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FM: 3/2/189

COMPTROLLER OF ACCOUNTS CIRCULAR NO. 6 DATED 2004 May, 18

**TO: All Permanent Secretaries, Heads of Departments,
Chief Administrator, Tobago House of Assembly,
and Heads of Statutory Authorities subject to
the Statutory Authorities Act, Chapter 24:01**

SUBJECT:

**Introduction of a contributory Group Health Plan for holders of certain
offices under the purview of the Salaries Review Commission (SRC)**

Your attention is drawn to Personnel Department Circular Memorandum PD (ILR): 23/1/20 Vol. II dated April 30, 2004 wherein it was agreed that a contributory Group Health Plan be introduced to the holders of certain offices in the Public Service which are under the purview of the SRC.

- 2. Appendix 1 of that circular identifies those offices whose holders are eligible for membership in the UNIMED Monthly-paid Plan which came into effect from 2004 April, 01.
- 3. The purpose of this Circular is to set out the accounting procedures to be followed by the respective Agencies.

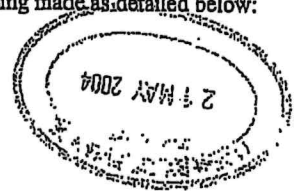
Authority to make deductions

4. As indicated in the Personnel Department Circular, office holders employed prior to 2004 May, 01 may opt to become members of the Plan by completing the relevant agreement form. This will constitute the authority for making deductions from the salaries of the office holders. With respect to those persons employed with effect from 2004 May, 01 membership in the Plan shall be a term and condition of service and as such the option form is not required to be completed by the office holder. Accordingly, the Human Resource Units must determine all office holders who are eligible for coverage and forward this information to the accounting unit on a timely basis.

Contributions to The Plan

5. Both employer and employee will contribute equally to the Plan (i.e. the employer will match all contributions made by the employee) with deductions being made as detailed below:

	Monthly	
Employee	-	\$26.00
Employer	-	<u>\$26.00</u>
Total	-	<u>\$52.00</u>



The above contribution covers the month or any part thereof. It must not be pro-rated and the full contribution of \$26.00 must be deducted in the relevant month.

Deductions for May to July 2004

6. Membership in the Plan is effective from 2004 April, 01 for those office holders for whom contributions have already been made. In respect of office holders who have now exercised the option to become members of the Plan, membership will take effect from 2004 May, 01. In this regard, since it is now not possible to make the deduction from May salary, the contributions for May, June and July must be deducted from the June 2004 salary. The amount to be deducted is therefore seventy-eight dollars (\$78.00). You are reminded that the employer's contributions will have to be paid to the Plan in respect of these three (3) months. With effect from the month of July 2004 the deduction would be \$26.00 per month.

Period of leave/absences from duty

7. Coverage under the Plan shall be suspended during periods of leave/absences from duty in respect of which no salary is payable and no contributions are to be made during such periods.

8. With respect to the accounting treatment to be applied to the undermentioned activities in respect of deductions for office holders under the SRC, please be guided by the procedures outlined in Comptroller of Accounts Circular No. 4 dated 2004 March, 31.

- o Statement of Contribution
- o List of Changes Statement
- o Payment of Employer's Contribution
- o Preparation of cheques
- o Payment to the Plan Administrator

Coverage for retirees

9. The Plan provides coverage for office holders who are members of the Plan and are retired from service after 2004 May, 01. In this regard arrangements are being made with the National Information Systems Centre to facilitate monthly deductions from the pensions of these retirees. Until the system is implemented, payment must be made using the relevant bank deposit slips. At the request of the pensioner, the relevant Agencies responsible for making the payment will prepare the necessary bank deposit slip in triplicate and the pensioner will deposit the full monthly contribution of \$47.00 to the Plan Administrator's bank account at any Branch of the RBTT bank. During this interim arrangement, pensioners can also opt to make the payment monthly, quarterly or semi annually in advance.

10. All Permanent Secretaries, Heads of Departments, Chief Administrator of the Tobago House of Assembly, and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 should ensure that the contents of this circular are brought to the attention of all relevant personnel.

Roland Shepherd
Comptroller of Accounts (A.g).