

### REPUBLIC OF TRINIDAD AND TOBAGO AUDITOR GENERAL'S DEPARTMENT

# REPORT OF THE AUDITOR GENERAL

ON THE FINANCIAL STATEMENTS OF THE POLICE COMPLAINTS AUTHORITY FOR THE YEAR ENDED

**SEPTEMBER 30, 2019** 



# REPORT OF THE AUDITOR GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO ON THE FINANCIAL STATEMENTS OF THE POLICE COMPLAINTS AUTHORITY FOR THE YEAR ENDED SEPTEMBER 30, 2019

#### **OPINION**

The financial statements of the Police Complaints Authority for the year ended September 30, 2019 have been audited. The statements as set out on pages 1 to 13 comprise a Statement of Financial Position as at September 30, 2019, the Statement of Comprehensive Income, Statement of Changes in Equity and a Statement of Cash Flows for the year ended September 30, 2019 and Notes to the Financial Statements numbered A to M, including a summary of significant accounting policies.

2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Police Complaints Authority as at 30 September 2019 and its financial performance and its cash flows for the year then ended in accordance with General Accounting Principles and Practices.

#### BASIS FOR OPINION

3. The audit was conducted in accordance with generally accepted auditing standards. The Auditor General's responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of this report. The Auditor General is independent of the Police Complaints Authority in accordance with the ethical requirements that are relevant to the audit of the financial statements and other ethical responsibilities have been fulfilled in accordance with these requirements. It is my view that the audit evidence obtained is sufficient and appropriate to provide a basis for the above audit opinion.

### RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

- 5. Management of the Police Complaints Authority is responsible for the preparation and fair presentation of these financial statements in accordance with General Accounting Principles and Practices and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
- 6. In preparing the financial statements, management is responsible for assessing the ability of the Police Complaints Authority to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Police Complaints Authority or to cease operations, or has no realistic alternative but to do so.
- 7. Those charged with governance are responsible for overseeing the financial reporting process of the Police Complaints Authority.

## AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

- 8. The Auditor General's responsibility is to express an opinion on these financial statements based on the audit and to report thereon in accordance with section 116 of the Constitution of the Republic of Trinidad and Tobago and section 18 (2) of the Police Complaints Authority Act, Chapter 15:05.
- 9. The Auditor General's objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an audit report that includes his opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions or users taken on the basis of these financial statements.
- 10. As part of an audit in accordance with accepted auditing standards, the Auditor General exercises professional judgment and maintains professional skepticism throughout the audit. The Auditor General also:
  - Identifies and assesses the risks of material misstatement of the financial statements, whether due to fraud or error, designs and performs audit procedures responsive to those risks, and obtains audit evidence that is sufficient and appropriate to provide a basis for an opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
  - Obtains an understanding of internal control relevant to the audit in order to
    design audit procedures that are appropriate in the circumstances, but not for the
    purpose of expressing an opinion on the effectiveness of the internal control of
    the Police Complaints Authority.
  - Concludes on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability of the Police Complaints Authority to continue as a going concern. If the Auditor General concludes that a material uncertainty exists, the Auditor General is required to draw attention in his audit report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify his opinion. The Auditor General's conclusions are based on the audit evidence obtained up to the date of his audit report. However, future events or conditions may cause the Police Complaints Authority to cease to continue as a going concern.
  - Evaluates the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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11. The Auditor General communicates with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that were identified during the audit.



 $20^{TH}$  FEBRUARY, 2020 PORT OF SPAIN

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Auditor General's Report

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#### Financial Statements (Expressed in Trinidad and Tobago Dollars)

September 30, 2019

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Statement of Changes in Equity	
Statement of Cash Flows	4
Notes to Financial Statements	5-13

#### STATEMENT OF FINANCIAL POSITION AS AT SEPTEMBER 30, 2019

(Expressed in Trinidad and Tobago Dollars)

		2019	<u>2018</u>
ASSETS	Notes	\$	\$
CURRENT ASSETS		<b>y</b>	Ψ
Cash in hand and at bank	C	3,458,927	3,139,188
Receivables and prepayments	D	1,097,199	262,273
TOTAL CURRENT ASSETS		4,556,126	3,401,461
NON-CURRENT ASSETS			
Property, plant and equipment	E	1,004,811	492,956
Intangible assets	F	168,320	189,290
TOTAL NON-CURRENT ASSETS		1,173,131	682,246
TOTAL ASSETS		5,729,257	4,083,707
LIABILITIES AND RESERVES			
CURRENT LIABILITIES			
Payables and accruals	G	266,885	461,850
TOTAL CURRENT LIABILITIES		266,885	461,850
RESERVES Accumulated fund		5,462,372	3,621,857
THE COLUMN		5,462,372	3,621,857
TOTAL RESERVES AND LIABILITIES		5,729,257	4,083,707

These financial statements were authorised for issue by the Police Complaints Authority on February 04, 2020.

Land V-W-West Director

# STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED SEPTEMBER 30,2019

(Expressed in Trinidad and Tobago Dollars)

		2019	2018
	Notes		
		\$	\$
Parliamentary funding	Н	18,811,500	18,453,000
Other income	I	423	6,393
Operating expenses	J	(16,676,973)	(18,594,868)
Depreciation	E	(245,435)	(413,553)
Amortisation	F	(45,580)	(31,295)
Loss on disposal of asset		(46)	-
Finance cost		(3,374)	(3,532)
SURPLUS/(DEFICIT) FOR THE YEAR		1,840,515	(583,855)

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED SEPTEMBER 30, 2019 (Expressed in Trinidad and Tobago Dollars)

#### **Accumulated Fund**

\$

Year Ended September 30, 2019 Balance as at September 30, 2018	3,621,857
Surplus for the year	1,840,515
Balance as at September 30, 2019	5,462,372

#### **Accumulated Fund**

\$

Year Ended September 30, 2018	
Balance as at September 30, 2017	4,242,560
Adjustment	(36,848)
Deficit for the year	(583,855)
Balance as at September 30, 2018	3,621,857

# STATEMENT OF CASH FLOWS FOR THE YEAR ENDED SEPTEMBER 30, 2019

SEI TEMBER 50, 2017		
(Expressed in Trinidad and Tobago Dollars)	2019	2018
OPERATING ACTIVITIES	\$	\$
SURPLUS/(DEFICIT) for the year	1,840,515	(583,855)
Adjustments to reconcile net income to net cash		
provided by operating activities:		
Depreciation	245,435	413,553
Amortisation	45,580	31,295
Loss on disposal of property, plant and equipment	46	
Adjustment to Accumulated Fund	-	(36,848)
Changes to operating assets and liabilities:	-	=
(Increase)/decrease in receivables and prepayments	(834,926)	(55,725)
(Decrease)/increase in accruals	(194,965)	(490,083)
NET CASH PROVIDED BY OPERATING ACTIVITIES	1,101,685	(721,663)
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(758,224)	(186,118)
Proceeds from sale of property, plant and equipment	888	
Purchase of intangible assets	(24,610)	(103,060)
NET CASH USED IN INVESTING ACTIVITIES	(781,946)	(289,178)
NET (DECREASE)/ INCREASE IN CASH	319,739	(1,010,841)
Cash and cash equivalents at beginning of year	3,139,188	4,150,029
CASH AND CASH EQUIVALENTS AT END OF YEAR	3,458,927	3,139,188
Represented by:		
Cash in hand and at bank	3,458,927	3,139,188

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019

(Expressed in Trinidad and Tobago Dollars)

#### NOTE A - ESTABLISHMENT AND OBJECTIVES

The Police Complaints Authority Act No.8 of 2006, Chap. 15:05 ("the Act") came into operation on January 1, 2007 and repealed the Police Complaints Authority Act, 1993 ("the former Act") which had provided for complaints against police officers to be sent by the then Police Complaints Authority ("the former Authority") to the Trinidad and Tobago Police Service for investigation.

The Act distinctively established the Police Complaints Authority (PCA/the Authority) as an independent corporate body mandated, among other things, to investigate complaints within its remit without the involvement of the police.

Section 6. (1) of the Act provides for the Authority to be comprised of a Director and Deputy Director to be appointed by the President of Trinidad and Tobago on the joint advice of the Prime Minister and the Leader of the Opposition. The Authority was duly constituted on December 29, 2010 on the appointment of the first Director and Deputy Director.

#### NOTE B - SIGNIFICANT ACCOUNTING POLICIES

(i) The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented, unless otherwise stated.

Basis of Preparation – The financial statements of the Authority have been prepared in accordance with Section 18. (1) of the Act which states that the Authority shall keep an account of all its financial transactions in accordance with General Accounting Principles and Practices (GAPP). The financial statements have been prepared under the historical cost convention.

The preparation of the financial statements in conformity with GAPP requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised and in any future periods affected.

(ii) Changes in Accounting Policy and Disclosures

A number of new standards, amendments to standards and interpretations are effective for annual periods beginning January 2016, however, none of these amendments has any material impact on these financial statements.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019 – (Continued)

(Expressed in Trinidad and Tobago Dollars)

#### NOTE B - SIGNIFICANT ACCOUNTING POLICIES - (Continued)

#### (iii) Functional and Presentation Currency

Items included in the financial statements are measured using the currency of the primary economic environment in which the Authority operates ('the functional currency'). The financial statements are presented in Trinidad and Tobago dollars which is the Authority's presentation currency.

#### (iv) Property, Plant and Equipment

Property, plant and equipment are stated at cost less accumulated depreciation. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Subsequent costs are included in an asset's carrying amount or are recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Authority and the cost of the item can be measured reliably. All other costs for repairs and maintenance are charged to the statement of comprehensive income during the financial period in which they are incurred.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives using the straight-line method. Depreciation is calculated in year of purchase from the date of acquisition. The following annual rates are used for the depreciation of property, plant and equipment.

Minor Equipment - 25%

Furniture and fixtures - 10 % & 20%

Office equipment - 25% Motor vehicles - 25%

The assets' residual value and useful lives are reviewed and adjusted, if appropriate, at each statement of financial position date.

Assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than the estimated recoverable amount. The amount recoverable is the higher of the asset's fair value less cost to sell and value in use.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These are included in the statement of comprehensive income.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019 – (Continued)

(Expressed in Trinidad and Tobago Dollars)

#### NOTE B - SIGNIFICANT ACCOUNTING POLICIES - (Continued)

#### (v) Intangible Assets

Intangible Assets are stated at cost less accumulated amortisation. Historical cost includes expenditure that is directly attributable to preparing the assets for their intended use.

Subsequent costs are included in an asset's carrying amount or are recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Authority and the cost of the asset can be measured reliably. All other costs are associated with the maintenance of the software programmes are charged to the statement of comprehensive income during the financial period in which they are incurred.

Amortisiation is charged so as to allocate the cost of an asset less the residual value over its estimated useful life using the straight-line method from the date on which the asset is ready for use. The intangible assets have been estimated to have finite useful lives of five-years.

#### (vi) Financial Assets

The Authority classifies its financial assets into receivables and available-for-sale. The classification is determined by management at the initial recognition and depends on the purpose for which the assets were acquired.

#### Classification

#### (a) Receivables and Available-for-sale

Receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. These are included in current assets, except for maturities greater than 12 months after the statement of financial position date. These are classified as non-current assets and are carried at amortised cost using the effective interest method.

#### (vii) Cash and Cash Equivalents

In the statement of cash flows, cash and cash equivalents include cash in hand and amounts held at bank.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019 – (Continued)

(Expressed in Trinidad and Tobago Dollars)

#### NOTE B - SIGNIFICANT ACCOUNTING POLICIES - (Continued)

#### (viii) Provisions

Provisions are recognised when the Authority has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation and the amount has been reliably estimated. Where there are a number of similar obligations as a whole, a provision is recognised even if the likelihood of an outflow with respect to any one item included in the service class of obligations may be small.

#### (ix) Trade and other payables

Trade payables are obligations to pay for services that have been acquired in the ordinary course of operations from suppliers. Accounts payables are classified as current liabilities if payment is due within one year or less (or in the normal operating cycle if longer). If not, they are presented as non-current liabilities.

Trade payables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method.

#### (x) Revenue Recognition

#### Parliamentary Funding

Funds are appropriated by Parliament to cover recurrent and capital expenditure of the Authority. These Funds are credited to the statement of comprehensive income in the accounting period for which the provision was made by Parliament.

Revenue is measured at the fair value of the consideration received or receivable and represents amounts appropriated by Parliament. The Authority recognises revenue in the accounting period for which the provision was made by Parliament when the amount of revenue can be reliably measured.

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#### NOTE C - CASH IN HAND AND AT BANK

	<u>2019</u>	2018
	\$	\$
Bank	3,455,427	3,135,688
Petty cash – Trinidad	2,500	2,500
Petty Cash – Tobago	1,000	1,000
1980	3,458,927	3,139,188

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019 – (Continued)

(Expressed in Trinidad and Tobago Dollars)

#### NOTE D - RECEIVABLES AND PREPAYMENTS

NOTE D - RECEIVABLES AND TRETATMENTS	<u>2019</u>	<u>2018</u>
	\$	\$
Sundry receivables	13,229	13,229
Security deposits	8,000	8,000
Prepayments	1,075,970	241,044
50: 5	1,097,199	262,273
		-

#### NOTE E - PROPERTY, PLANT AND EQUIPMENT

	Minor Equipment	Furniture & Fixtures	Office Equipment	Motor Vehicles	Total 2019	Total 2018
Cost	\$	\$	\$	\$	\$	\$
At beginning of year	631,317	441,441	1,794,130	2,261,453	5,128,341	4,942,223
Adjustments Disposals	-	-	(8,880)	-	(8,880)	-
Additions	11,717	7,715	738,792	_	758,224	186,118
At end of year	643,034	449,156	2,524,042	2,261,453	5,877,685	5,128,341
Accumulated depreciation						
At beginning of year	596,344	297,062	1,549,068	2,192,911	4,635,385	4,221,832
Adjustments	=	-	_	241	-	-
Disposals		( <del></del>	(7,946)	-	(7,946)	410.550
Current year charge	18,729	37,065	121,108	68,533	245,435	413,553
At end of year	615,073	334,127	1,662,230	2,261,444	4,872,874	4,635,385
Net book value	27,961	115,029	861,812	9	1,004,811	492,956

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019 – (Continued)

(Expressed in Trinidad and Tobago Dollars)

#### ${\bf NOTE}\ {\bf F-INTANGIBLE}\ {\bf ASSETS}\ ({\bf Computer}\ {\bf Software})$

	2019	2018
Cost	\$	\$
At beginning of year	220,585	117,525
Adjustments	-	_
Disposals Additions	24,610	103,060
At end of year	245,195	220,585
Accumulated amortisation	-	
At beginning of year	31,295	-
Adjustments	-	=
Disposals	-	-
Current year charge	45,580	31,295
At end of year	76,875	31,295
Net book value	168,320	189,290
NOTE G – PAYABLES AND ACCRUALS		
	2019	2018
	S	\$
Sundry payables	221,885	406,850
Accruals	45,000	55,000
	266,885	461,850

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019 – (Continued)

(Expressed in Trinidad and Tobago Dollars)

NOTE H	PARTIA	MENTARY	FUNDING
NULL III		ALLAIVI	LOMBING

NOTE H - PARLIAMENTARY FUNDING	2019	2018
Recurrent expenditure Direct charges	\$ 17,100,000 1,711,500	\$ 16,730,000 1,723,000
	18,811,500	18,453,000
NOTE I – OTHER INCOME	<u>2019</u>	2018
Miscellaneous	\$ 423	\$ 6,393
	423	6,393
NOTE J – OPERATING EXPENSES		
Operating expenses include the following:	2019	2018
Salaries Directors' Emoluments Gratuities Consulting and contracting services Rent Other Expenses	\$ 8,428,525 1,443,840 520,997 1,241,852 425,795 4,615,964	\$ 8,290,320 1,443,840 2,291,296 1,348,033 409,625 4,811,754
	16,676,973	18,594,868
Number of employees	63	61

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019 – (Continued) (Expressed in Trinidad and Tobago Dollars)

#### NOTE K - RELATED PARTY TRANSACTIONS

A related party is a person or entity that is related to the entity that is preparing the financial statements, that is, the reporting entity. A person is related to a reporting entity if that person is a member of the key management personnel of the reporting entity or has significant influence over the entity.

Key management personnel are those persons having the authority and responsibility for planning, directing and controlling the activities of the Authority and means the Director and Deputy Director.

Any transaction entered into with a related party in the normal course of operations is considered a related party transaction.

The related party transaction herein refers to the remuneration paid to the Director and Deputy Director in accordance with the terms and conditions of service recommended by the Salaries Review Commission and approved by Cabinet. The amounts paid for the years ended 30 September 2018 and 2017 are detailed hereunder:

	2019	<u>2018</u>
	\$	\$
Salary and Allowances	1,443,840	1,443,840
Gratuity	-	90,531
	1,443,840	1,534,371

#### NOTE L - FINANCIAL INSTRUMENTS

- (i) Fair Values The carrying amounts of short-term financial assets and liabilities comprising cash in hand and at bank, receivables and prepayments and payables and accruals are a reasonable estimate of their fair values because of the short maturity of these instruments.
- (ii) Credit Risk The Authority has no significant concentration of credit risk.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019 – (Continued)

(Expressed in Trinidad and Tobago Dollars)

#### NOTE M – COMMITMENTS UNDER OPERATING LEASES

The Police Complaints Authority entered into a lease agreement with Kathryne Armstrong-Hollingsworth for the occupation of premises at 5B Kilgwyn Bon Accord, Tobago. The lease commenced on May 1<sup>st</sup>, 2016 at a monthly rental of \$8,000.00. The lease was renewed for a period of one year with effect from November 1<sup>st</sup>, 2018 to October 31<sup>st</sup>, 2019 and upon expiration, the Authority is expected to renew same with the landlord.

An agreement was executed between the Government of Trinidad and Tobago and Cariben Limited for the rental of office space on the First Floor of premises located at Lot B Bacolet Trace, Tobago for the Police Complaints Authority for a period of three years with effect from August 1<sup>st</sup>, 2017 to July 31<sup>st</sup>, 2020 at a monthly rental \$10,833.75 V.A.T. inclusive.

	2019	<u>2018</u>
Minimum lease payments under operating lease	\$	\$
recognised as an expense during the year	226,005	226,005

At the year's end the Authority has outstanding commitments under non-cancellable operating leases that fall due as follows:

	<u>2019</u>	2018
	\$	s
Commitments due within one (1) year	204,338	226,005
Commitments due later than one (1) year but within five (5) years	8,000	116,338
	212,338	342,343

#### **EXECUTIVE SUMMARY**

# Audited Statements of the Accounts of the Police Complaints Authority (PCA) for the financial year ended September 30, 2018

The Police Complaints Authority Act 2006 (the Act) establishes the Police Complaints Authority (PCA) as an independent corporate body mandated, among other things, to investigate complaints within its remit without the involvement of the police.

Section 20(1) of the Act imposes a statutory obligation on the Authority to submit to the Minister an annual report of its activities in the preceding financial year and a copy of the audited statement of accounts for that period for laying in Parliament.

The financial statements of the PCA comprise of a Statement of Financial Position as at September 30, 2018, the Statement of Comprehensive Income, Statement of Changes in Equity and a Statement of Cash Flows for the year ended September 30, 2018 as well as Notes to the Financial Statements.

#### Auditor General's Role:

The Auditor General's responsibility is to express an opinion on these financial statements based on the audit and to report thereon in accordance with section 116 of the Constitution of the Republic of Trinidad and Tobago and section 18(2) of the Act.

The Auditor General communicates with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that were identified during the audit.