



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

MINISTRY OF FINANCE & THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

May 2, 2024

Circular No.: 7

Permanent Secretaries
Heads of Departments and Agencies
Chief Executive Officers
Chairmen of Boards

Revised Procedures for the Payment of Statutory Deductions

The attention of Permanent Secretaries, Heads of Departments, Chief Executive Officers of budget funded Executive Agencies, Heads of specified Government Funded Educational Institutions and Directors of Regional Health Authorities is invited to the following revised guidelines in respect of payment of statutory deductions, and accordingly the relevant amendments to the Financial Administration and Audit Act Financial Instructions 2017 with effect from July 1, 2024:

1. Financial Instruction 5.13.14 is deleted and hereby replaced with the following:


- (i) Ministries, Departments and Agencies (MDAs), funded fully or partially from GOJ budget, must submit requests for payment of all statutory deductions **(monthly/fortnightly/weekly paid staff)** directly to the Accountant General's Department (AGD) using the Statutory Deduction Payable Form at Appendix 17, subject to sub-section (iii) below, **no later than the 25th day of each month.**
- (ii) Educational Institutions, Regional Health Authorities and Outstations of Ministries shall submit their Statutory Deduction Payable Form to their parent Ministry **no later than the 20th day of each month**, so that the information can be incorporated in the Ministry's overall submission to the AGD as indicated at (i) above.
- (iii) Ministries and Departments that are on the Government Financial Management System (GFMS), shall make the request for payment of the Statutory Deductions to the AGD using GFMS, **on or before the 25th day of each month.**
- (iv) Unattached Departments and Executive Agencies that are not on the GFMS and are funded from the Consolidated Fund, must submit monthly to the AGD, the Statutory Deduction Payable Form at Appendix 17, in an electronic format. The AGD shall then

withhold the amounts from those Entities' warrants and execute the payments of their statutory deductions accordingly.

- (v) The Accountant General's Department shall, through Intra-Government Transfer and otherwise, effect payment of the deductions and advise Tax Administration Jamaica (TAJ), MDAs and public entities accordingly.
- (vi) The TAJ shall issue receipts to MDAs and other relevant public entities for the statutory deductions paid.
- (vii) Where an unattached Department or Executive Agency that is not on GFMS has not submitted payment requests for Statutory Deductions to the AGD by the due date, the Accountant General shall suspend all payments on behalf of the Department or Executive Agency until the Statutory Deduction payments have been made.
- (viii) Where an MDA on GFMS has not submitted payment requests for Statutory Deductions to the AGD by the due date, the GFMS shall impose a restriction on all non-priority payments until the Statutory Deduction payments have been honoured. Priority payments for the purpose of this Circular are inescapable e.g., salary; and contractual obligations for which non-payment will cause loss of public funds or may result in legal issues.
- (ix) The Accountant General shall submit monthly reports as at Appendix 38 to the Financial Secretary and the responsible Accounting Officer, concerning any entity for which the action at (vii) was exercised. The report must be submitted by the 15th day of the following month.
- (x) Accountable Officers of MDAs and entities that are fully or partially funded from the Consolidated Fund shall submit quarterly reports (see appendix 39) to the Ministry of Finance and the Public Service of all statutory deductions payable and payments made. The report must be submitted by the 15th day of the following month.

Conclusion

Permanent Secretaries, Heads of Departments, Chief Executive Officers of Public Bodies and Executive Agencies and Chairmen of Boards, Heads of Educational Institutions and Health Authorities must ensure that this amendment to the Financial Instructions, 2017 Financial Administration and Audit Act is brought to the attention of all relevant officers within their Ministries/Departments/Agencies and Public Bodies.



Darlene Morrison, CD
Financial Secretary

APPENDIX 17 - STATUTORY DEDUCTION PAYABLE FORM

Organization Name: _____

FINANCIAL YEAR: ____/____

HEAD NO.

FINANCIAL PATTERN:

Month _____

[illegible]

Prepared by: _____

Date: _____

Appendix 38 - REPORT ON SUSPENDED PAYMENTS DUE TO STATUTORY DEDUCTION/GCT/UTILITY BILLS PAYABLE

Organization Name: _____

FINANCIAL YEAR: ____/____

HEAD NO. _____

FINANCIAL PATTERN:

Month

EXECUTIVE AGENCY/PUBLIC BODY	OUTSTANDING PAYABLES	STATUS	REMARKS
	<input checked="" type="checkbox"/> GCT <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> WATER <input type="checkbox"/> TELEPHONE/ INTERNET <input type="checkbox"/> PAYE <input type="checkbox"/> ED Tax <input type="checkbox"/> NIS	<input type="checkbox"/> ACTIVE <input checked="" type="checkbox"/> SUSPENDED	
	<input checked="" type="checkbox"/> GCT <input checked="" type="checkbox"/> ELECTRICITY <input type="checkbox"/> WATER <input type="checkbox"/> TELEPHONE/ INTERNET <input type="checkbox"/> PAYE <input type="checkbox"/> ED Tax <input type="checkbox"/> NIS	<input checked="" type="checkbox"/> ACTIVE <input type="checkbox"/> SUSPENDED	

Appendix 39 – Report on Statutory Deductions, GCT and Utility Bills Payable

Organization Name: _____

FINANCIAL YEAR: ____/____

HEAD NO. _____

FINANCIAL PATTERN: _____

MONTH _____

DESCRIPTION	BAL B/F FROM PREVIOUS PERIOD	AMOUNT PAID IN THE PERIOD	CLOSING BAL AS AT END OF PERIOD
GCT			
Electricity			
Water			
Telephone/ Internet			
NIS			
PAYE			
NHT			
ED Tax			