



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

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

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

September 19, 2007

Circular No. 20
File No. 721/145
Division: Public Enterprises

Permanent Secretaries
Chairmen & Chief Executive Officers of Public Bodies

**Re: Agreed-Upon Procedures for Testing Compliance with Public Sector
Procurement Procedures**

Further to Circular #21 of August 10, 2005, which mandated that the Terms of Reference for the services of external auditors should include a request for compliance review of procurement activities, a programme of work as well as a sample engagement letter have been agreed between this Ministry and the Institute of Chartered Accountants of Jamaica (ICAJ). Public bodies are therefore advised to ensure the inclusion of the procedures for testing of compliance with Government's procurement procedures when engaging the services of external auditors.

Although the compliance testing procedures will be a separate exercise by the auditors, it should hereafter be seen as constituting an integral part of the annual audit programme of public bodies. Costs associated with the additional procedures will therefore be the responsibility of each public body. All auditors registered with the ICAJ are aware of the agreed procedures.

Permanent Secretaries, Chairmen and Chief Executive Officers should ensure that this circular is brought to the attention of all relevant officers in their Ministries and public bodies.

Colin Bullock
Financial Secretary

Circular No. 20
Agreed-Upon Procedures for Testing Compliance with
Public Sector Procurement Procedures

ENTITIES THAT RECEIVED CIRCULAR # 20

	ENTITIES	CONTACT	TELEPHONE
1.	Aeronautical Telecommunications Ltd	Mr Linvol Stephens General Manager	978-3414
2.	Airports Authority of Jamaica	Mr Earl Richards President	924-8009
3.	Agricultural Development Corp	Mr Lennie Morgan General Manager	977-4412
4.	Air Jamaica Limited	Mr Michael Conway Chief Executive Officer	922-3460
5.	Agriculture Support Services	Mr Hershell Brown Projects Manager	702-3201
6.	Bath Fountain Hotel	Mr Desmond Blair General Manager	703-4345
7.	Banana Board/Banana Insurance Fund	Mr Vincent Evans Executive Chairman	967-0735
8.	Bauxite & Alumina Trading Company of Jamaica Limited	Mr Coy Roache Managing Director	926-9288-9
9.	Betting, Gaming & Lotteries Commission	Mr Derek Peart Executive Director	960-1549
10.	Bureau of Standards Jamaica	Dr Camella Rhone Executive Director	926-3140-5
11.	Broadcasting Commission	Mr Cordell Green Executive Director	920-9537
12.	Caymanas Track Limited	Mr Walford Brown Chief Executive Officer	998-2523-6
13.	Civil Aviation Authority	Col. Torrence Lewis Director General	920-2250
14.	Clarendon Alumina Prod Ltd	Mr Winston Hayden General & Financial Manager	927-2073
15.	Caribbean Maritime Institute	Mr Fritz Pinnock Executive Director	924-8150/76
16.	Cocoa Industry Board	Mr Naburn Nelson Secretary Manager	923-6411
17.	Coconut Industry Board	Mr James Joyles General Manager	926-1770
18.	Coffee Industry Board	Mr Rene Peirre Director General (Acting)	923-2142
19.	Consumer Affairs Commission	Mrs Dolsie Allen Chief Executive Director	926-7164
20.	Creative Production & Training Centre Limited	Mrs Angela Patterson Chief Executive Officer	967-4482
21.	Culture, Health, Arts, Sports, Education, Fund	Mr W Billy Heaven Chief Executive Officer	908-4134/44
22.	Rural Water Supply Ltd	Miss Judith Reid Managing Director	754-5485-7
23.	Development Bank of Jamaica Ltd	Mr Milverton Reynolds Managing Director	929-4010
24.	Devon House Development Limited	Miss Valrie Veira Chairman Mr Clement Brown Finance Manager	928-5161-5

	ENTITIES	CONTACT	TELEPHONE
25.	Factories Corporation of Jamaica	Amb Stewart Stephenson General Manager	924-9600
26.	Fair Trading Commission	Mrs Barbara Lee Executive Director	960-0120-4
27.	Financial Services Commission	Mr Brian Wynter Executive Director	906-3010-2
28.	Financial Sector Adjustment Company Ltd (FINSAC)	Mr Errol Campbell Operations Manager	754-8357
29.	Fiscal Services (EDP) Limited	Mr Lorenzo Grant Managing Director	927-1825
30.	Health Corporation Limited	Dr Valerie Kerr Managing Director	901-2979
31.	HEART Trust/NTA	Mr Donald Foster Executive Director	929-4126
32.	Institute of Sports	Mr Ian Andrews Administrative Director	926-6166
33.	Institute of Jamaica	Mr Vivian Crawford Executive Director	922-0622-6
34.	Independence Park Limited	Major Desmon Brown General Manager	754-6772
35.	Jamaica Bauxite Institute	Mr Parris Lyew-Ayee Executive Director	927-2073
36.	Jamaica Deposit Insurance Corporation	Ms Antoinette McKain Chief Executive Officer	926-5225
37.	Jamaica Fire Brigade	Mr Laurie Williams Commissioner	967-4204
38.	Jamaica Information Service	Mr Huntley Medley Chief Executive Officer	926-1468
39.	Jamaica Library Service	Mrs Patricia Roberts Director General	906-5059
40.	Jamaica Mortgage Bank	Mrs Hope Barnett Director of HR, Corporate Services & Administration	929-6350
41.	Jamaica National Heritage Trust	Mrs Laleta Davis-Mattis Executive Director	967-0960
42.	Jamaica Trade & Invest	Mr Robert Gregory President	978-7755
43.	Jamaica Business Development Centre	Miss Valrie Veira Chief Executive Officer	928-5161-5
44.	Jamaica Racing Commission	Mrs Ruth Smith-Sutherland General Manager	929-6409
45.	Jamaica Cultural Development Commission	Ms Marcia Hextall Executive Director	926-8768
46.	Jamaica Railway Corporation	Mr Owen Crooks General Manager	922-6433
47.	Kgn & Montego Bay Freezone Ltd	Mr Wayne Gentles AVP Subsidiaries	
48.	Maritime Authority of Jamaica	Rear Admiral Peter Brady Director General	754-7254
49.	Micro Investment Development Agency	Mr Vivian Chin Managing Director	968-5191-3
50.	Milk River Bath	Mrs Gloria Cole General Manager	902-6902
51.	National Solid Waste Management Authority	Mr Christopher Powell Executive Director (Acting)	926-8449
52.	Montego Bay Metro Company Ltd	Mr Anthony Copeland General Manager	971-2048

	ENTITIES	CONTACT	TELEPHONE
53.	National Export Import Bank of Jamaica Ltd	Mrs Pamela McLean Managing Director	922-9690
54.	Jamaica Tourist Board	Mrs Maxine Saunderson Chief Financial Officer	929-9200
55.	Jamaica Social Investment Fund	Mrs Scarlett Gillings Managing Director	906-2871
56.	Jamaica Urban Transit Company Ltd	Mr Ryan White President	984-4666
57.	Jamaica Ultimate Tyre Company Ltd	Mr Noel Pinnock Factory Manager	929-1990
58.	Jamaican Foundation of Lifelong Learning	Mr Barrington Perry Executive Director (Acting)	928-5181-6
59.	National Health Fund	Mr Raphael Barrett Chief Executive Officer	920-3193
60.	National Youth Service	Rev Adinhair Jones Executive Director	754-9816
61.	Nutrition Products Limited	Mr Orville Lewinson General Manager	922-7675
62.	National Library of Jamaica	Mrs Winsome Hudson Executive Director	967-2494
63.	National Land Agency	Mrs Elizabeth Stair Chief Executive Officer	927-7935
64.	National Water Commission	Mr E G Hunter President	926-1393
65.	National Housing Trust	Mr Earl Samuels Managing Director	926-7165
66.	National Environment & Planning Agency	Dr Leary Myers Chief Executive Officer	754-7543
67.	National Roads Operations & Construction Company	Mr Ivan Anderson Managing Director	926-7786
68.	National Rum of Jamaica Limited	Mr Evon Brown Managing Director	926-7548
69.	National Works Agency	Mr Milton Hodelin Chief Executive Officer	926-3210-9
70.	National Council on Drug Abuse	Mr Michael Tucker Executive Director	926-2281
71.	National Family Planning Board	Dr Olivia McDonald Executive Director	968-1627
72.	National Insurance Fund	Mr Ludlow Bowie Senior Director of Investment	948-3201
73.	National Irrigation Commission	Mr Donovan Reid Managing Director	977-3209
74.	National Housing Development Corporation	Mr Joseph Shoucair Managing Director (Acting)	968-7536-9
75.	Office of Disaster Preparedness and Emergency Management	Mr Ronald Jackson Director General	930-0796
76.	Office of Utilities Regulation	Mr J Paul Morgan Director General	929-6672
77.	Overseas Examination Commission	Mr Hector L Stephenson Executive Director	926-8110
78.	Petrojam Limited	Mr Winston Watson	923-8611-5
79.	Petroleum Corporation of Jamaica	Mrs Ruth Potopsingh Group Managing Director	929-5380-9
80.	Port Authority of Jamaica	Hon Mr Noel Hylton President and Chief Executive Officer	922-0290-8

	ENTITIES	CONTACT	TELEPHONE
81.	Petroleum Company of Jamaica	Mr Desmond Thomas General Manager	934-3860
82.	Public Accountancy Board	Mr Compton Rodney Registrar	
83.	Planning Institute of Jamaica	Dr Wesley Hughes Director General	
84.	Ports Security Corps Limited	Mr Lincoln Whyte Managing Director (Acting)	967-5363
85.	Real Estate Board	Mrs Sandra Watson General Manager	926-9748-9
86.	Spectrum Management Authority Ltd	Mr Ernest Smith Managing Director	929-8520
87.	Scientific Research Council	Dr Audia Bennett Executive Director	927-1771
88.	Self Start Fund	Mrs Carmen Lowers General Manager (Acting)	929-8441-2
89.	Sports Development Foundation	Mr Ludlow Watts General Manager	960-3717
90.	Sugar Company of Jamaica	Dr Richard Harrison President & Chief Executive Officer	383-0363-4
91.	Social Development Commission	Mr Robert Bryan Executive Director	928-8304
92.	Statistical Institute of Jamaica	Miss Sonia Jackson Director General	926-5311
93.	Sugar Industry Authority	Ambassador Derrick Heaven Executive Chairman	926-5984
94.	Students' Loan Bureau	Mrs Lenice Barnett Executive Director	754-2559
95.	Tourism Products Development Company Ltd	Mrs Karen Ford-Warner Executive Director	920-5244
96.	Trade Board Limited	Mr Claude Fletcher Director Trade Administration	924-5321
97.	Transport Authority of Jamaica	Mr Keith Goodison Managing Director	960-8069
98.	Universal Access Fund Company Ltd	Mr Hugh Cross Managing Director	929-9632
99.	University Council of Jamaica	Dr Ethley London Executive Director	929-7299
100.	Urban Development Corporation	Mrs Marjorie Campbell President & Chief Executive Officer	
101.	Vineyard Town Golden Age Home	Major Frank McCaulsky Administrator	928-1017
102.	Water Resources Authority	Mr Basil Fernandez Managing Director	927-0077
103.	Wallenford Coffee Company Ltd	Mrs Ciata Bishop Chief Executive Officer	923-5850
104.	Wigton Wind Farm	Mr Gary Jackson General Manager	960-3994

	HEADS	DEPARTMENTS
1	Miss Christine Chambers	Financial Investigations
2	Mrs Bridgette Wilks	Financial Regulations
3	Miss Cheryll Watson	Corporate Services
4	Miss Darlene Morrison	Economics
5	Mr Dennis Townsend	Public Services Establishment
6	Mr Dwight Moore	Finance and Accounts
7	Mr Paul Lai	Tax Policy
8	Mr Robert Martin	Public Expenditure Policy Coordination
9	Mrs Rolda Grey	Public Expenditure
10	Miss Millicent Grizzle	Legal Services
11	Mrs Vinette Keene	Tax Administration
12	Miss Millicent Hughes	Accountant General