less</i> B/f Bank charges levied on the Accountant General	12,375.03
<i>Add</i> On the 30/09/2021, the Bank Statement reflected a deposit of \$44.00. However, the Cash Book (Paymaster Account) has no record of that amount being deposited to the Bank.	44.00
Bank Statement as at September 30 <sup>th</sup> , 2021	(6,518.22)

Verified by  
*Kford* Ag. Auditor 1  
Internal Auditor  
Office of the Prime Minister -  
Central Administrative Services Tobago  
09/10/2022



## Republic Bank Limited

Main Street, Tobago Branch

28<sup>th</sup> December, 2021

The Accountant General  
Jerningham Street  
Scarborough  
Tobago

Dear Sir/Madam



We hereby certify that at the close of business on September 30<sup>th</sup>, 2021 a debit balance was shown on the following:-

<b>Account Number</b>	<b>Amount</b>
020 100 729 301 (Chequing Account)	TTD \$ 6,518.22 (Debit)

Sincerely,

**Gemma Duke**  
**Customer Service Manager**  
**[gemma.duke@rfl.com](mailto:gemma.duke@rfl.com)**  
**625-3617 EXT 69230**



26



THE ACCOUNTANT GENERAL  
 TRINIDAD AND TOBAGO GOVERNMENT  
 JERNINGHAM STREET  
 SCARBOROUGH TOBAGO  
 HOLD BR68

Date: 10/09/2021  
 Period: 04/09/2021 to 10/09/2021  
 (7 days)

Periodic Statement: 818

The Bank of Unbeatable Rates has the savings plan that's right for you!  
 Save the runaround and check us out today for a plan to suit your needs.

Account Summary:

A/C CHQ - 020100729301 Chequing Account - Commercial TTD  
 Branch : Main Street, Tobago Branch

Enclosures: 6

Beginning Balance as of 04/09/2021	23,579.04
Deposits & Other Credits	167,398.85
Cheques & Other Debits	125,499.50
Ending Balance as of 10/09/2021	65,478.39

Transactional Information

Date	Cheque #	Description	Amount	Balance
06/09		Deposit	55,736.40	79,315.44
06/09	7713	Cheque	7,547.50 -	71,767.94
07/09		Deposit	39,757.50	111,525.44
07/09	7716	Cheque	100,000.00 -	11,525.44
07/09	7714	Cheque	2,877.50 -	8,647.94
08/09		Deposit	6,300.00	14,947.94
08/09	7715	Cheque	4,455.50 -	10,492.44
09/09		Deposit	23,330.00	33,822.44
09/09	7717	Cheque	4,634.50 -	29,187.94
10/09		Deposit	42,274.95	71,462.89
10/09	7718	Cheque	5,984.50 -	65,478.39

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(TOBAGO AFFAIRS)  
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**OPM-CAST (F): 4/1/2**

**From:** Permanent Secretary,  
Office of the Prime Minister  
Central Administrative Services, Tobago

**To:** Comptroller Of Accounts,  
Ministry of Finance (Treasury Division)

**Dated:** Monday, August 15, 2022

**Subject:** Reconciliation of Bank Balance for the month ending Monday,  
August 30<sup>th</sup>, 2021

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With reference to the above noted subject, the attached documents which are listed here under are submitted for your information please:

- a) Republic Bank Limited Certificate showing Account Balance as at ending Monday, August 30<sup>th</sup>, 2021.
- b) Summary of Paymaster Transactions for the month of August, 2021.
- c) Explanation Sheet in respect of Bank Certificate and Cash Book Balances as at Monday, August 30<sup>th</sup>, 2021.

  
Permanent Secretary

  
Permanent Secretary  
Office of the Prime Minister  
Central Administrative Services Tobago

c.c. Auditor General, Tobago

**Office of the Prime Minister,  
Central Administrative Services Tobago - Cash Book Statement**

Summary of Paymaster Transactions for the month of August, 2021

**Starting Balance**

Cash and encashed cheques at the beginning of August, 2021 112,446.60 ✓

**Add**

Amount drawn from Bank during the month of August, 2021 641,611.72 ✓

**Less**

Cash and encashed cheques lodged: 640,527.89 ✓

Savings Bond(s) encashed: -

**Total**

Cash and Encashed Cheques as at 30th August, 2021 113,530.43 ✓

**Starting Balance**

Bank Balance as per Cash Book: 12,553.40 ✓

**Add**

Cash and Encashed Cheques lodged at Bank: 640,527.89 ✓

Savings Bond (s) redeemed: -

**Less**

Amount drawn from bank during the month of August, 2021 641,611.72 ✓

**Total**

Cash in Bank as at 30th August, 2021 11,469.57 ✓

Verified by  
*[Signature]* Ag. Auditor 1  
9/8/2022  
Office of the Prime Minister  
Central Administrative Services Tobago

**Office of the Prime Minister  
Central Administrative Services Tobago - Fixed Imprest Statement**

Composition of Fixed Imprest as at Monday August 30th, 2021

Cash In Bank:	\$	11,469.57
Cash In Hand:	\$	22,643.09
Cheques Encashed:	\$	90,887.34
Savings Bonds in Transit:	\$	-
Short Deposited - Cheques:	\$	-
<b>IMPREST TOTAL:</b>	<b>\$</b>	<b>125,000.00</b>

Verified by  
*Honde Ag. Auditor 1*  
Internal Audit  
Office of the Prime Minister  
Central Administrative Services  
09/29/2022

**Office of the Prime Minister, Central Administrative Services Tobago**

**Discrepancy Explanation Sheet**

Reconciliation of Cash Balances as per Bank Statement and Cash Book for the month ending August 30<sup>th</sup>, 2021

Cash Book Balance as at August 30 <sup>th</sup> , 2021	11,469.57
<i>Less</i> Cheque No. P/13 134408 dated 13 <sup>th</sup> March 1973 was erroneously deposited to the Treasury Suspense Account on the 30 <sup>th</sup> May 1973. A decision is still to be taken by the Comptroller of Accounts.	-25.00
<i>Less</i> Bank charges levied on the Accountant General	78.02
<i>Less</i> B/f Bank charges levied on the Accountant General	12,297.01
<i>Add</i> Cheque No. 007703 which was deposited on 30/08/2021 but was recorded on 01/09/2021 in Bank Statement.	2,771.00
Bank Statement as at August 30 <sup>th</sup> , 2021	1,840.54

Reviewed by  
*Kford Ag. Auditor-1*  
Internal Auditor      09/09/2022  
Office of the Prime Minister -  
Central Administrative Services Tobago



## Republic Bank Limited

Main Street, Tobago Branch

28<sup>th</sup> December, 2021

The Accountant General  
Jerningham Street  
Scarborough  
Tobago

Dear Sir/Madam

[REDACTED]

We hereby certify that at the close of business on August 30<sup>th</sup>, 2021 a credit balance was shown on the following:-

<b>Account Number</b>	<b>Amount</b>
020 100 729 301 (Chequing Account)	TTD \$ 1,840.54 (Credit)

Sincerely,

  
\_\_\_\_\_  
**Gemma Duke**  
**Customer Service Manager**  
**[gemma.duke@rfhl.com](mailto:gemma.duke@rfhl.com)**  
**625-3617 EXT 69230**



24



THE ACCOUNTANT GENERAL  
 TRINIDAD AND TOBAGO GOVERNMENT  
 JERNINGHAM STREET  
 SCARBOROUGH TOBAGO  
 HOLD BR68

Date: 06/08/2021  
 Period: 31/07/2021 to 06/08/2021  
 (7 days)

Periodic Statement: 813

The Bank of Unbeatable Rates has the savings plan that's right for you!  
 Save the runaround and check us out today for a plan to suit your needs.

Account Summary:

A/C CHQ - 020100729301 Chequing Account - Commercial TTD  
 Branch : Main Street, Tobago Branch  
 Enclosures: 4

Beginning Balance as of 31/07/2021	3,708.84
Deposits & Other Credits	315,593.21
Cheques & Other Debits	238,643.95
Ending Balance as of 06/08/2021	80,658.10

Transactional Information

Date	Cheque #	Description	Amount	Balance
03/08		Deposit	2,676.90	6,385.74
03/08		Deposit	45,996.20	52,381.94
03/08		Deposit	69,475.70	121,857.64
03/08	7677	Force Posted Debit	110,000.00 -	11,857.64
03/08	7674	Cheque	3,477.45 -	8,380.19
04/08		Deposit	12,750.80	21,130.99
04/08	7676	Cheque	7,035.00 -	14,095.99
05/08		Deposit	51,579.85	65,675.84
05/08		Deposit	52,188.00	117,863.84
05/08	7680	Force Posted Debit	106,000.00 -	11,863.84
05/08	7678	Cheque	6,374.50 -	5,489.34
06/08		Deposit	80,925.76	86,415.10
06/08	7679	Cheque	5,757.00 -	80,658.10

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THE ACCOUNTANT GENERAL  
 TRINIDAD AND TOBAGO GOVERNMENT  
 JERNINGHAM STREET  
 SCARBOROUGH TOBAGO  
 HOLD BR68

Date: 13/08/2021  
 Period: 07/08/2021 to 13/08/2021  
 (7 days)

Periodic Statement: 814

The Bank of Unbeatable Rates has the savings plan that's right for you!  
 Save the runaround and check us out today for a plan to suit your needs.

Account Summary:

A/C CHQ - 020100729301 Chequing Account - Commercial TTD  
 Branch : Main Street, Tobago Branch  
 Enclosures: 6

Beginning Balance as of 07/08/2021	80,658.10
Deposits & Other Credits	130,088.50
Cheques & Other Debits	149,500.67
Ending Balance as of 13/08/2021	61,245.93

Transactional Information

Date	Cheque #	Description	Amount	Balance
09/08		Deposit	35,789.50	116,447.60
09/08	7681	Cheque	4,401.00 -	112,046.60
10/08		Deposit	18,974.93	131,021.53
10/08	7684	Cheque	105,000.00 -	26,021.53
10/08	7682	Cheque	19,759.00 -	6,262.53
11/08		Deposit	40,259.71	46,522.24
11/08	7683	Cheque	8,292.50 -	38,229.74
12/08		Deposit	14,668.71	52,898.45
12/08	7685	Cheque	5,651.50 -	47,246.95
13/08		Deposit	20,395.65	67,642.60
13/08	7686	Cheque	6,396.67 -	61,245.93

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Page: 1 of 1







THE ACCOUNTANT GENERAL  
 TRINIDAD AND TOBAGO GOVERNMENT  
 JERNINGHAM STREET  
 SCARBOROUGH TOBAGO  
 HOLD BR68

Date: 03/09/2021  
 Period: 28/08/2021 to 03/09/2021  
 (7 days)

Periodic Statement: 817

The Bank of Unbeatable Rates has the savings plan that's right for you!  
 Save the runaround and check us out today for a plan to suit your needs.

Account Summary:

A/C CHQ - 020100729301 Chequing Account - Commercial TTD  
 Branch : Main Street, Tobago Branch

Enclosures: 7

Beginning Balance as of 28/08/2021	54,277.17
Deposits & Other Credits	406,368.92
Cheques & Other Debits	437,067.05
Ending Balance as of 03/09/2021	23,579.04

Transactional Information

Date	Cheque #	Description	Amount	Balance
30/08		Deposit	61,645.37	115,922.54
30/08	7704	Force Posted Debit	110,000.00 -	5,922.54
30/08	7702	Cheque	4,082.00 -	1,840.54
01/09		Deposit	90,887.34	92,727.88
01/09		Deposit	109,098.05	201,825.93
01/09	7708	Cheque	78,000.00 -	123,825.93
01/09	7709	Cheque	110,000.00 -	13,825.93
01/09	7703	Cheque	2,771.00 -	11,054.93
02/09		Deposit	45,307.35	56,362.28
02/09		Deposit	74,582.21	130,944.49
02/09	7712	Cheque	112,000.00 -	18,944.49
02/09	7707	Cheque	12,446.55 -	6,497.94
03/09		Deposit	24,848.60	31,346.54
03/09	7711	Cheque	7,767.50 -	23,579.04

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Page: 1 of 1