

Circular No. 30

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Ministry of Finance and Planning
(Public Service Establishment Division)
30 National Heroes Circle
Kingston 4

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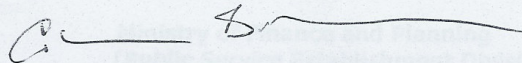
Permanent Secretaries
Heads of Departments
and Statutory Bodies/Agencies

**Discretionary Expenditure For Staff Functions,
Awards and Staff Welfare**

The provisions for discretionary expenditure for staff functions, awards and staff welfare were last reviewed in 1996/97. In light of increasing costs and the recently formulated policy for rewards and recognition under the Performance Management and Appraisal System (PMAS) it has become necessary to upgrade the provisions. In this regard the existing policy and new provisions are set out in this circular.

2. With effect from April 1, 2006, the expenditure limit allowed is \$1,000 per staff member or a total of \$1,000,000 whichever is less. The proposed expenditure within the limit should be included in the respective Head of Estimate.
3. Please be reminded that the following guidelines are applicable to this form of discretionary expenditure.
 - i. Heads of Government Agencies may authorize the expenditure from public funds towards the cost of social functions, and activities for staff.
 - ii. Permissible events include Christmas or other holiday get-togethers, fun-days, games evenings, flowers for births, deaths and major anniversaries, awards and award functions, recognition of retirees, incentive or recognition scheme, staff retreats, sports and similar activities.
 - iii. Any proposed expenditure over and above the limit must have the prior approval of the Ministry of Finance and Planning and requests for such approval must be accompanied by satisfactory justification. Unjustified overruns will not be reimbursed.

4. Permanent Secretaries should ensure that these guidelines are followed within their Ministries, Departments and portfolio Statutory Bodies/Agencies. In any case of doubt or difficulty this Ministry should be consulted before commitments are made.



Colin Bullock
Financial Secretary

Permanent Secretaries,
Heads of Departments,
and Statutory Bodies/Agencies

Discretionary Expenditure For Staff Programs, Events and Staff Welfare

The provisions for discretionary expenditure for staff programs, events and staff welfare were last reviewed in 1996/97. In light of increasing costs and the recently formulated policy for rewards and recognition under the Performance Management and Appraisal System (PMAS) it has become necessary to upgrade the provisions. In this regard the existing policy and new provisions are set out in this circular.

2. With effect from April 1, 2006, the expenditure limit allowed is \$1,000 per staff member or a total of \$1,000,000 whichever is less. The proposed expenditure under the limit should be included in the respective head of Estimate.

3. Please be reminded that the following guidelines are applicable to the use of discretionary expenditure.

1. Use of Discretionary Expenditure

a. Permissible events being: Christmas or other festive celebrations, fun-days, games evenings, banquets for staff, anniversaries and other special occasions, awards and special recognition schemes, staff welfare, sports and other activities.

b. Any proposed expenditure over and above the limit shall require the prior approval of the Ministry of Finance and Planning and requests for such approval must be accompanied by supporting documents.