

# **COMPTROLLER OF ACCOUNTS**

**Ministry of Finance  
Government of the Republic of Trinidad Tobago**



## **Accounting Manual**

**Prepared by the Financial Management Branch,  
Treasury Division, Ministry of Finance**

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# INTRODUCTION

## (i) Purpose

The development of this training manual is one of the initiatives undertaken by the Treasury Division in recognition of the important role that training has to play in the efficient operation of Financial Management Systems. Consequently, the manual has been developed to provide guidance to Ministries/Departments thereby equipping them with the necessary material to empower them in the performance of their accounting functions within the ambit of the laws, regulations, policies and guidelines, which have been issued over time.

This manual defines the legal framework within which Ministries/Departments operate and gives detailed procedures on the various functions of the Accounting Unit. It also defines the roles of major parties involved in the monitoring, implementation and control of government accounting systems.

This manual is therefore intended to assist officers of Ministries and Departments in the better performance of their duties resulting in improved efficiency and enhanced productivity, while operating in an environment of accountability transparency and integrity.

## (ii) Legal Framework

The legal basis for dealing with matters relating to revenue and expenditure by Government is found in the following documents:-

- The Constitution of the Republic of Trinidad and Tobago Chapter 1:01;
- The Exchequer and Audit Act, Chapter 69:01;
- The Financial Regulations;
- The Financial Instructions 1965;

These are supplemented from time to time by Circulars / Instructions issued by the Treasury on specific accounting matters.

## (iii) Establishment of the Consolidated Fund

Chapter 8 Section 112 (1) to (4) of The Constitution Of The Republic of Trinidad and Tobago provides for the establishment of the Consolidated Fund as follows:

- (1) “All revenues or other moneys raised or received by Trinidad and Tobago, not being revenues or other moneys payable under this Constitution or any other law into some public fund established for a specific purpose shall, unless Parliament otherwise provides, be paid into and form one Consolidated Fund.”

- (2) “No moneys shall be withdrawn from the Consolidated Fund except to meet expenditure that is charged upon the Fund by this Constitution or any Act or where the issue of those moneys has been authorized by an Appropriation Act or an Act passed in pursuance of section 114 or in accordance with any other law.”
- (3) “No moneys shall be withdrawn from any public fund other than the Consolidated Fund unless the issue of those moneys has been authorized by an Act.”
- (4) “No moneys shall be withdrawn from the Consolidated Fund or any other public Fund except in the manner prescribed.”

**(iv) Role of the Minister of Finance**

**(a) Authorization of Expenditure from the Consolidated Fund**

Chapter 8, Section 113 (1) and (2) of the Constitution states:

- (1) “The Minister responsible for finance causes to be prepared and laid before the House of Representatives before or not later than thirty days after the commencement of each financial year, estimates of the revenues and expenditure of Trinidad and Tobago for that year.”
- (2) “The heads of expenditure contained in the estimates, other than expenditure charged upon the Consolidated Fund by this Constitution or any Act, shall be included in a Bill, to be known as an Appropriation Bill, providing for the issue from the Consolidated Fund of the sums necessary to meet that expenditure and the appropriation of those sums for the purposes specified therein.”

Further, if within any financial year it is found that the sum appropriated may be insufficient, or that there is need to expend on an item for which no appropriation was made, or that money may have been over-expended on an appropriated item, a supplementary estimate, showing the sum required or spent shall be laid before the House of Representatives and the heads of any such expenditure shall be included in a Supplementary Appropriation Bill.

If the Appropriation Act in respect of any financial year does not come into operation by the beginning of that financial year, the Minister of Finance may authorize the withdrawal of moneys from the Consolidated Fund to meet the expenditure necessary to carry on the services of the Government, until the expiration of thirty (30) days from the beginning of that financial year of the coming into operation of the Act, whichever is the earlier.

Parliament may also provide for the establishment of a Contingencies Fund, and for authorizing the Minister of Finance to make advances from that Fund, if he is satisfied that there has arisen an urgent and unforeseen need for expenditure for which no other provision exists.

(b) Control and Management of Public Finance

The Minister of Finance, under the Constitution and the provisions of the Exchequer and Audit Act Chapter 69:01 is responsible for the management of the Consolidated Fund and the supervision, control and direction of all matters relating to the financial affairs of the State which are not law assigned to any other Minister.

(v) **Role of the Auditor General**

The role of the Auditor General is defined under Chapter 8 Section 116 (1) to (6) of the Constitution of The Republic of Trinidad and Tobago as follows:

- (1) “There shall be an Auditor General for Trinidad and Tobago, whose office shall be a public office.”
- (2) “The public accounts of Trinidad and Tobago and of all officers, courts and authorities of Trinidad and Tobago shall be audited and reported on annually by the Auditor General, and for that purpose the Auditor General or any person authorized by him in that behalf shall have access to all books, records, returns and other documents relating to those accounts.”
- (3) “The Auditor General is hereby empowered to carry out audits of the accounts, balance sheets and other financial statements of all enterprises that are owned or controlled by or on behalf of the State.”
- (4) “The Auditor General shall submit his reports annually to the Speaker, the President of the Senate and the Minister of Finance.”
- (5) “The President of the Senate and the Speaker shall cause the report to be laid before the Senate and the House of Representatives, respectively, at the next sitting of the Senate and the House of Representatives after the receipt thereof, respectively.”
- (6) “In the exercise of his functions under this Constitution the Auditor General shall not be subject to the direction or control of any other person or authority.”

(vi) **Role of the Accounting Officer**

The Accounting Officer is defined in the Exchequer and Audit Act, Chapter 69:01 Section 2 Part I as:

“any person appointed by the Treasury and charged with the duty of accounting for any service in respect of which moneys have been appropriated by the Constitution or by Parliament, or any person to whom issues are made from the Exchequer Account.”

The responsibilities of the Accounting Officer are as follows:

- Ensure the proper conduct of the financial business of the State for which he is responsible
- Ensure that the funds entrusted to his care are properly safe-guarded
- Ensure that funds are applied only for the purposes intended by Parliament
- Ensure that expenditure does not exceed the sum authorized by Parliament

The Accounting officer shall be answerable to the Public Accounts Committee for the formal regularity and propriety of accounts of all the expenditure out of the votes for which he is responsible.

**(vii) Role of the Internal Audit**

Section 13 (4) of the Financial Regulations to the Exchequer and Audit Act Chapter 69:01 provides for the establishment of an independent internal audit section as follows:

- (4) “Each accounting unit shall have a check staff and an independent internal audit section.”

The overall objective of the internal audit is to assist Management in the effective discharge of its responsibilities by furnishing objective analyses, appraisals, recommendations and pertinent comments on the activities reviewed. The Internal Auditor must therefore be involved in any phase of activity in which he can be of service to management.

The Internal Auditor is therefore expected to provide an effective examination or review of the accounting operations to ensure that the internal controls and accounting systems are operating efficiently and to report same to the Accounting Officer.

The scope of work undertaken by the Internal Auditor is determined by his Accounting Officer to whom he is responsible.

**(viii) Role of the Receiver of Revenue**

In accordance with Section 2 Part I of the Exchequer and Audit Act Chapter 69:01 “receiver of revenue” means:

“an officer appointed by the Treasury for the collection of, and the accounting for, such items of Revenue as the Treasury may specify.”

Duties of the receiver of revenue are defined in the Part V Section 51 of the Financial Regulations to the Exchequer and Audit Act Chapter 69 :01 as follows:

(51) “A receiver of revenue shall supervise and ensure—

- (a) the punctual collection of revenue in accordance with the laws and regulations relating thereto; and
- (b) that the revenue collections are properly brought to account.”

**(ix) The Public Accounts Committee and the Public Accounts Enterprises Committee**

The Constitution of the Republic of Trinidad and Tobago establishes the Public Accounts Committee (PAC) and the Public Accounts Enterprises Committee (PAEC).

The PAC is charged with the responsibility of examining the appropriation accounts of moneys granted by Parliament to meet the public expenditure of Trinidad and Tobago. This Committee therefore examines the audited accounts of Government Ministries and Departments, paying close attention to the comments made by the Auditor General which relate to financial management.

In the performance of its work, the PAC calls to account many Permanent Secretaries and Heads of Government Departments and has been instrumental in the establishment of a more responsive attitude on the part of Administrative Heads of Government Ministries/Departments to the advice and requirements of the Auditor General’s Department.

The PAEC was established as a result of the growth of the public sector. Since the early 1970’s there has been an increase in the number of Statutory Corporations and State Enterprises covering a wide range of industrial and other economic activities. Consequently, it was considered that since parliamentary control was too remote and not continuous, a mechanism should be created for Parliament to keep an effective watch over public sector projects in which millions of taxpayers’ dollars had been invested.

The PAEC examines the reports and accounts of the public undertakings and determines whether the affairs of these institutions are being managed in accordance with sound business principles and prudent commercial practices.

The work of both the PAC and PAEC are facilitated by the assistance of personnel from the Offices of the Comptroller of Accounts as well as the Auditor General whose audited reports of Government Ministries and Departments and public sector enterprises form the basis of the scrutiny exercised by these Committees.

**(x) Role of the Treasury**

In accordance with Section (2) Part I of the Exchequer and Audit Act Chapter 69:01:

“Treasury means the Minister, and includes such officer or officers in the Ministry of Finance as may be deputed by the Minister to exercise powers and to perform duties under this act.”

The Minister of Finance is responsible for the control and management of the financial affairs of the State. One of the core agencies through which this is accomplished is the Treasury Division.

**(a) Mission**

To contribute to enhancing the quality of life of citizens, by promoting good governance of the state's resources through the provision of dynamic Financial Management Systems and Services in a timely and professional manner.

**(b) Vision**

To be the premier Public Sector institution in the region for innovative public financial management and accountability systems.

**(c) Responsibilities**

The core responsibilities of the Treasury Division are as follows:

- to provide financial management and accounting services to Ministries and Departments;
- to produce the consolidated accounts of the Republic of Trinidad and Tobago;
- to administer superannuation and/or terminal benefits to retired public officers/beneficiaries;
- to ensure that the appropriation account of the Republic of Trinidad and Tobago are laid in Parliament on a timely basis.

To facilitate these operations the Treasury Division is divided into three broad functional areas as follows:-

- i. Financial Management;
- ii. Treasury Management; and
- iii. Pensions Management.

In the execution of its responsibilities for the management of the financial affairs of the State, the Treasury Division develops, implements and monitors financial management and accounting systems throughout the Public Service. In addition, the Division is also responsible for ensuring that the internal audit operates effectively.

**(xi) Government Accounting System**

The current Government financial management accounting system is cash based and involves several manual operations. The manual processes place high reliance on human verification and are thus very time consuming. Further, the system is unable to provide managers neither with the tools for the proper management of their assets and liabilities nor with information to assess the performance of their Ministry or Department.

**(a) Integrated Financial Management Information System (IFMIS)**

To effectively and efficiently manage their resources, managers require financial information that is timely, accurate, reliable and relevant. This means that the core functions of a financial management system must be configured in an integrated manner to allow the organization's business transactions to be entered only once with simultaneous updating of all the related accounts in the subsystems.

An IFMIS facilitates this and will also assist managers in monitoring cash flow and preparing forecasts. IFMIS is also capable of producing the Appropriation Accounts of Ministries/Departments and the Consolidated Accounts of the Republic of Trinidad and Tobago in a much shorter timeframe than is currently required. This will lead to increased productivity and will enable Accounting Officers to focus key resources on their core business. Acquisition of such a system for the Public Service is under consideration for the near future.

**(b) Output Management**

The present Budgetary System allocates funding based on inputs, i.e. line items such as Personnel Expenditure, Goods and Services, and Minor Equipment Purchases that comprise the Estimates of Expenditure. Although it provides detailed information on how much public money is spent, it does not provide information on what is being achieved and whether the goods/services (outputs) satisfy the purpose intended.

An Output Management System is one that focuses decision-making and accountability arrangements on outcomes and outputs rather than inputs. This system seeks to create a culture of planning in Government agencies by the introduction of Corporate and Business Plans. These plans provide a link between Government's anticipated outcomes and Departmental objectives and outputs. In addition, performance measures and targets are set for each output which will provide information for evaluation of performance and strategic decision making. Public Service Managers are now required to provide Corporate and Business Plans for their respective Ministry/Department.

*NB. Please note that this Accounting Manual is currently a work in progress. Inclusions will be inserted as the various sections are developed, reviewed and verified.*

## Chapter 1

### **The Budgetary Process/Accountability Cycle**

A flowchart of the Budgetary Process is shown at Figure 1 on page 5. Following are the notes to the flowchart:-

(i) **Call Circular**

The Minister of Finance, in pursuance of his statutory obligation under Section 113 of the Constitution of the Republic of Trinidad and Tobago, issues the Call Circular whereby Ministries, Departments and Other Agencies are required to submit their Draft Estimates of Revenue and Expenditure.

This Circular sets out the requirements that must be followed in the preparation of the Draft Estimates of Revenue and Expenditure using as a basis, the Exchequer and Audit Act Chapter 69:01, the Financial Regulations and Financial Instructions 1965.

The Call Circular prescribes the format in which the Estimates must be presented for consistency as well as provides guidance on how they must be prepared.

The Minister of Finance usually issues the Call Circular between February and March.

(ii) **Ministries/Departments - Submission of proposals by April 30**

The Draft Estimates of Revenue and Expenditure are based on the projections of revenue and expenditure for the ensuing year. The preparation must be circumscribed by:

- a. The Strategic Plan of each Ministry/Department
- b. Customer Service Delivery Plan

Ministries, Departments and Agencies are required to submit these Draft Estimates of Revenue and Expenditure by 30 April of each financial year to the Budget Division, Ministry of Finance.

(iii) **Budget Division - Examination Process**

On receipt of the Draft Estimates of Revenue and Expenditure, the Budget Division of the Ministry of Finance examines, analyses and holds discussions with Ministries, Departments and other Agencies for justification of expenditure. Adjustments are made where necessary. This examination and consultation process is done from May to the middle of September. The Minister of Finance seeks Cabinet's approval for specific measures after which the Budget is presented in Parliament.

(iv) **Parliament**

The Minister of Finance in pursuance of his statutory obligation lays and presents in the House of Representatives, the Appropriation Bill along with other Budget Documents. These Budget Documents include:

- The Draft Estimates of Expenditure
- Draft Estimates – Details of Estimates of Recurrent Expenditure
- Draft Estimates of Revenue and Expenditure of the Statutory Boards and Similar Bodies and of the Tobago House of Assembly
- Draft Estimates of Development Programme
- Draft Estimates of Revenue
- Social Sector Investment Programme
- Public Sector Investment Programme
- Public Sector Investment Programme Tobago
- Supplementary Public Sector Investment Programme
- Review of the Economy
- The Value Added Tax Act (Amendment to Schedule 2) when necessary
- The Provisional Collection of Taxes Order

The Budget Speech is presented and the Appropriation Bill is debated and passed in the House of Representatives. The Bill is then brought before the Senate where it is also debated and passed after which it is forwarded to the President of the Republic of Trinidad and Tobago for his assent. It then becomes the Appropriation Act for the particular year.

(v) **Approval of Funding**

**The General Warrant**

After the Appropriation Act has been passed by Parliament, a General Warrant is issued by the Minister of Finance to the Comptroller of Accounts authorising him to make withdrawals from the Consolidated Fund within the limits approved under the Act and in accordance with Treasury directives.

**Release of Funds**

After the General Warrant has been issued, the Ministries and Departments must apply to the Budget Division of the Ministry of Finance for the Release of Funds.

**Grant of Credit on the Exchequer Account**

After the Release of Funds has been approved, the Ministry/Department applies for a Grant of Credit on the Exchequer Account which is needed to incur expenditure. This is the authority necessary to issue specific sums from the Exchequer Account.

Application for Grant of Credit on the Exchequer Account must be made by the Accounting Officer to the Comptroller of Accounts (COA). After checking the

relevant documents the COA may authorize and require the Auditor General to approve the application. If the Auditor General is satisfied that the sums authorized are in accordance with the provisions of the Appropriation Act and the amount requisitioned does not exceed the sum authorized by the Treasury the Grant of Credit on the Exchequer Account is approved.

(vi) **Execution of Budget - Payments and Collections**

The Accounting Unit can proceed to spend in accordance with Parliamentary approval on receipt of both the Release of Funds and the Grant of Credit on the Exchequer Account. In order to ensure there is proper transparency and accountability, all transactions must be properly processed, recorded and reported in accordance with the Financial Regulations and Financial Instructions 1965 as well as Circular/Instructions issued by the Comptroller of Accounts and Minister of Finance from time to time.

Processing

All payments must be supported by source documents to ensure the validity of the payments to be made. These documents are scrutinized by different levels of officers who ensure that all requirements necessary for proper accountability and transparency are met before it is approved. The payment is then authorized and a cheque is prepared.

In expending funds officers must ensure at all times that votes are sufficient to meet all commitments.

Recording

Essential records must be maintained at all stages to ensure that proper control and accountability is kept over expenditure. These include vouchers, Schedule of Accounts, Vote Books, Expenditure Notification, Abstract of Payments etc.

Reporting

Accounting Officers must prepare Appropriation Accounts showing actual expenditure compared with estimates on the votes for which they are responsible. These Accounts must be submitted to the Auditor General four (4) months after the end of each financial year i.e. by January 31<sup>st</sup>.

Additionally the Treasury is required to submit to the Auditor General, accounts showing fully the financial position of the country as at 30<sup>th</sup> September of each year.

Revenue

Revenue is raised by fiscal measures introduced in the Budget and is given legal effect by the issuance of a Provisional Collection of Taxes Order, the Value Added Tax Act or by Special Legislation. Receivers and Collectors of Revenue

are authorized to collect and account for revenue. All collection must be paid into the Exchequer Account which is a bank account maintained at the Central Bank.

A Receiver of Revenue is an officer appointed by the Treasury for the collection of, and the accounting for, such items of revenue as the Treasury may specify.

A Collector of Revenue is any person appointed by a Receiver of Revenue to collect public moneys and may include any person to whom a collector may delegate a part of his duties.

(vii) **Audit**

In accordance with Section 25 (1) of the Exchequer and Audit Act, the Auditor General is required to audit the accounts of Ministries, Departments and other Government Agencies to ensure that expenditure was carried out in accordance with the Appropriation Act. The Auditor General, in the exercise of his/her functions shall not be subject to the direction or control of any other person or authority. This independence is necessary for an unbiased opinion on the accounts examined.

The Appropriation Accounts together with the Auditor General's Report must be submitted to the Speaker of the House of Representatives, the President of the Senate and the Minister of Finance by April 30<sup>th</sup>. On receipt of such reports, the Speaker and the President of the Senate are obliged to lay such reports before the respective houses of Parliament at the first sitting after receipt thereof. It is then referred to the Public Accounts Committee for examination.

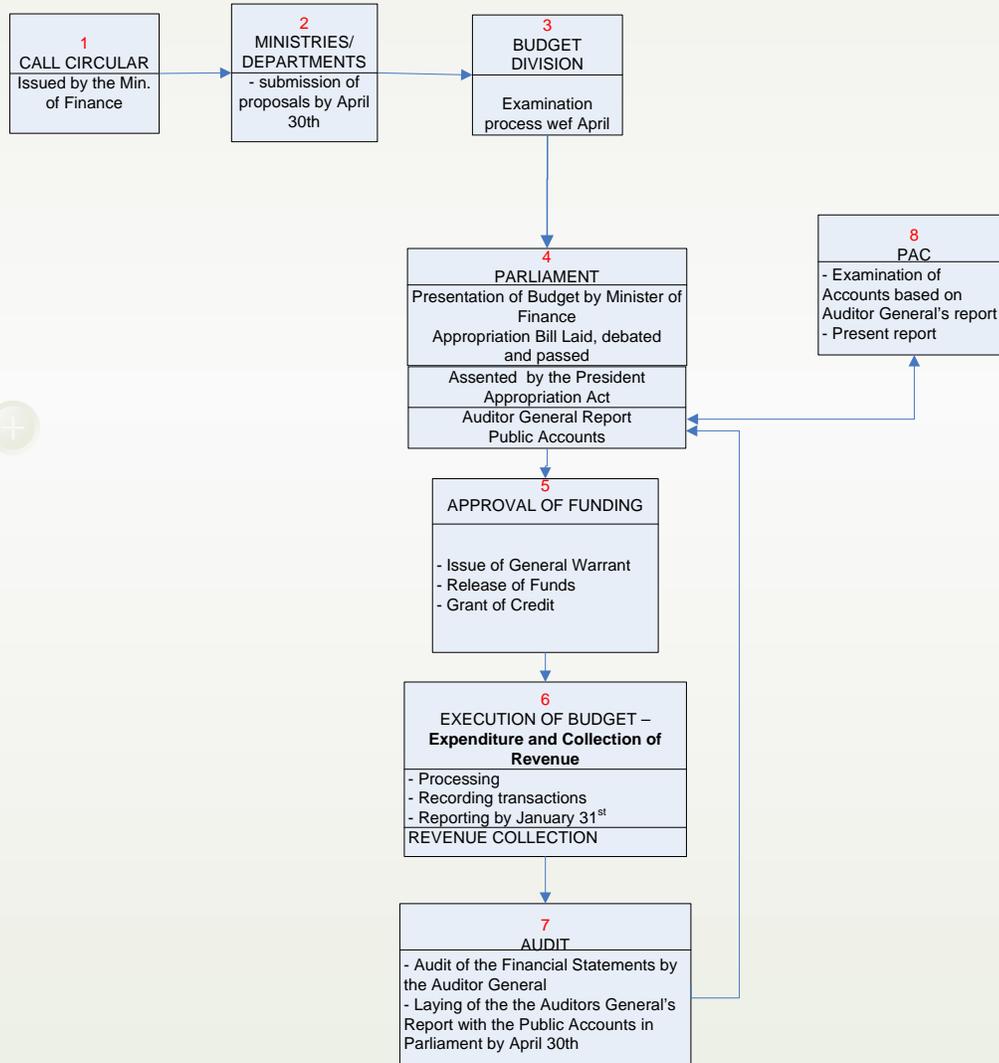
(vii) **Public Accounts Committee**

The Public Accounts Committee (PAC), chaired by a member of the Opposition, is the institution by which Parliament exercises its role in the oversight of public finance. The PAC carries out this responsibility by examining the Auditor General's Report in great detail. The Accounting Officers of each Ministry/Department are summoned and examined by the Committee on the management of the funds under their control and on the comments of the Auditor General's Report.

The PAC must submit a report on its findings to the Parliament where it is debated.

Figure 1

**THE BUDGETARY PROCESS/  
ACCOUNTABILITY CYCLE**



## Chapter 2

### Structure And Functions Of The Accounting Unit

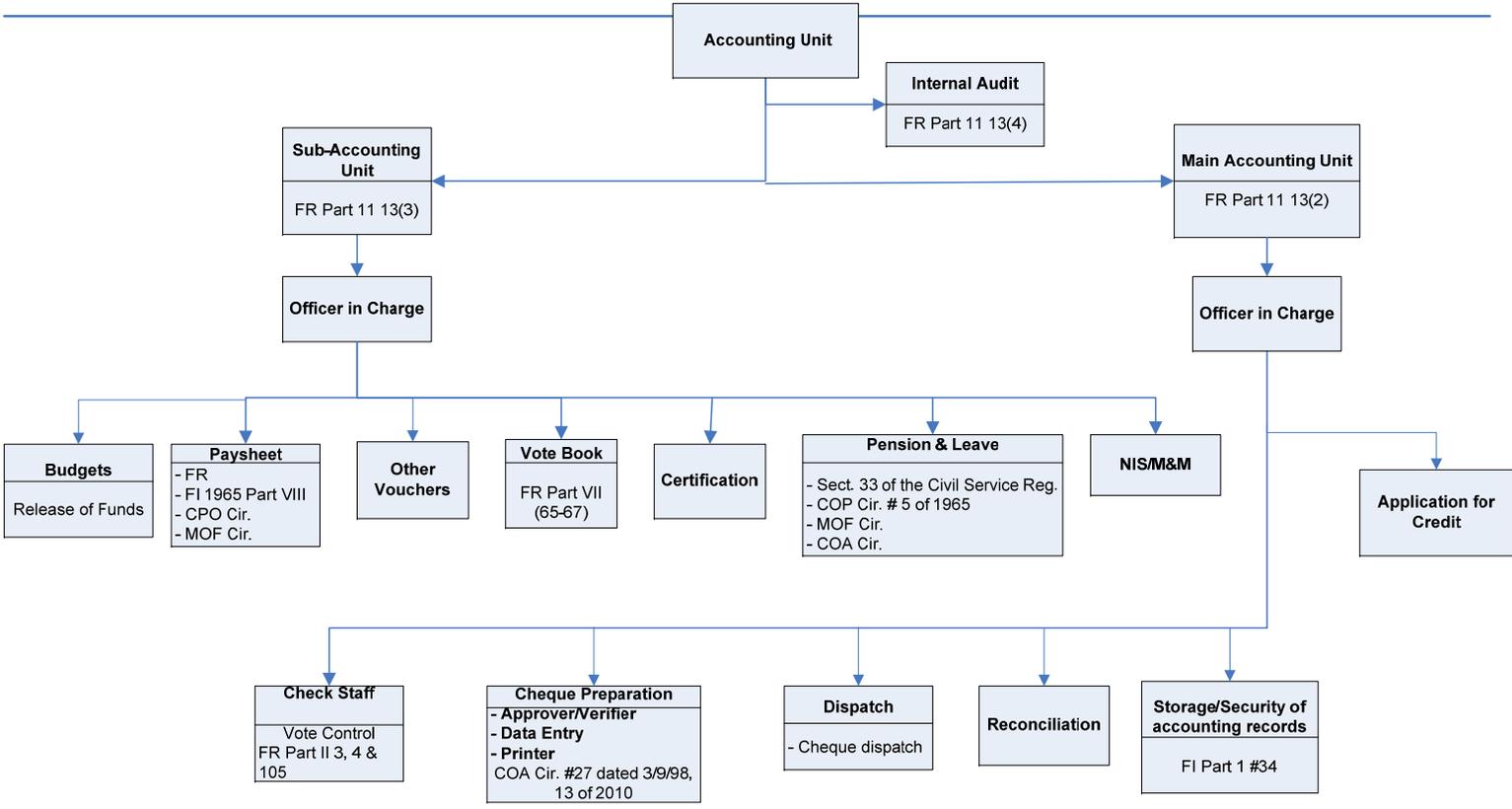
#### Authority:

Financial Regulations Section 13 paragraphs (1)-(3) state:

- “(1) A department may be divided into accounting and sub-accounting units according to the number of sections under its control.
- (2) An accounting unit is a section of a department where vouchers are passed by its own check staff and vote control division for the preparation of cheques.
- (3) A sub-accounting unit is a section of a department where the placing of orders is undertaken, and where payment vouchers are prepared and certified.”

The Accounting Unit is made up of the main Accounting Unit and the Sub-Accounting Unit. A flowchart showing the functions of the Sub-Accounting Unit and the Accounting Units can be seen at Figure 2 on page 7.

**Figure 2**  
**ACCOUNTING UNIT- Structure and Functions**



**KEY**  
FR - Financial Regulations  
FI - Financial Instructions  
COA - Comptroller of Accounts  
MOF - Ministry of Finance

## **2.1 Request For The Release Of Funds And Application For Grant Of Credit**

### **2.1.1 Request for the Release of Funds**

#### **(i) Authority**

Estimates for the financial year as provided by  
the Budget Division, Ministry of Finance  
General Warrant  
Cabinet Minute  
Ministerial Approval  
Permanent Secretary's Approval

#### **(ii) Process**

- a. Ministries/Departments apply for release of funds on a quarterly basis from the Budget Division, Ministry of Finance.
- b. The Accounting Unit completes a spreadsheet request by indicating the dollar value of releases that is required under each sub-item of expenditure. Justification for releases should be submitted along with the Request for Releases to the Budget Division. The spreadsheet reflects all the accounts under the control of the relevant Accounting Unit and the releases already granted to date.
- c. When the approved release is received (see Appendix 2.1.1A), the details are recorded in The Release Control Sheet.
- d. Copies are distributed to the Check Staff Officer and the designated officer in the Accounting Unit for preparation of the application for Grant of Credit on the Exchequer Account.

#### **(iii) Transfer of Funds**

When the original provision for a particular sub-head is insufficient, Ministerial approval is needed for a Transfer of Funds from one sub-head to another. A request is made to the Minister of Finance giving the status of the votes **to** which funds are required and the votes **from** which funds are to be transferred. Justification for the Transfer of Funds should be provided along with the request for Transfer of Funds to the Ministry of Finance.

#### **(iv) Virements**

A Virement is the transfer of funds between sub-items under the same sub-head. This is approved by the Accounting Officer for the relevant Head of Expenditure.

(v) **Transfer of Releases**

Where there are insufficient releases under a particular sub-item, releases may be transferred from one sub-item to another. The request for transfer of released funds must be submitted to the Budget Division for approval.

### **2.1.2 Application For Credit On The Exchequer Account**

Grant of Credit on the Exchequer Account must be obtained in respect of monies authorized by an Appropriation Act to be withdrawn from the Consolidated Fund.

#### **(i) Authority**

Section 18 of the Exchequer and Audit Act Chapter 69:01  
Paragraphs 21 and 22 of the Financial Regulations to the Exchequer and Audit Act Chapter 69:01  
Paragraphs 20 and 21 of the Financial Instructions 1965  
Comptroller of Accounts Circular No. 6 dated 1988.02.08

#### **(ii) Purpose**

The Grant of Credit on the Exchequer Account provides the authority to make issues from the Exchequer Account and the necessary authority to issue both cheques and other payments e.g. IDAs, OSMs.

#### **(iii) Process**

The Accounting Unit prepares an application for Credit on the Exchequer Account on the prescribed form in quadruplicate (see Appendix 2.1.2A). The following are the steps involved in the application:

##### **Part A**

#### **(a) Complete details on application as follows:**

Record details in lines 1-9, which are certified correct by the Head of the Accounting Unit and signed by the Internal Audit. The Application for Credit on the Exchequer Account must reflect the full amount of approved releases. Approved releases must include the amount now being requested on the current Application for Credit.

#### **(b) Part E**

Complete details on the following:

- Approved Ministry of Finance releases
- Details of allocations to other Ministries/Departments
- Details of estimated foreign expenditure
- Inter Departmental Adjustments
- Details of Notification of Credit

(c) **Part B**

Application for Credit on the Exchequer Account must be personally certified by the Accounting Officer.

Submit application signed and dated by the Accounting Officer together with a copy of the relevant approved release of funds and other relevant memoranda, to the Exchequer Management Unit, General Ledger Services of the Treasury Division for examination and authorization.

(d) **Part C**

This section must be prepared, signed and dated by an authorised officer of the Treasury Division on behalf of the Permanent Secretary, Ministry of Finance.

The application for Credit on the Exchequer Account must be forwarded to the Auditor General's Department for approval after verification and completion.

(e) **Part D**

Approve application by signature of an authorised officer of the Auditor General's Department.

The approved application is then returned to the Treasury Division to be distributed in accordance with Paragraph 21 of the Financial Instructions 1965:

<i>Original</i>	-	<i>Comptroller of Accounts</i>
<i>Duplicate</i>	-	<i>Auditor General</i>
<i>Triplicate</i>	-	<i>Ministry/Department</i>
<i>Quadruplicate</i>	-	<i>Budget Division</i>

(iv) **Notes**

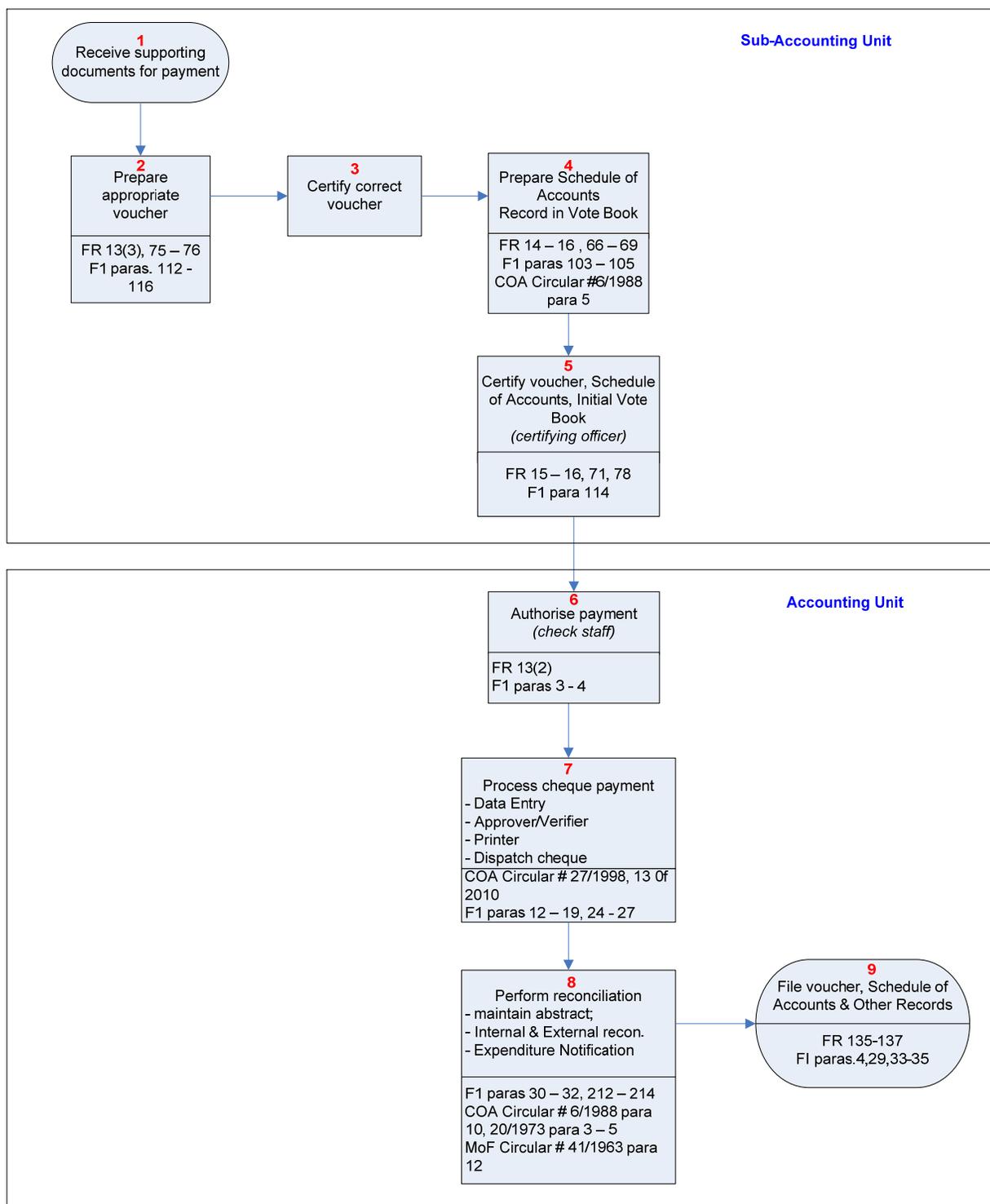
- (a) No expenditure shall be incurred or cheques prepared until the approved Application for Credit is received by the Accounting Unit.
- (b) Applications dated a particular month must reach the Treasury Division and the Auditor General's Department for processing during the same month and must be submitted to allow for three (3) days processing.

**(v) General**

Any Ministry/Department which may be required to disburse funds through the Agency of another Ministry/Department should adhere to the normal procedures which require:-

- (a) the principal Ministry/Department to apply for the credit;
- (b) the principal Ministry/Department to surrender the credit to the Agency, Ministry/Department;
- (c) the Agency Ministry/Department to apply for credit of an amount equivalent to the amount surrendered by the principal Ministry.

## 2.2 General Process Flow of Vouchers



**Key**  
 FR – Financial Regulations, Exchequer & Audit Act Chap. 69:01  
 F1 – Financial Instructions 1965  
 COA Circular – Comptroller of Accounts Circular  
 MoF Circular – Ministry of Finance Circular

## **2.2 General Process Flow of Vouchers**

A voucher is a document used in an internal control system to facilitate the control of payments for goods and services acquired. It recognizes liability for a transaction, authorizes its payment and indicates the accounts (head and sub-head) under which the expenditure has to be recorded. It must record full particulars of service that accurately represent the facts contained in the supporting document. Vouchers are prepared, scheduled, voted and certified in the Sub-Accounting Unit before they are passed to the Accounting Unit for authorization and processing of payment. It must be emphasized that at each stage of processing the voucher, a different officer must perform each check and affix his/her signature to the document for purposes of internal control.

Prescribed voucher forms are:

- Other Charges-Payment Vouchers
- Department Vouchers  
(only applicable to large Ministries/ Departments where there are outside divisions)
- Invoice Orders  
(processed as a voucher when returned by supplier)
- Paysheets
- Travelling Expenses Vouchers-Mileage Claims
- Travelling Expenses Vouchers (Subsistence Allowance)
- Other Governments & Administrations  
(only applicable to the Treasury Division)
- Overseas Missions Payment Vouchers  
(only applicable to Overseas Diplomatic Missions for all foreign payments throughout the Government service)
- Adjustment Vouchers  
(Inter Departmental-for non-cash transactions)

The General Process Flow of Vouchers is described as follows:

### **1. Receive Supporting Documents for Payment**

A request for payment must be accompanied by supporting documents which provide evidence that proper authority has been granted to incur expenditure and that the goods and services have been received. These documents give details of the transaction which has given rise to the payment. Some examples include:

- Original invoices from suppliers along with Delivery Notes
- Copy of Cabinet Minute, DPA Approval for salaries
- Copy of contract, Certificate of satisfactory completion

Supporting documents must be securely attached to the voucher.

## 2. Prepare Appropriate Voucher

Before a voucher is prepared, the officer responsible for preparation must determine the item of expenditure to be charged and ensure that funds are available. He must exercise due care in completing the form so as to ensure accuracy of every detail.

Details to be recorded on the voucher include:

- The item of expenditure to be charged
- Payee
- Description of the goods and services
- Authority for the expenditure
- Amount to be paid.

After the voucher is prepared the officer must stamp 'Prepared by' on the voucher and insert his signature and date in the appropriate space.

All vouchers must reflect the full details of the transactions as recorded on the supporting documents.

## 3. Certified Correct Voucher

In accordance with Financial Regulations 78(2), in instances where the certifying officer **is not personally acquainted with the facts relating to the transaction**, the voucher must be certified correct/endorsed by a senior officer who is so acquainted.

E.g. An officer who is assigned to a scheduled travelling post, must have his travelling expenses voucher certified correct by his supervisor before the Certifying Officer signs the certificate.

In cases where this endorsement is not required, the certifying officer may still wish to have the voucher certified in order to strengthen internal controls, accuracy and validity of information. This necessitates that another officer within the sub-accounting unit checks for correct headings in accordance with Estimates, agreement of the details of the voucher as against the supporting documents, arithmetical accuracy and completeness. This procedure of certifying correct must not be confused with certification (see Note 5).

The officer certifying correct must sign and date the voucher in the appropriate space as evidence that an independent check has been performed to ensure that the voucher was properly prepared and that funds are available.

#### **4. Prepare Schedule of Accounts and record in Vote Book**

Both the Schedule of Accounts and Vote Book serve as a control over expenditure to ensure that the budgetary provision is not exceeded. The vouchers with supporting documents are received by the Vote Book clerk for preparation of the Schedule of Accounts and the recording of entries in the Departmental Vote Book. The Schedule of Accounts collates vouchers under the same sub-item of expenditure and replicates the information recorded in the Vote Book. Since the Vote Book record is kept in the Sub-Accounting Unit, the Schedule of Accounts provides the Check Staff in the Accounting Unit with the information to ensure expenditure does not exceed authorised releases and is within the limits of the provision.

Separate Schedule of Accounts must be prepared for cash and non-cash transactions.

The Vote Book and Schedules of Accounts record releases to date, expenditure to date including commitments and the balance of provisions. It is advisable, that the Vote Book clerk opens a "Release Control Sheet" for each item of Expenditure at the beginning of the financial year. This control sheet serves as a reference for total releases to date and is secured as the first page of each sub item of the Vote Book. In this way expenditure can be monitored and kept within releases.

Where possible, there should be separation of duties between the preparation of the voucher and the maintenance of the Vote Book.

#### **5. Certify Voucher, Schedule of Accounts, Initial Vote Book (*Certifying Officer*)**

The Certifying Officer who is delegated in writing by the Accounting Officer, performs the last independent check on the voucher before it leaves the Sub-Accounting Unit. The Certifying Officer must exercise the greatest care to ensure that the certificates he signs are in accordance with the facts. He must ensure availability of adequate funding as well as releases and the accuracy of every detail in the voucher.

If any errors are discovered by the Certifying Officer, the documents are to be returned to the relevant officer for correction.

Once satisfied, the Certifying Officer signs the certificate on the vouchers and the Schedule of Accounts and forwards them to the Check Staff Section in the Accounting Unit. At the same time the Vote Book is initialed and dated and returned to the Vote Book clerk.

## **6. Authorize Payment (*Check Staff*)**

The different checks done in the Sub-Accounting Unit must be carried out with due diligence so as to ensure the voucher is properly prepared before it is forwarded to the Check Staff section. Check Staff performs the final independent check on certified vouchers before authorizing payment (i.e. pass for payment).

The Check Staff section must be located in the Accounting Unit in a secured area which is not easily accessible by unauthorized personnel to ensure security of documents.

The Check Staff officer verifies that funding is available, that the vouchers are accurately completed and the necessary approvals for payment have been obtained. He authorizes payment by initialing and dating the vouchers and Schedule of Accounts.

The Check Staff officer maintains a 'Control Sheet' for each Item of Expenditure and Other Matters transactions. This Control Sheet summarizes the information on each Schedule of Accounts including Releases to Date. It is a useful tool which provides Check Staff with information from the previous Schedules of Accounts which would accompany the vouchers sent for cheque preparation.

It is recommended that a Voucher Register containing information from the Schedule of Accounts also be maintained to facilitate the accounting for all vouchers leaving the check staff unit and being forwarded to the Approver/Verifier for payment.

Please note that vouchers with respect to non-cash transactions do not go through the cheque preparation stage.

## **7. Process Cheque Payment**

In order to preserve the system of internal checks and controls over payments, it is essential to ensure that there is segregation of duties between Approver/Verifier, Data Entry, Printer and Reprinter. The separate checks performed by these officers also serve to minimize the occurrence of errors.

Another aspect of the internal control procedures is the confidential use of passwords by the authorized officers to ensure the security of the Government Payment System is not compromised.

The stages involved in the preparation of cheques include:

- Batching of vouchers
- Data Entry
- Verification of cheques information
- Printing of cheques and Reports

### Batching of vouchers

The Approver/Verifier receives authorized vouchers and Schedule of Accounts and signs the Voucher Register from Check Staff. The vouchers are then batched using a Batch Form according to Head of Expenditure and type of payment. The date of Payment is then recorded in the Voucher Register. The Batch Forms, Schedules of Accounts and Vouchers are sent to Data Entry

### Data Entry

On receipt of the documents, the sequencing of Schedules is checked. The payment data from the vouchers is inputted to the Government Payment System and a Data Entry Report is printed. This report along with the other documents is returned to the Approver/Verifier for approval.

### Verification of Cheque Information

The Approver/Verifier prints an Approver Report and compares the information with the vouchers. The verification Report is certified if the information is correct and it is sent electronically to the Printer. The vouchers, Schedules of Accounts and Batch Forms are also forwarded to the Printer.

### Printing of Cheques and Reports

On receipt of the documents from the Approver/Verifier, the printer confirms the request for payment by printing a Request Report against which the voucher information is checked. Cheques are then printed as well as a Cheque Register Report.

All documents are then returned to the Approver/Verifier for insertion of cheque information on relevant Schedules, vouchers and the Cheque Register. He then enters the cheque information in a Register and forwards the cheques to the Dispatch Officer for prompt dispatch.

At the end of the day, a General Ledger Report and an Abstract Report is printed and sent to the Approver/Verifier for inserting stock/cheque no. The Expenditure Notification is then prepared and is sent to Exchequer Management, Treasury along with the General Ledger Report. The Abstract Report is forwarded to the Reconciliation officer.

## **8. Perform Reconciliation**

Monthly reconciliations must be done to ensure that all adjustments are cleared in a timely manner. Failure to do so, will impact on how efficiently the annual Appropriation Accounts are produced.

The vouchers are used in the reconciliation process whereby they are sorted for each Head into Sub Items of expenditure on a daily basis.

The reconciliation officer should balance the vouchers with the Abstract Report, the Cheque Register Report, Expenditure Notifications, and Vote Book. The vouchers are totalled and the amounts entered in the Daily Abstract of Payments under the various Items/Sub-Items of expenditure. The Daily Abstract of Payments records the cumulative total of expenditure (cash and non-cash) to date for the Head of Expenditure.

A Monthly Reconciliation Statement is prepared, certified and forwarded to the Comptroller of Accounts and the Auditor General.

#### **9. File Vouchers, Schedule of Accounts & Other Records**

Accounting records are required to be preserved and must be filed in a manner for easy retrieval.

On completion of the reconciliation process, the Schedule of Accounts is filed in the Check Staff Unit so that easy reference can be made to verify brought forward totals on Schedules sent for authorization.

Vouchers must be stored in a fire-proof safe in the Accounting Unit. Access to stored vouchers must be restricted to authorized persons. These measures ensure that there is no duplication of vouchers being processed for payment by the Sub-Accounting Unit.

## **2.3 PROCESSING OF PAYMENTS BY THE SUB-ACCOUNTING UNIT**

### **2.3.1 PAYMENT VOUCHERS**

A payment voucher is a document which is used to effect payment for goods and services received and must record the account to be charged, payee, details of the goods and services, amount to be paid, the authority for payment and certification of payment.

(i) **Authority**

Paragraphs 112-116 of the Financial Instructions 1965;  
Paragraphs 13 (3), 14, 16, 17 and 75-78 of the Financial Regulations to the Exchequer and Audit Act, Chapter 69:01.

(ii) **Purpose**

To record details of a transaction in order to effect payment.

(iii) **Process**

Refer to flowchart and details at pages 13-16 for the process in the sub-accounting unit.

(iv) **Types of Vouchers used by Ministries/Departments**

a. Other Charges Payment Voucher (see Appendix 2.3.1A).

Used to make miscellaneous payments, eg. utility bills, miscellaneous fees, redemption of Imprest, payments under Current Transfers and Subsidies.

b. Invoice Orders (see Appendix 2.3.1B).

When goods and/or services ordered have been supplied, the Invoice Order returned by the supplier is completed with information on the cost using the original supplier's invoice. The Invoice Order is certified correct by the officer responsible for the procurement and then processed as a voucher in the normal manner.

c. Department Vouchers (see Appendix 2.3.1C).

Used by sub-offices of a Ministry/Department for miscellaneous payments e.g. utility bills. The vouchers are forwarded to the Sub-Accounting Unit at the Head Office where it is allocated a Head Office voucher number for processing in the normal manner.

- d. Travelling Expenses Voucher (Subsistence) (see Appendix 2.3.1D).

Used by officers who make subsistence claims under Regulation 43 of the Travelling Allowances Act.

- e. Travelling Expense Voucher (Mileage Claim) (see Appendix 2.3.1E).

Used by scheduled traveling officers and officers claiming mileage under Regulation 16 of the Travelling Allowances Act.

- f. Paysheets

Used to effect payment of earnings to employees for services rendered for a specific period. The Paysheet must show eg. the gross amount due, deductions made and the net amount payable.

- g. Adjustment Vouchers (IDAs) (see Appendix 2.3.1F).

Used to effect adjustments between accounts in the same financial year e.g. transfer of expenditure from one Ministry to another, correction of errors between sub-heads. The Adjustment voucher is processed as a non-cash transaction.

- h. Overseas Missions Voucher (see Appendix 2.3.1G).

Overseas Missions (OSM) prepare OSM vouchers to make payments to foreign suppliers on behalf of Ministries/Departments. Upon receipt of the vouchers from the Mission, the Treasury Division forwards them to the relevant Ministry/Department for processing as a non-cash transaction.

**Note: Details regarding (f) to (h) above are covered later in this manual.**

(v) **Supporting documents**

Supporting documents are those which give rise to the payment and must accompany the payment voucher. They must be sufficient to identify the payment to be made. Some examples include:

- (a) Salary Particulars
- (b) Return of Personnel
- (c) Utility Bills i.e. electricity, telephone
- (d) Approval and authority for payments
- (e) Delivery Notes
- (f) Certificate of Satisfactory Completion
- (g) Copy of Cabinet Minute/Warrant/Approval for payment
- (h) Copy of contract

(vi) **General Points to be observed in Completing Vouchers**

- (a) On receipt of authority/source document for payment, identify the item of expenditure (vote) to be charged by reference to the Chart of Accounts/Estimates.
- (b) A voucher is prepared using the details from the original source document. The information on the source documents must be sufficient to identify the payment to be made i.e. they must include: Name of payee/address, goods and services provided, cost, date, appropriate signatures.
- (c) All sections of the voucher must be properly and legibly completed with details such as:
- Head eg. *18 - Ministry of Finance*
  - Sub-head/Item/Sub-item e.g. *02/005/01-Goods and Services/Treasury Division/Travelling*
  - Trinidad Government Dr. to (Name of Payee)
  - Detailed description of goods and/or service (reason for payment - full particulars are necessary)
  - Total Expenditure in figures
  - Authority to pay e.g. Cabinet Minute No. , Warrant No, etc.
- (d) Signatures i.e. “Prepared by”, “Checked by/Certified Correct”. All signatures must be dated. This is to ensure that there is a system of internal control.
- (e) On the Certificate of the voucher, the Certifying Officer must state the total expenditure in words which must agree with the figures in the body of the voucher. The Certifying Officer must sign, date and affix the Ministry/ Department stamp. **There must be no alterations on the certificate.**

### **2.3.2 SCHEDULE OF ACCOUNTS** (See Appendix 2.3.2A)

(i) **Authority**

Part II, Paragraphs 14 and 16 of the Financial Regulations to the Exchequer and Audit Act Chapter 69:01 Part V, Paragraphs 103-105 of the Financial Instructions 1965

(ii) **Purpose**

All Payment Vouchers must be accompanied by a Schedule of Accounts (Form Gen 94) before they can be passed for payment. Schedule of Accounts are to be prepared for cash transactions and Schedule of Accounts for non-cash transactions should be prepared separate from those for cash payments.

(iii) **Process**

All information required on Schedule of Accounts must be inserted in accordance with paragraph 103 (2) of the Financial Instructions 1965. The procedures are as follows:-

- a. Insert the date in the "Date submitted". This must be the same date on which the Vouchers are recorded in the Vote Book.
- b. Record details of amounts added and deducted from the original provision (transfers, virements) to date.
- c. Insert initials in "Verified" column when accepting virements and transfers. This is done by the Certifying Officer.
- d. Record Voucher numbers previously scheduled and previous total expenditure to date.
- e. Record Voucher numbers and amounts in ascending numerical sequence as detailed in the Vote Book.
- f. The total value of the Vouchers recorded in the Vote Book and on the Schedule of Accounts must agree.
- g. Add total of Vouchers to the brought forward (b/f) amount to arrive at the total expenditure to date.
- h. Close the Schedule of Accounts by drawing a diagonal line in the amount column from the last entry to the line before 'TOTAL'.
- i. Stamp with official Min/Dept stamp, sign and date the certificate. This must be done by the Certifying Officer certifying that the information is correct.
- j. Certify Schedule of Accounts along with Vote Book and Vouchers.

### 2.3.3 VOTE BOOK (See Appendix 2.3.3A)

(i) **Authority**

Paragraphs 66 - 69 of the Financial Regulations to the Exchequer and Audit Act Chapter 69:01;  
Comptroller of Accounts Circular No. 6 of 1988 Paragraph 5;  
Ministry of Finance Circular No. 23 dated 29<sup>th</sup> October 1959.

(ii) **Purpose**

The Vote Book is a control ledger designed to ensure that expenditure incurred in respect of each sub-item does not exceed the funds allocated for the current financial year and the releases granted to date. The Vote Book is maintained in the Sub-Accounting Unit.

(iii) **Process**

At the beginning of each financial year:

- a. Prepare Vote Book ledger pages for each sub-item of expenditure in accordance with the Approved Estimates for that year.

During the financial year:

- a. Record and monitor releases by preparing a Release Control Sheet and place on the front page of each sub-item. (See Appendix 2.3.3B)
- b. Verify and initial the provisions recorded before any transactions are processed. This must be done by the Certifying Officer.
- c. Complete "Part A" of the Vote Book page which relates to the particular sub-item of expenditure. Ensure all relevant information is recorded in detail.
- d. Complete "Part B" of the Vote Book by recording Voucher information when expenditure is incurred under the relevant sub-item.
- e. Forward the Vote Book, Vouchers with supporting documents and Schedules of Accounts to the Certifying Officer.

## **Commitments**

Complete columns 1-5, 8 and 14 of the Vote Book when invoice orders are issued, requests made for overseas payments or contracts awarded, etc. This records the amount committed and should be written in red ink. The total expenditure must be reduced by this amount.

## **Adjustments**

When adjustments are made in the Vote Book, the amount in figures should be written in red ink for easy identification.

## 2.4 Processing Of Payments By The Accounting Unit

### 2.4.1 CHECK STAFF

(i) Authority

Paragraphs 13 (4) and 65 (3) of the Financial Regulations to the Exchequer and Audit Act Chapter 69:01;  
Paragraphs 3, 4 and 105 of the Financial Instructions 1965.

(ii) Purpose

To conduct an independent check of the Vouchers, Schedules of Accounts and supporting documents and to Pass for Payment.

(iii) Process

a. Check Vouchers and Schedules of Accounts to ensure the following:-

- i. The correct Head, Sub Head, Item and Sub-Item of Expenditure are charged in accordance with the Estimates.
- ii. The Head, Sub Head, Item and Sub-Item of Expenditure on the vouchers and the Schedules of Accounts agree.
- iii. The availability of funds and releases to incur expenditure.
- iv. The authority to incur expenditure is appropriate e.g. Cabinet Minute, Ministerial Approval, Estimates of Expenditure, etc.
- v. Arithmetical accuracy – check figures; check bills and supporting documents. Ensure figures on the vouchers agree with Invoices/bills.
- vi. Name of payee on each voucher is the person/firm to whom payment is due. The name on each voucher is the same as that on the Schedule of Accounts and other supporting documents.
- vii. The body of the vouchers has adequate information with respect to the goods/services so that each voucher can stand on its own without reference to any other document.
- viii. All vouchers must be supported by documents relating to the transaction e.g. Invoice, Receipt, application by Payee in respect of refunds, etc.

- ix. Any errors made on the body of the vouchers are crossed off with a single line, initialed and re-written correctly.
  - x. No changes are to be made on the certificate of the vouchers and Schedules of Accounts.
  - xi. The official stamp of the Ministry/Department is placed on the “Certificate” of the vouchers and in the appropriate space on the Schedules of Accounts.
  - xii. Ensure that Schedules of Accounts are closed off and brought forward (b/f) totals agree with the total to date on the preceding Schedule of Accounts of the same vote.
- b. The Check Staff Officer must use red ink in the verification of the documents.
  - c. The vouchers are ‘passed for payment’ when the Check Staff Officer has been satisfied that the vouchers and Schedules of Accounts are in compliance with the relevant provisions of the Financial Regulations, Instructions and Circulars and has inserted his initials and the date in the appropriate space provided on the vouchers and Schedules of Accounts.
  - d. When the vouchers and Schedules of Accounts have been “passed for payment”, the details are recorded in a Voucher Register and submitted to the Approver/Verifier for Batching

(iv) **Queries**

Where a voucher and/or Schedule of Accounts does not meet the requirements of a.(i) to (xii) above, the Check Staff Officer shall:-

- a. Enter a query in duplicate in a Query Register detailing the reason for same. (Appendix 2.4.1A)
- b. Return the voucher and Schedule of Accounts together with the original of the query to the **Head** of the relevant Sub Accounting Unit for correction.
- c. Retain the duplicate query in the Query Register.
- d. Monitor the duplicate at appropriate intervals to ensure that the voucher and Schedule of Accounts are returned. Take follow up action i.e. verbally or in writing if a response is not received.
- e. Attach the original query to the relevant duplicate in the Query Register on receipt of the amended documents.

- f. Confirm that appropriate action has been taken by checking documents re-submitted (i.e. amended voucher and Adjusting Schedule of Accounts).

(v) **Records Maintained in Check Staff**

a. Vote Control Sheet (Appendix 2.4.1B)

At the beginning of each financial year the Check Staff Officer must open a Control Sheet for each Sub Item of Expenditure and each Sub Head for Other Matters transactions. This Control Sheet is updated whenever a voucher is passed for payment during the year.

Purpose

To be able to confirm the amount of available funds at any point in time in the Vote Book by ensuring that:

- Vouchers are not duplicated;
- Allocation/Releases are not exceeded;
- Expenditure to date agrees with the Schedules of Accounts;
- All vouchers are recorded in numerical sequence in ascending order;
- All adjustments are recorded on the Vote Control Sheets (Adjusting Schedules).

b. References/Tools

Listed below are the tools which must be kept by each Check Staff Officer for the proper functioning of the Check Staff section:-

- i. Copies of the Financial Regulations to the Exchequer and Audit Act Chapter 69:01 and Financial Instructions 1965;
- ii. Files with the specimen signatures of all authorized signatories;
- iii. The General Warrant and subsequent Supplementary Warrants for the current financial year;
- iv. Copies of releases, transfers of funds and virements;
- v. A copy of the Estimates of Expenditure for the current financial year;
- vi. Copies of Contracts and Approvals (to ensure that payments for goods and services contracted are not duplicated);

- vii. The Query Book/Register;
- viii. Vote Control Registers (Control Sheets) for all sub items of Expenditure showing original provision taken from the Estimates of Expenditure and all variation as at (iv) above;
- ix. Voucher Register;
- x. A “Passed for Payment” stamp;
- xi. Red ink pens;
- xii. Calculator.

(vi) **Location**

The Check Staff section is located in the accounting unit in an enclosed, secured area which is not accessible to authorised personnel only.

## **2.4.2 CHEQUE PREPARATION**

### **(i) Authority**

Part II Section 12 and 19 of the Financial Regulations to the Exchequer and Audit Act Chapter 69:01;

Part VI, paragraphs 112 (2), 124 (2) and (3) of the Financial Instructions 1965;

Comptroller of Accounts Circular No.27 dated 03 September 1998;

Comptroller of Accounts Circular No.13 dated 01 September 2010.

### **(ii) Purpose**

To effect cash payments for the acquisition of goods and services.

### **(iii) Process**

There are several stages before a cheque is prepared. These include:

- a. Batching of Vouchers
  - b. Data Entry
  - c. Verification of cheque information
- 
- a. Batching of Vouchers
    - i. On receipt of Vouchers and Register from Check Staff, the Approver/Verifier batches the Vouchers and enters the date.
    - ii. The Schedules of Accounts are sorted and batched numerically in ascending order according to Head/Sub-head/Item/Sub-item. At this stage the number of cheques to be printed and the cheque numbering sequence is determined.
    - iii. The information on the Schedules of Accounts is summarized on a Batch Form. A listing showing the Batch and Schedules of Accounts totals is attached to the Batch Form.
    - iv. The Vouchers and Schedules are then submitted to the Data Entry Clerk for processing.

b. Data Entry

Upon receipt of the documents i.e. Batch Forms, Schedules of Accounts and vouchers from the Approver/Verifier, the Data Entry Clerk:-

- i. Checks the numerical sequence of the Schedules of Accounts;
- ii. Inputs the Voucher details on the Data Entry Screen;
- iii. Edits the data entered, both during and at the end of each batch;
- iv. Prints Data Entry Report;
- v. Ensures that total on Batch Form agrees with total on the Data Entry Report;
- vi. Transfers the batch file electronically to the Approver/Verifier;
- vii. Returns documents to the Approver/Verifier.

c. Verification of Cheque Information:

- i. The Approver/Verifier prints an Approver Report.
- ii. The Report is checked against the vouchers, Schedules of Accounts and Batch Forms to ensure there are no errors such as incorrect amounts, misspelt names, etc.
- iii. Where there are errors, the Batch File is returned electronically to the Data Entry Clerk and the necessary changes made.
- iv. An “Approver Report” is then printed. This Report indicates to the Printer that the cheques are ready to be printed. The information is then sent electronically to the Printer, who will inform the Approver/Verifier when the information is received.
- v. The documents i.e. vouchers, Schedules and Batch Forms are also submitted to the Printer.

**Note: The number of cheques in any batch must be an even number since Cheque forms are supplied in pairs.**

(iv) **Printing of Cheques and Related Reports**

a. Printing of Cheques

On receipt of the electronic data, the Printer:-

- i. Generates a Request Report;
- ii. Verifies that the information on the Request Report corresponds with that of the vouchers;
- iii. Ensures that the number of cheques to be printed is the same as the amount indicated by the Approver/Verifier;
- iv. Takes the cheque forms from the secured vault, where the cheques are stored and immediately updates the Cheque Register;
- v. Prints the number of cheques required;
- iv. Generates a Register Report (i.e. Paymaster, Funds or Deposits). This report gives details of the Head/Sub-Head/Item/Sub-Item, name, cheque number and totals for each sub-item.

The cheques, Register Report, Batch Forms and documents are then returned to the Approver/Verifier to:-

- i. Compare details on the Register Report i.e. name, amount, Head/Sub-head/Sub-item and cheque number with the details on the cheque;
- ii. Stamp vouchers with a “paid” rubber stamp;
- iii. Insert the cheque numbers and date on the relevant Schedules of Accounts and vouchers;
- iv. Insert the “Stock Number Range” on the Register Report (Cheque List) and Batch Form;
- v. Ensure the Dispatch Officer signs the Verification Report on receipt of cheques;
- vi. Return the vouchers and Schedules of Accounts to the Printer for preparation of Expenditure Notification (after completion of actions i – v);
- vii. Return Register Report to the printer for filing.

b. Related Reports

i. General Ledger Report

When the final batch of cheques has been printed for the day, the **General Ledger Report** is generated by the Printer. This Report is a summary of the daily cheques issued and is used to prepare the Expenditure Notification, which must be submitted to the Comptroller of Accounts (General Accounting Services Section) on the following day.

ii. Abstract Report

The Abstract Report is also generated on a daily basis. This is a summary of the expenditure according to Head/Sub-head/Item and Sub-Item. The Abstract Report is used to update the Daily Abstract of Payments.

(v) **Reprinting of Spoilt Cheques**

- a. Cheques may need to be reprinted for various reasons e.g. mutilation. Should this occur, the printer removes the spoilt cheque and logs out from Printer mode.
- b. The following action is taken by the Reprinter:
  - i. Scrutinizes the spoilt cheque to verify that the reason for reprint is valid;
  - ii. Verifies the batch and the particulars of the spoilt cheque with the General Ledger Report;
  - iii. Stamps 'CANCELLED' across the face of the cheque;
  - iv. Logs into Reprint Mode;
  - v. Prints a new cheque on the system;
  - vi. Logs out of the system.
- c. The printer then records and stores the cheque in a Spoilt Cheque Folder, updates the Cheque Register and prints a new report in respect of the Spoilt Cheque.

(vi) **Replacement of Cheques**

The procedure for the replacement of Stale dated; lost or mutilated cheques is as follows:-

- a. Batch cheques to be replaced separate from the normal day's transactions;
- b. Complete the "Cheque Replacement Authorization Form";
- c. Identify the correct code to be inserted on "Replacement Cheque Authorization Form";
- d. Print new cheque to replace erroneous cheque;
- e. Make the necessary notations on the General Ledger and Abstract Reports;
- f. Generate a cheque Report for the replaced cheques.

(vii) **Supply and Storage of Cheques Forms**

Blank cheque forms are supplied to each Accounting Unit by the Treasury Division upon request. On receipt of the blank cheque forms from the General Ledger Services Section, checks are made to ensure that there are no errors or omissions. The blank cheque forms are then entered in a Cheque Register and stored in a secured vault.

# BUDGET DIVISION

## MEMORANDUM

**F:BUD:12/18/2 Sub. 1**

**FROM :** Permanent Secretary  
Ministry of Finance

**TO :** Comptroller of Accounts

**DATED :** January 11, 2011

**SUBJECT :** Release of Funds No. 15 of 2011 – Recurrent Expenditure  
Head 18: Ministry of Finance  
Accounting Unit No. 12

Approval is granted for the release of funds in the sum of **Two Hundred and Seventy-Seven Million, Four Hundred and Nine Thousand, Five Hundred and Sixty-One Dollars (\$277,409,561)** to meet expenditure for the month of **January, 2011** as follows:-

<b>Head</b>	<b>18:</b>	<b>Ministry of Finance</b>		
Sub-Head	01:	Personnel Expenditure	-	\$ 5,659,400
Sub-Head	02:	Goods and Services	-	\$ 13,982,200
Sub-Head	04:	Current Transfers and Subsidies	-	\$193,613,013
Sub-Head	07:	Debt Servicing	-	<u>\$ 64,154,948</u>
<b>TOTAL</b>				<b><u>\$277,409,561</u></b>

2. Details under the Sub-Heads above are attached for information and guidance.
3. Cheques in respect of this release **must not be issued** unless the approved Grant of Credit has been received from the Treasury Division.
4. Please ensure that:-
  - (i) funds are expended in accordance with standing procedures, ordinances and regulations or any other necessary approvals; and
  - (ii) expenditure and commitments are kept within the sums released to date.

/f/ Permanent Secretary  
Ministry of Finance

c.c. P.S. Investments  
Auditor General  
AOV, Level 7  
Registry  
File

**APPLICATION FOR CREDIT ON THE EXCHEQUER ACCOUNT, CENTRAL BANK  
TRINIDAD AND TOBAGO**

50/2010

SEPTEMBER 2010

(Month/Period)

Ministry of Public Utilities	39	59
<i>MINISTRY/DEPARTMENT</i>	<i>HEAD OF EXP. NO.</i>	<i>A.U. NO.</i>
<b>PART A</b>		
1. Total Appropriation (original/supplementaries)	\$ 7,673,729,072.00	
2. Total Ministry of Finance Releases Approved to Date (see 1 of Part E overleaf)	\$7,600,000,000.00	
3. Total Exchequer Credit Granted to Date		\$ 2,275,743,591.00
4. Exchequer Credit Now Requested		\$ 2,275,543,591.00
5. Total Cumulative Exchequer Credit (3 + 4)		\$ 200,000.00
6. Less:		\$ 2,275,743,591.00
(a) Allocations to Other Ministries (See 2 of Part E Overleaf)		
(i) Previous Allocations brought forward	\$ 0.00	
(ii) Current Allocations	\$ 0.00	\$ 0.00
		Total (a)
(b) Estimated Foreign Expenditure (See 3 of Part E Overleaf)		
(i) Previous Estimated Foreign Expenditure brought forward	\$ 2,851,859.60	
(ii) Current Allocations	\$ 0.00	\$ 2,851,859.60
		Total (b)
(c) Inter Departmental Adjustments (IDA Debits) (See 4 of Part E Overleaf)		
(i) Previous Period Debits b/f	\$ 0.00	
(ii) Current Debits	\$ 0.00	\$ 0.00
		Total (c)
	Total (a, b and c)	\$ 2,851,859.60
7. SUB-TOTAL (5 - 6)		\$ 2,272,891,731.40
8. Add Amounts re Notifications of Credit (See 5 of Part E Overleaf)		\$ 3,049.35
9. Total Available Credit for Issue of Cheques (7+8)		\$ 2,272,894,780.75
Prepared by:	Certified Correct:	
.....	.....	.....
	<i>Head of Accounting Unit</i>	<i>Internal Auditor</i>
DATE: 2011-01-00	DATE: .....	DATE: .....

**PART B**

To PERMANENT SECRETARY  
MINISTRY OF FINANCE  
(TREASURY DIVISION)

1. I hereby certify that the above statement is correct.
2. In accordance with Section 18 of the Exchequer and Audit Act, Chap:69:01 I hereby apply for credit on the Exchequer Account, in the sum of \$ 200,000.00 ..... as shown at 4 of Part A above.
3. The surrender of \$ 0.00 ..... by allocations as at 6(a)(ii) which forms part of the total allocations of \$0.00 ..... at 6(a) of Part A above is undertaken.
4. I hereby give the undertaking that the total of cheques to be issued up to the end of the month of ... September 2010 shall not exceed the sum of \$2,272,894,780.75 ..... shown at 9 of Part A above without prior approval.

Date: .....

2,272,894,780.75

.....  
*Permanent Secretary*  
*Ministry of Public Utilities*

(See 4 of Part E Overleaf)

[Continued overleaf]



**REPUBLIC OF**

**TRINIDAD AND TOBAGO**

**OTHER CHARGES - Payment Voucher**

Head **18 - Ministry of Finance**

Payable at \_\_\_\_\_

Sub Head **02/005/10 - Office Stationery and Supplies**

Treasury Voucher No. \_\_\_\_\_

Trinidad Government Dr. Booksome Co.

Dept'l Voucher No. \_\_\_\_\_

Address **225 Southern Main Road, Marabella**

Date	Order No.	Detailed Description of Service and Articles	\$	c.
<b>PREPARED BY,</b>		Being payment for two (2) Oxford Dictionaries @ \$300.00 each	600	00
<b>CERTIFIED CORRECT</b>				
Authority Estimates 2011			Total	
			<b>600</b>	<b>00</b>

\* I certify that the above account for Six Hundred Dollars and \_\_\_\_\_ Cents is Correct, and was incurred under the Authority quoted, and that the rate(s)/price(s) charged is/are according to regulation/contract fair and reasonable.

\_\_\_\_\_ Signature } of Head  
**PERMANENT SECRETARY** } of  
 \_\_\_\_\_ Title } Dept.  
**MINISTRY OF FINANCE**

Date: \_\_\_\_\_

Prepared by \_\_\_\_\_

Certified Correct

Date \_\_\_\_\_

Date

Passed for payment \_\_\_\_\_

Date

\* This Certificate must be made to apply to the circumstances of the payment.

**APPENDIX 2.3.1B**

Gen.-91

ORIGINAL

REPUBLIC OF TRINIDAD AND TOBAGO  
INVOICE ORDER

A VV

TREASURY DEPARTMENT/DIVISION

HEAD 18- Ministry of Finance

SUB-HEAD 02/005/10-Office Stationery & Supplies

TO MESSRS. Stores Ltd

ADDRESS Charlotte St. P.O.S.

This Form is not a  
Payment Voucher

Please supply the following to Comptroller of Accounts

DISTRICT VR. No. HEAD OFFICE VR. No. 27  
UNIT

Date 25/11/08			Quantity	Unit	Detailed Description of Articles or Service	
* For Official use only			1	only	Hamilton Beach	
Action	Initials	Date			5/steel Kettle	
Funds Available					for I.T.	519.00
Vote Committed			5	only	Oster Electric	
Checked					Kettle 5960	
					@ 349.00	1745.00
Passed for Payment						2324.00
<b>CERTIFIED CORRECT</b>						
Cheque No						

Signature <i>[Signature]</i>	Date 29/11/08	Total of this Order	2324.00
Office <b>COMPTROLLER OF ACCOUNTS STAMP</b>		*Total b/f	
Received by	Date	*Total b/f	2324.00
Authority <b>Estimates 2008/2009</b>			

Supplier will please insert value against items and return this form with goods.

\*I CERTIFY that the above account for twenty-three hundred & twenty-four Dollars and \_\_\_\_\_ Cents is correct and was incurred under the authority quoted and that the rate(s)/price(s) is/are according to regulation/contract fair and reasonable.

Signature \_\_\_\_\_  
Office **PERMANENT SECRETARY  
MINISTRY OF FINANCE**

Date \_\_\_\_\_ 20\_\_\_\_\_

\*This certificate must be made to apply to the circumstances of the payment.

\*These sections are for official use only.

# APPENDIX 2.3.1C

Gen. 92

REPUBLIC OF TRINIDAD AND TOBAGO

## Customs & Excise DEPARTMENT DEPARTMENT VOUCHER

Head III - Treasury Deposits  
Sub-Head 316 - C+E Welfare Fund

Cashiers are not to pay on  
this Document

Trinidad Government Dr. to Mr. A. John Payable at P.O.S.

Address c/o Customs Head Office Vr. No. 66

Date	Dist. Unit Vr. No.	Detailed Description of Service	\$	c	
For Head Office Use Only		<p><i>Being amount approved by the C+E Welfare Fund Committee as a reimbursement for monies spent for Tobago Party</i></p>			
Action	Initials		Date		
Checked					
Funds are Available				927	80
Authorised for Payment					
Payable Order prepared					
PAYABLE ORDER NO.			Authority	TOTAL ...	927 80

— Nine hundred and twenty seven — Dollars  
\*I certify that the above account for \_\_\_\_\_ Dollars  
and eighty Cents is correct, and was incurred under the authority quoted, and  
that the rate(s)/price(s) charged is/are according to regulation/contract fair and reasonable.

Signature \_\_\_\_\_ of Certifying Officer

Date 19/20 COMPTROLLER OF CUSTOMS & EXCISE Stamp Title

\*This Certificate must be made to apply to the circumstances of the payment.  
G.P., Tr./To.—

Payable at \_\_\_\_\_

## TRAVELLING EXPENSES VOUCHER

Voucher No. \_\_\_\_\_

Head of Expenditure \_\_\_\_\_ Sub-Head \_\_\_\_\_—Travelling Expenses

Government of Trinidad Dr. to \_\_\_\_\_ Office \_\_\_\_\_ Salary per annum \$ \_\_\_\_\_

(a) Subsistence Allowance

Date	From	Hour of Departure	To	Hour of Arrival	Nature of Service or Duty	No. of Periods	Rate per Period	Amount \$	c.
Total Subsistence Allowance — —									
(b) Actual Expenses									
	From		To		Conveyance or other Particulars				
Total Subsistence Allowance and Actual Expenses — —									

\*I hereby certify that I was travelling on duty on the days specified and that I was permitted to sleep away from home by the Head of my Department and that the expenses claimed under (b) are, in accordance with tariff or otherwise fair and reasonable and have been actually paid and that I am not required to keep a motor vehicle.

Passed for Payment

Certified Correct.

\_\_\_\_\_  
*Signature of Officer*

\_\_\_\_\_  
*Auditor General*

\_\_\_\_\_  
*Head of Department*

Date \_\_\_\_\_

Received this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ the above-mentioned sum of \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

\_\_\_\_\_  
*Witness*

\*Strike out whichever not applicable.

**NOTE:—The following abbreviations may be used in this Form: C.—Cab, M.—Motor, R.—Railway, S.—Steamer, T.—Trolley**

G.P., Tr./To.—



I hereby certify that the Officer is entitled to employ a licensed chauffeur and that the duties in respect of which the allowance is claimed have been properly performed to my satisfaction.

-----  
*Head of Department*

I hereby certify that I was travelling on duty on the days specified by the vehicle which I am required/authorised/to keep to use/permitted to use that the mileage claimed is correct and that the mileage covered was entirely on official duty and that I have used my own car. I further certify that I employed and paid a licensed chauffeur.

-----  
*Head of Department*

-----  
*Signature of Officer*

Received this ..... day of ..... 19.... the above-mentioned sum of  
----- dollars and ----- cents

-----  
*Witness*

-----  
*Signature of Officer*

G.P., Tr./To.

TRIPPLICATE - WHITE-Debtor Dept.  
 QUADRUPPLICATE-BLUE-Creditor Dept.

General-41  
 ORIGINAL-WHITE-Debit  
 DUPLICATE-BLUE-Credit

TRINIDAD AND TOBAGO  
 ADJUSTMENT VOUCHER

RECEIPTS PAYMENTS

DEPARTMENTAL NO.  
 TREASURY NO.

ADD  
 DEDUCT

MONTH OF ACCOUNT

Sept '2009

DEBIT

CREDIT

Head and Item	\$	c	Head and Item	\$	c
18 Ministry of Finance,					
04 Current Transfers and Subsidies			216 Advances from Treasury Deposits		
011 Trans. To State Enterprises			02 To Meet Payment To Trinidad Generation Unlimited - Equity Investment		
58 Trinidad Generation Unlimited - Equity Investment	415,079,475	00		415,079,475	00
<b>Total</b>			<b>Total</b>		

Narration: ( If this space is inadequate for full details, the reverse of the form is to be used. )

To charge payment made to Trinidad Generation Unlimited as Equity Injection from 216- Advances from Treasury Deposits to Expenditure and retire Treasury Deposits warrants Nos.1-8 & 8-11 (as detailed overleaf) i.r.o.payments of outstanding Invoices from MAN Ferrostaal and the T'dad Generation Unlimited.  
 Total Issued - \$2,161,661,354.80  
 Amount Cleared Under Hd - 18/04/011/58 -\$415,079,475.00  
 Amount to be Cleared Under Hd - 18/04/013/01 -\$1,746,581,879.80  
 Rel. of Funds # 43/2009 d.d.0 5/01/2010

Certified Correct.

Debit accepted and Scheduled.

Head of Department

Head of Debtor Department

Date.....

Date.....

Passed

Adjustment made

Comptroller of Accounts

Comptroller of Accour

Date.....

Date.....



PERMANENT SECRETARY  
MINISTRY OF FINANCE DEPARTMENT

Gen.—94

SCHEDULE OF ACCOUNTS

Date submitted

Date passed

HEAD 18 - MINISTRY OF FINANCE  
005 - TREASURY DIVISION

SUB-HEAD 02 - GOODS & SERVICES  
ITEM 10 - OFFICE STATIONERY & SUPPLIES

Particulars S.W./A.G. Notification Number, etc.	Amounts Added		Amounts Deducted		Veri- fied	Original Provision		
	\$	¢	\$	¢				
						2000,000.00		
Total brought forward ...						Amounts Added		
						Amounts deducted		
Release to date	400,000	00				Total amounts available	2,000,000	00
						Total Expenditure to date	710	95
						Balance of provision	1,999,289	05
						Less Outstanding Commitments		
Total carried forward ...						Uncommitted Balance	1,999,289	05

710.95

VOUCHER No.		In whose favour	Amount		✓Q. No.	Date of Payment
Head Office	Unit/District		\$	¢		
		Previous Expend. (Gross) b/f	-	-		
	1	BOOKS ETC	710	95		
		Carried forward	\$ 710	95		



DEPARTMENTAL VOTE BOOK  
PART A—TOTAL POSITION ON VOTE—SUB-HEAD—ITEM

Head: 18 - Ministry of Finance  
Sub-Head: 02 - Goods and Services  
Item: 005 - Treasury Division  
12 - Materials and Supplies

Date (1)	Particulars (2)	Amounts Added (3)	Amounts Deducted (4)	Total Amount Available (5)	Initials of Authorising Officer (6)
2010/10/01	7. Bud. 1/1/11 dd				
	2010/10/01 General Warrant			85,000.00	
2010/10/30	7. Bud 1/1/2 d.d.				
	2010/10/30 Transfer to 18/02/005/10		15,000.00	70,000.00	

PART B—DETAILS OF COMMITMENTS, EXPENDITURE AND BALANCES

G.P., Th./To.—

Date (1)	Invoice Order Indent Number Other Reference (2)	Name of Supplier (3)	Particulars of Service (4)	COMMITMENTS				VOUCHERS PASSED				BALANCES		Initials of Certifying Officer (16)	
				Estimated value of Invoice Order, Indent (5)	Voucher Number when passed (6)	Estimated value of I.O., Indent, re Vr. when passed (7)	Balance outstanding (5-7) (8)	Voucher Number (9)	Actual amount of Voucher (10)	Total of Schedule (11)	Credits (12)	Total expenditure to date (13)	Balance of Provision (14)		Uncommitted Balance of Provision (14-8) (15)
			bff				10,000.00					50,000.00	35,000.00	25,000.00	
2010/11/01			Adjusting Schedule To reduce Original Provision by Virement as at Part A above				10,000.00					50,000.00	20,000.00	10,000.00	
2010/12/25	A12345	Company A Ltd.	Purchase of 10 clocks	1000.00	16	900.00	11,000.00					50,000.00	20,000.00	9,000.00	
2010/12/26	A12345	Company A Ltd.	Purchase of 10 clocks				10,000.00	16	900.00	900.00		50,900.00	19,100.00	9100.00	
2011/01/01	A12346	Company B Ltd.	Purchase of 2 reams of copy paper				10,000.00	17	100.00	100.00		51,000.00	19,000.00	9000.00	





