



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

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March 22, 2017

Circular No. 3
File No. 267/021^{XXXI}
Public Expenditure Policy Coordination Division

To: Permanent Secretaries

Subject: Toll Charges for Vehicles Used by Cabinet Ministers and Security Detail

Permanent Secretaries are hereby advised of new instructions relating to toll charges. Cabinet by Decision No.1/17 has approved the establishment of a toll budget for each Cabinet Minister to cover toll expenses and to facilitate the use of Highway 2000 and the Jamaica North South Highway.

Permanent Secretaries can now acquire T-cards/Transponders for use by Government Ministers and their Security Officers to meet the cost for toll charges for vehicles used to carry out their ministerial duties/official duties.

The following guidelines in respect of the management and control of the T-cards/Transponders shall apply:

1. T-Card /Transponders (Toll Card)

- 1.1. Permanent Secretaries must authorize the operation of toll accounts.
- 1.2. Transport Managers must obtain a Toll Card for each Minister to be used for vehicles assigned to the Minister and his/her Security.
- 1.3. The T-cards/transponders shall be electronically encoded with information relating to the designated government-owned assigned motor vehicle. The account number that is printed on the card/transponder must be entered in the Toll Register.
- 1.4. In the case of privately owned vehicles used for official duties, Financial Instruction 5.16 *Reimbursement of Toll Charges* of the FAA Act Financial Instructions dated January 1, 2017 will apply.

2. Toll Budget

- 2.1. The Permanent Secretary is to set a toll budget to cover the travel expenses of the Ministers and their Security Detail; this allocation must be capped at a maximum of \$40,000.00 and \$32,000.00 respectively on a monthly basis to ensure that the desired objective of cost containment, vehicle efficiency and effective control of Government expenditure are achieved.
- 2.2. Under no circumstance should a Toll Card exceed its budgetary allocation. Transport Managers are expected to manage the card budget effectively to ensure cost containment.
- 2.3. It is to be noted that the Toll Card operates as a Debit Card and not a Credit Card; therefore, the Transport Manager must initiate timely deposit on a monthly basis in keeping with the prescribed monthly limit. In dire circumstances that require the Minister and/or Security Detail to pay the toll, reimbursement is to be made in keeping with Financial Instruction 5.16 Reimbursement of Toll Charges of the FAA Act Financial Instructions dated January 1, 2017.
- 2.4. The Transport Manager must obtain a monthly statement from each toll operator for each T Card/Transponder and use this to prepare a monthly reconciliation.
- 2.5. Permanent Secretaries are advised that subject to the periodic increase in the toll charges, the Minister of Finance has the authority to approve an amount above the stipulated limit, if necessary.

3. Receipt and Custody of Cards

- 3.1. The Transport Manager must keep a register of all Toll Cards obtained.
- 3.2. The Transport Manager is responsible for the safe custody of the Toll Cards as he will be held accountable for the inappropriate use or loss of these cards.

4. Damage and Loss of Cards

- 4.1. Lost and damaged cards must be reported immediately to:
 - a) The Ministry of Finance and the Public Service in keeping with Financial Instruction 7.7 *Loss of Public Property* of the FAA Act Financial Instructions dated January 1, 2017; and
 - b) The Toll Operator in order to effect the necessary cancellations and replacement.
- 4.2. Where it is proven that the misplacement/loss or damage of the card was due to negligence on the part of the custodian, the replacement cost **must** be borne by that individual. The outcome should be communicated to the Ministry of Finance and the Public Service.

5. Cancellation of Cards

- 5.1. If there is disposal of a vehicle as a result of a sale, in keeping with the Motor Vehicle Policy, the card is to be cancelled **with immediate effect** once the vehicle has been transferred. Financial Instruction 5.16 *Reimbursement of Toll Charges* of the FAA Act Financial Instructions dated January 1, 2017 will then apply.
- 5.2. If there is a permanent change of the fleet vehicle used by the Security Detail, the card is to be cancelled **with immediate effect** and contact must be made in writing to the Toll Operator for balances to be transferred to a new card for the replaced vehicle.

These instructions will take effect from April 1 2017 and will be incorporated as part of Financial Instruction 5.16 of the FAA Act Financial Instructions dated January 1, 2017.

Where there is need for clarification, please contact the Asset Management Unit, Ministry of Finance & the Public Service.

Permanent Secretaries must ensure that this Circular is brought to the attention of all relevant officers.



Everton McFarlane
Financial Secretary (Assigned)