

Ministry of Finance
Republic of Trinidad and Tobago

Treasury's Division Directory of Services

MINISTRY OF FINANCE Treasury Division				
(Programme/Service)	Requirements to Access Service	Implementing Dept/Unit	Address	Contact Information
<p>Programme: Survey of Revenue and Expenditure systems</p> <p>Who Benefits: All Ministries and Departments</p>	<p>Memo from Permanent Secretaries in Ministries/Departments to Comptroller of Accounts requesting survey</p>	<p>1. Financial Management Branch</p>	<p>Level 19 EWFC</p>	<p>627-9700 Ext. 2902-29</p>
<p>Programme: Opening of Bank accounts</p> <p>Who Benefits: All Ministries and Departments</p>	<p>1. Memo from Permanent Secretaries in Ministries/Departments to Comptroller of Accounts requesting account is opened. 2. the proposed title of the account 3. the necessity of opening the account 4. the estimated monthly cash turnover 5. the bank proposed and the address 6. Terms on which the bank is willing to keep the account 7. names of two signatories to the account 8. the currency of the account</p>	<p>Financial Management Branch</p>	<p>Level 19 EWFC</p>	<p>627-9700 Ext. 2902-29</p>
<p>Programme: Provision of training to Accounting and Sub Accounting Units in new and existing systems of Government Financial and Accounting matters</p> <p>Who benefits:</p>	<p>1. Memo from Permanent Secretaries in Ministries/Departments to Comptroller of Accounts requesting training</p>	<p>Financial Management Branch</p>	<p>Level 19 EWFC</p>	<p>627-9700 Ext. 2902-29</p>

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All Ministries and Departments				
Programme: Establishment of Accounting Units and Revenue Collecting Agencies Who Benefits: All Ministries and Departments	1. Memo from Permanent Secretaries in Ministries/Departments to Comptroller of Accounts requesting the establishment of new Accounting and Sub Accounting Units	Financial Management Branch	Level 19 EWFC	627-9700 Ext. 2902-29
Programme: Government Payment Systems Who Benefits: All Ministries and Departments	1. Memos from Comptroller of Accounts to Ministries/Departments informing them of relevant policies and guidelines set out by the Treasury Division upon implementing new systems 2. Direct GWAN connectivity 3. Required equipment 4. Memos to Comptroller of Accounts from Ministries/Departments requesting End User training	Financial Management Branch	Level 19 EWFC	627-9700 Ext. 2902-29
Programme: Individual Travel Card	1. Completed application form - accessible through the Card Administrator is forwarded to the Financial Management Branch for approval 2. Guidelines issued by the	Financial Management Branch	Level 19 EWFC	627-9700 Ext. 2902-29

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Who Benefits: Government Officials and Office holders	Treasury Division to Card Administrators on facility 3. Forward approved form to Bank for processing			
Programme: Write off of losses Who Benefits: All Ministries and Departments	1. Memo from Permanent Secretaries in Ministries/Departments to Comptroller of Accounts requesting write off	Financial Management Branch	Level 19 EWFC	627-9700 Ext. 2902
Programme: Monitor overpayments, set repayment terms Who Benefits: All Ministries and Departments	1. Memo from Permanent Secretaries in Ministries/Departments to Comptroller of Accounts informing of overpayments 2. Memos from Comptroller of Accounts to Ministries/Departments informing of the condition of recovery of overpayments to payee	Financial Management Branch	Level 19 EWFC	627-9700 Ext. 2902-29

MINISTRY OF FINANCE Treasury Division				
(Programme/Service)	Requirements to Access Service	Implementing Dept/Unit	Address	Contact Information
<p>Programme: Payroll User training</p> <p>Who Benefits: All monthly paid and 40% daily paid employees of the Public Service</p>	<p>1. Memo from Permanent Secretaries in Ministries/Departments to Project IhrIS requesting training</p> <p>2. Ministries/Departments submit list of names of elected officers and position</p>	<p>2. IhrIS/IGP</p> <p>in conjunction with Financial Management Branch</p>	<p>Payroll Project Office Third Floor Police Complaints Authority Bldg. Abercromby and Park Streets Port of Spain</p>	623-5654
<p>Programme: 1. Encashment of government cheques 2. Wire Transfers:- a) Direct payments through the CBTT to foreign suppliers b) Payments through the Overseas Missions c) Payments through Other Governments and Administrations i.e. payments made by the Government of T&T on behalf of Caribbean Governments</p> <p>Who Benefits: All Ministries and Departments and Other Governments and</p>	<p>1. A valid ID and cheque endorsed at the back by payee</p> <p>1. A completed "Request for payment through Central Bank or Overseas Mission" form along with supporting documents</p> <p>1. A completed "Request for payment through Central Bank or Overseas Mission" form along with supporting documents.</p> <p>1. A request is made by other Caribbean Governments for the Treasury Division to make payments on their behalf. This should detail the TT equivalent, amount and payee</p>	<p>3. General Ledger Services (Cashiers Unit)</p> <p>General Ledger Services continued</p>	Treasury Building	623-2941 Ext. 2601

MINISTRY OF FINANCE
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<p>Administrations</p> <p>3. Issue approved credits to Ministries/ Departments</p> <p>4. Provide Flight Insurance</p> <p>5. Counterfoil- Stock keeping of receipt books and blank cheque forms</p> <p>6. Reconciliation</p> <p>Who Benefits: All Ministries and Departments</p>	<p>1. Memo from Permanent Secretaries in Ministries/Departments to Comptroller of Accounts of requesting approval for credits</p> <p>2. Relevant form is completed</p> <p>1. Memo from Ministries/Departments to Comptroller of Account containing travel details and salary range of traveling officer</p> <p>2. Officer will complete the required form and submit for processing</p> <p>1. Memo from Permanent Secretaries in Ministries/Departments to Comptroller of Account requesting receipt books and blank cheque forms</p> <p>1. Ministries/Departments collect Treasury Cards at the Treasury Division and compare with their records.</p>			

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<p>Programme: 1. Maintain Deposit and Fund accounts and produce cheques</p> <p>Who Benefits: All Ministries and Departments</p>	<p>1. Memo from authorized personnel in Ministries/Departments to Comptroller of Account requesting the preparation of cheque form</p> <p>2. A completed voucher and schedule with details must be submitted with request</p>	4. Finance and Accounts	Treasury Building	623-2941 Ext. 1026
<p>Programme: 1. Process motor vehicle loans (purchase, repair and insurance)</p> <p>Who Benefits: All traveling Public Officers and Officials</p>	<p>1. Completed application form</p> <p>2. Original Certified copy of vehicle</p> <p>3. Job letter</p> <p>4. Memo from DPA stating position is a schedule traveling post and acting approval</p> <p>5. Bill of exchange payment date given by Loans Management</p> <p>6. Letter of appointment</p> <p>7. Detailed estimate of repairs</p> <p>8. Insurance Certificate</p> <p>9. Letter of Promotion</p> <p>10. Letter from Ministry/Department that applicant use vehicle in performance of duties</p> <p>11. Receipt from last insurance</p> <p>12. Type of coverage</p> <p>13. Motor vehicle tax exemption certificate</p> <p>14. Performa invoice</p>	5. Loans Management	Treasury Building	623-2941 Ext. 4319

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<p>Programme: 1. Payment of pensions and gratuity</p> <p>Who Benefits: All retired public officers</p> <p>2. Payment to Widows and Orphans</p> <p>Who Benefits: Widows of deceased male public officers</p>	<p>1. Birth Certificate</p> <p>2. 1st letter of appointment</p> <p>3. Confirmation letter</p> <p>4. Statement of Indebtedness from Board of Inland Revenue and Loans Management</p> <p>5. Pension and Leave Record</p> <p>1. Death Certificate</p> <p>2. Birth Certificate of widow, deceased, and children</p> <p>3. Marriage Certificate</p> <p>4. Identification Card</p>	<p>6. Pensions Management</p>	<p>Treasury Building</p>	<p>623-2941 Ext. 4106</p>
<p>Programme: 1. Provide training in new payment and computerized systems</p> <p>Who Benefits: All Ministries/Departments</p>	<p>1. Memo from Permanent Secretaries in Ministries/Departments to Comptroller of Account requesting training</p>	<p>7. ISU</p>	<p>Level 18 EWFC</p>	<p>627-9700 Ext. 2844</p>

September 2010