



**MINISTRY OF FINANCE AND PLANNING  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON 4  
JAMAICA**

ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE  
ADDRESSED TO THE FINANCIAL SECRETARY AND THE  
FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-29600-16

**August 2, 2006**

Circular No. 33  
File No. 11358  
Division: Public Service Establishment Division

Permanent Secretaries  
Heads of Departments

**RE: PAYMENT OF FEES TO AUDIT COMMITTEE MEMBERS**

Permanent Secretaries, Heads of Departments and Chief Executive Officers are hereby advised that Cabinet by Decision No. 25/06 dated July 17, 2006 has approved the payment of fees to Chairmen and Members of the audit committees established in Ministries, Departments and Executive Agencies (MDAs). Effective August 2, 2006, the following fees should be paid:

- Chairmen of Audit Committees - \$3,000 per meeting
- Members of Audit Committees - \$2,500 per meeting

In order to effect payment, the Secretary of each audit committee must submit a memorandum to the Principal Finance Officer of the respective MDA, outlining the date of the meeting and the committee members who were in attendance. The audit committee must maintain proper records, such as minutes of the meeting, to facilitate periodic verification of those in attendance.

Each MDA must provide for these funds as a line item under its recurrent expenditure budget.

Please ensure that this circular is brought to the attention of all officers concerned.

Colin Bullock  
Financial Secretary