

Circular No. 45

Ref. No. 12550/1

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

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Permanent Secretaries  
Heads of Departments  
and Public Bodies

**Discretionary Expenditure for Staff Functions,  
Awards and Staff Welfare - clarification**

Please refer to this Ministry's circular no. 39 dated November 7 setting out revised guidelines for discretionary expenditure for staff welfare activities in Ministries/Departments/Agencies (MDAs).

Based on feedback the stipulation with regard to expenditure limits requires the following clarification.


**Clarification**

With effect from April 1, 2008, expenditure for the above-mentioned staff welfare activities should be capped at a maximum of Four Thousand Dollars (\$4,000.00) per employee or maximum total of One Hundred Thousand Dollars (\$100,000), whichever is greater - for example:

- a. for a MDA with 500 employees, the expenditure limit would be Two Million Dollars (\$2,000,000.00);
- b. for a MDA with 20 employees the maximum that can be spent is One Hundred Thousand Dollars (\$100,000.00).

The parameters set out above are subject to the availability of funds or the respective budgetary provisions.

The other guidelines set out in circular No. 39 dated November 7, 2008 remain applicable to this provision.

  
Sharon Crooks  
Financial Secretary