

**OFFICE OF THE PUBLIC DEFENDER  
ADMINISTRATIVE REPORT  
JULY 1, 2014 – SEPTEMBER 30, 2014**

The Department of Corporate Services is responsible for the daily administrative operations of the Office to include human resource management, office management, finance and accounts and supervision of the general staff in fulfilling its corporate objectives. The period July to September 2014 had proven quite challenging as most of our attention was directed towards our relocation exercise from 78 Harbour Street to 22-24 Duke Street. However, we were successful with the process with the help of the Almighty, the professional guidance of the EGOV staff, the various technicians, the Acting Public Defender, Matondo Mukulu and the officers and agents of the Office of the Public Defender who worked assiduously in achieving this milestone.

**Relocation**

The Expenditure regarding this relocation exercise is approximately Eleven Million, Seven Hundred and Seventy Six Thousand Dollars (\$11,776,000.00). Please see table below:

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1.	ELMECH Engineering Co. Ltd.	\$7,582,000.00
2.	Stationery & Office Supplies	179,211.00
3.	Ja. Fire & Equipment	70,599.00
4.	Marjorie E. Brown – Rent Deposit & Security	742,667.50
5.	Daniel Smith – Lime Technician	201,000.00
6.	Addishan Enterprise	342,060.00
7.	Orandy Movers	181,000.00
8.	Blinds Designs	482,301.00
9.	EGOV	420,000.00
10.	WIPP	18,025.60
11.	David Lake - Lime Technician	72,500.00
12.	King Alarm	1,150,000.00
13.	JacDen Enterprise Ltd.	120,000.00
14.	Miscellaneous	214,154.08
15.	<b>TOTAL</b>	<b>\$11,775,518.18</b>

Kindly note that there is Work-in-Progress as King Alarm and ELMECH to a lesser extent, have not yet completed the job required. However, we are extremely grateful to these companies for the way they have executed their responsibilities so as to facilitate our relocation in such extreme urgent conditions.

### **Back-Logged Cases**

The Office is presently reviewing complaints which were back-logged from previous years. These were from as far back as the year 2004 – 2012. This was initiated by the Acting Public Defender and Mrs. Suzannie Banner-Curtis, a former secretary now appointed investigator. A total of Seven Hundred and Ninety Six (796) cases were dealt with in which Six Hundred and Two (602) were closed, Four (4) were forwarded to Special Projects and One Hundred and Ninety (190) are pending. As a result of investigations completed, an amount of Nine Million Four Hundred and Sixty One Thousand Three Hundred and Ninety Dollars (\$9,461,390.00) were committed for compensation to these complainants. Seventy Six (76) back-logged cases from 2013 were also looked at in which 42 were closed and 34 are pending. Six Interns from various tertiary institutions assisted with the completion of these files.

### **Essay Competition**

An Essay Competition was launched on the 30<sup>th</sup> June 2014 by Mr. Matondo Mukulu, Acting Public Defender. Miss Kayla Beckford, Director of Investigations coordinated this project. It was done in two (2) categories as stated below:

- (1) 13 – 17 Age Group
- (2) 18 –25 Age Group or 1<sup>st</sup> Year Tertiary Education.

The deadline or cut- off date for the competition was scheduled for October 3, 2014 and this was followed on October 23, 2014, by an Award Ceremony at the Penthouse, Ministry of

Finance and Planning, 30 National Heroes Circle, Kingston 4. The Guest Speaker was Mr. Donovan Stanberry, Permanent Secretary in the Ministry of Agriculture.




# ESSAY COMPETITION



2014

“A voice of the voiceless.....loosening the chains of injustice”

## JUNE 30, 2014 - AUGUST 8, 2014

### CATEGORY 1 Ages 13-17 years \*




 The disabled in my school are treated fairly and equally. If you don't agree, say how you would change it.

-  *\$10,000 towards FHCCU Acct + Money towards books & uniform + basket from Grace*
-  *Money towards books & uniform + basket from Wisynco*
-  *Money towards uniform (3 sets, to include shoes) + basket from Wisynco*

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### CATEGORY 2 Ages 18-25 years \* (Must be in first year of tertiary institution)

 Daily we watch the news and we see persons protesting, “We want Justice”. Many Jamaicans are unaware of their rights as cited under the Charter of Fundamental Rights and Freedom. In your own words, say which of these rights you consider most important and why. Say how this Commission can enlighten Jamaicans of this right.


-  *JNSBL start towards Small Business + \$20,000 towards tuition + basket from Grace*
-  *\$10,000 towards FHCCU Acct + \$15,000 towards tuition + basket from Wisynco*
-  *\$15,000 towards tuition + basket from Wisynco*

\* Only one (1) entry per contestant

**For information & submissions:**  
[kbecford@opd.gov.jm](mailto:kbecford@opd.gov.jm)



Designed by: Glyn2b  
Tel: (876) 850-2875  
Website: [www.fiverr.com/glyn2b](http://www.fiverr.com/glyn2b)





## News Story

To: News Editor

For Immediate Release

### Proud Mom Accepts Human Rights Prize for Son

Ancillary worker, Carlene Williams was a proud mother as she collected the first place award in the **Office of the Public Defender (OPD) Essay Competition** on behalf of her son, Andrew McKenzie, held at the Ministry of Finance & Planning, National Heroes Circle, in Kingston on October 23.

Ms Williams' son, Andre, won the first prize in the 18-25-year-old category after the judges decided that his entry offered the best response to the question: **How Aware Are Jamaicans about their fundamental rights and freedoms?**

McKenzie and the other entrants were asked to state which human right is most important and why, while explaining how the **Office of the Public Defender** can enlighten Jamaicans about the particular right. Each entrant was required to respond in an essay of approximately 2,000 words, or less. The competition was held between July 1 and October 3, 2014.

"My son always aimed for the best. He aims high. He says, 'Mommy I am going to do this, or I'm going to try that,' and he does it. He is awesome and a really great person. And, I have always encouraged him to express himself well; and he has done that," Ms Williams said.

Andre is currently a second-year law student at The University of the West Indies, Cave Hill Campus in Barbados.

"I was not surprised about his success. He works hard and he is determined to do well. He wasn't able to be here because he is away at school; but, I am happy for him," she stated.

For his first place, Andre received \$20,000 towards his tuition, and funds to start a business

from the **JN Small Business Loans** (JNSBL). He also received a basket of products from Grace Foods; as well as, a plaque and a certificate from the OPD.

Other winners in that category were Dominique Mitchell, a first year IT student at The University of the West Indies, who was awarded second place; and Chanta Nesbitt, a second-year student majoring in Finance at the University of Technology, Jamaica, who placed third. Both entrants said they were happy with the exposure the competition.

In the 13-17-year-old Category, Yanique Nation of Mount Alvernia High School was awarded first place. She received funds towards her school fee; as well as, a bursary towards her text books and school uniform.

Keneisha Johnson, of The Queen's School placed second; and Rhameish Smith of DeCarteret College was awarded third prize.

In congratulating the winners, Acting Public Defender Mr. Matondo Mukulu said the essay competition was part of the OPD's efforts to get the public, particularly young people, more aware about their human rights. He said it also helped to ensure that young people were a part of the process.

"The Office of the Public Defender will benefit from this competition, which is the beginning of our public education initiative to invite more discussions about human rights issues," he said, while encouraging the winners to salute themselves.

Guest Speaker, Mr. Donovan Stanberry, Permanent Secretary in the Ministry of Agriculture & Fisheries, commended the young people on the interest they displayed in human rights by participating in the competition. And, in light of the portfolio his Ministry covered, encouraged the winners to consider careers in agriculture; pointing out that, "*The right to food was a basic human right.*"

-30-

**Contact:** Leighton Williams | JN Corporate Communications | Jamaica National Building Society |  
Tel: 936-0456, 381-3807 | Email: [leighton@jnbs.com](mailto:leighton@jnbs.com) | Website: [www.jnbs.com](http://www.jnbs.com)  
**October 31, 2014**

## **Public Relations**

The Office of the Public Defender, as one of its method of creating awareness in this country and the wider community initiated a Radio Programme bearing the title **“My Jamaica, My Constitution.”** This programme is presently being aired on Nationwide News network. It commenced on September 18, 2014 and is scheduled to continue until December 11, 2014. This venture is sponsored by the United Nations (UN).

## **Board of Survey**

A Board of Survey was requested by this Office on September 1st and 9<sup>th</sup>, 2014 respectively to the Asset Management Unit of the Ministry of Finance and Planning. The Ministry responded by furnishing us with the Permanent Board of Survey Report on September 8, 2014. The recommendation of the Board was complied with and a letter submitted to the NSWMA requesting the removal and destruction of the items. The Certificate of Destruction was then completed and submitted to the Auditor General and copied to the Public Expenditure Unit of the Ministry of Finance and Planning.



**OFFICE OF THE PUBLIC DEFENDER**

*"A Voice of the Voiceless... To Loose the Chains of Injustice"*

September 1, 2014

The Financial Secretary  
Ministry of Finance and Planning  
Asset Management Unit  
30 National Heroes Circle  
KINGSTON 4

Dear Sirs:

**Re: Board of Survey**

A recent inventory of the Furniture and Equipment in this Office was done and we hereby seek your approval for a Board of Survey to be conducted concerning the attached listing below.

Standing fan	3	Accutek	PD 9/812/13; PD 5/812/17; PD 16/812/20
Box Fan	1	Windy way	PD 16/812/W12
Metal Stand	1		PD 16/600/1
Chairs	2	Plastic	PD 15/412/1/3
Chair	1	Padded Arm	PD 15/406/7
Typewriter	1	IBM	PD 20/807/2
Shredder	1	GBC	PD 13/471/3
Batteries	9	APC	PD 19/1800/18; 6/1800/19; 12/1800/22; 20/1800/24; 21/1800/25; 17/1800/27; PD 18/1800/21; 18/1800/23; PD 21/1800/26

This Office is scheduled to be relocated on September 30, 2014 and we are kindly asking if you would be good enough to venture on this requisition before this date.

We anticipate your prompt response.

Yours faithfully,

**Audry Jones Chong, J.P. (Mrs.)**  
Director, Corporate Services

AJC/kj

TELEPHONE: (876) 922-7089/7090/7109/8256  
FACSIMILE: (876) 922-9830  
E-MAIL: [publicdefender@opd.gov.jm](mailto:publicdefender@opd.gov.jm)

78 HARBOUR STREET, P.O. BOX 695  
KINGSTON, JAMAICA, W.I.  
WEBSITE: [www.opd.gov.jm](http://www.opd.gov.jm)





**OFFICE OF THE PUBLIC DEFENDER**

*"A Voice of the Voiceless... To Loose the Chains of Injustice"*

September 9, 2014

The Financial Secretary  
Ministry of Finance and Planning  
Asset Management Unit  
30 National Heroes Circle  
KINGSTON 4

Dear Sirs:

**Re: Board of Survey**

A recent inventory of the Furniture and Equipment in this Office was done and we hereby seek your approval for a Board of Survey to be conducted concerning the attached listing below.

Standing fan	3	Accutek	PD 9/812/13; PD 5/812/17; PD 16/812/20
Box Fan	1	Windy way	PD TG/812/W12
Metal Stand	1		PD 16/600/1
Chairs	2	Plastic	PD 16/412/1/3
Chair	2	Padded	PD 1/410/1; PD 1/409/6
Typewriter	1	IBM	PD 20/807/2
Shredder	1	GBC	PD 13/471/3
Batteries	9	APC	PD 19/1800/18; 6/1800/19; 12/1800/22; 20/1800/24; 21/1800/25; 17/1800/27; PD 18/1800/21; 18/1800/23; PD 21/1800/26

This Office is scheduled to be relocated on September 30, 2014 and we are kindly asking if you would be good enough to venture on this requisition before this date.

This letter supersedes letter that was sent on September 1, 2014.

We anticipate your prompt response.

Yours faithfully,

**Audry Jones Chong, J.P. (Mrs.)**  
Director, Corporate Services

AJC/kj

TELEPHONE: (876) 922-7089/7090/7109/8256  
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WEBSITE: [www.opd.gov.jm](http://www.opd.gov.jm)





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

Telephone No. 222550-18  
Website: [www.mof.gov.jm](http://www.mof.gov.jm)  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

MINISTRY OF FINANCE AND PLANNING  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON 4  
JAMAICA

Our Ref: 38/62

September 15, 2014

Public Defender  
Office of the Public Defender  
78 Harbour Street  
P.O. Box 695  
Kingston.

**Attention: Mrs. Audry Jones Chong**

Reference is made to your letter dated September 1, 2014 submitting a Board of Survey request; and subsequent letter dated September 9, 2014 amending the request.

Attached is the Permanent Board of Survey Report in respect of unserviceable office furniture and equipment, which were examined on September 8, 2014.

Please ensure that the recommendation of the Board is complied with and that dumping of items is done in accordance with standards established by the National Environment and Planning Agency and the National Solid Waste Management Authority.

In addition, the Certificate of Destruction (copy attached) must be completed by two senior officers who witnessed the activity. This certificate must be submitted to the Auditor General and copied to this Ministry, to bring this matter to finality.

  
Sofia Vaughan Bingham (Mrs.)  
for Financial Secretary

Attachment

Copy: Auditor General

File # 38/62  
 Encl # 44  
 Ref. #  
 Date : 17/09/14

7C

# JAMAICA

## UNSERVICABLE STORES

Office of the Public Defender.....Department

78 Harbour Street Kingston

8/9/

20 14

Inspected by Board of Survey.....

Description	Date of Receipt	Quantity	Original Value \$ c	Observations
<b>Standing Fans - Accutek</b> PD 9/812/13 PD 5/812/17 PD 16/812/20	unknown	3	unknown	Broken and motors useless
<b>Box Fan - Windy Way</b> PD TG/812/W12	"	1	"	Old, defective and malfunctioning.
<b>Metal Stand</b> PD 16/600/1	"	1	"	Rusty and dilapidated
<b>Chairs Plastic - Folding</b> PD 16/412/1 PD 16/412/3	"	2	"	Discoloured and hinges damaged
<b>Added Plastic - Folding</b> PD 1/410/1 PD 1/409/6	"	2	"	Frames and upholstery damaged
<b>Typewriter - IBM</b> PD 20/807/2	"	1	"	Old and malfunctioning
<b>Shredder - GBC</b> PD 13/471/3	"	1	"	Old and malfunctioning
<b>Battery UPS</b> PD 19/1800/18 PD 6/1800/19 PD 12/1800/22	"	9	"	Old, depleted and no longer chargeable

We hereby certify that we have inspected the above Stores, which we consider should be destroyed as unserviceable.

Rank .....  
 for Equipment Auditor

Members..... President

Rank Administrator



15/9/2014

I approve of the above Stores being destroyed and accounted for as recommended.

Deputy Financial Secretary  
 Ministry of Finance and Planning

File # 38/62  
 Encl # 44  
 Ref: #  
 Date :1/8/2014

# JAMAICA

7C

## UNSERVICEABLE STORES

Office of the Public Defender.....Department

78 Harbour Street Kingston

8/9/

14

Inspected by Board of Survey.....20.....

Description	Date of Receipt	Quantity	Original Value \$	Observations
(7) Battery UPS cont,d APC PD 20/1800/24 PD 21/1800/25 PD 17/1800/27 PD 18/1800/21 PD 18/1800/23 PD 21/1800/26	unknown		unknown	Old, depleted and no longer chargeable  <u>Summary</u> The foregoing items 1-7 are old, malfunctioning and useless. They have no further value.  <u>Recommendations</u> The Board therefore recommends that these items be deleted from the Department's inventory destroyed and dumped. A Certificate of Destruction signed by two Senior Officers must be sent to the Auditor General and copied to the P.X.P.C. Division of the Ministry of Finance & Planning.  <u>NB :</u> Dumping of these items must be done in keeping with standards set by the National Environment and Planning Agency and the National Solid Waste Management Authority.

We hereby certify that we have inspected the above Stores, which we consider should be destroyed as unserviceable.

Rank CKB 10/9/14  
 for Equipment Auditor

Members.....President

Rank Administrator D. G. P. C.  
 MINISTRY OF FINANCE & PLANNING  
15/9/2014

I approve of the above Stores being destroyed and accounted for as recommended

Shayle Robinson  
 Deputy Financial Secretary  
 Ministry of Finance and Planning  
15/9/2014



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**OFFICE OF THE PUBLIC DEFENDER**

*"A Voice of the Voiceless... To Loose the Chains of Injustice"*

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October 10, 2014

The National Solid Waste Management Authority  
61 1/2 Half Way Tree Road  
Kingston 10

**Attention: MS. Violet Ashman**

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Dear Miss Ashman,

With reference to our telephone conversation Ashman/Chong this morning October 10, 2014, please see the Ministry of Finance and planning letter **Ref.38/62** dated September 10, 2014 attached for your attention.

Kindly advise of the cost to remove these furniture and equipment that the necessary payment can be made to facilitate the disposal at the soonest possible time.

Yours sincerely,

Audry Jones Chong, J.P.  
DIRECTOR OF CORPORATE SERVICES

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**TELEPHONE:** (876) 922-7089/7090/7109/8256  
**FACSIMILE:** (876) 922-9830  
**E-MAIL:** [enquiries@opd.gov.jm](mailto:enquiries@opd.gov.jm)

22 - 24 DUKE STREET, P.O. BOX 695  
KINGSTON, JAMAICA, W.I.  
**WEBSITE:** [www.opd.gov.jm](http://www.opd.gov.jm)

# JAMAICA

UNSERVICEABLE STORES

## CERTIFICATE OF DESTRUCTION

2014/01/3

Department/Ministry/Agency OFFICE OF THE PUBLIC DEFENDER

The Auditor General  
Auditor General's Department  
8 Waterloo Road  
Kingston 10

This is to inform that unserviceable item(s) of furniture/equipment/~~pharmaceutical(s)~~  
~~motor vehicle(s)~~ belonging to our Ministry/Department which was/were requested for  
Board of Survey on SEPT. 13<sup>th</sup> 9, 2014 was/were examined by the Board of Survey  
Unit on SEPT. 8, 2014 was/were deleted from our inventory, destroyed and dumped  
as recommended on the Board of Survey Report vide File Number 38/62, and  
Enclosure Numbers 44.

### Senior Officer (1)

Name: AUDRY JONES UGHE  
Rank: DIRECTOR OF CORPORATE SERVICES  
Signature: [Signature]  
Date: 13/10/14

### Senior Officer (2)

Name: Clotia Alexander Cross  
Rank: Mgr. Mgmt. of Acct./Fin System  
Signature: [Signature]  
Date: 13/10/14

cc: Ministry of Finance and Planning  
PXPC Division

## **Staff Morale**

The Office has seen an increase in staff morale wherein the Staff is fully motivated and has shown signs of improvement in the respective areas of discipline. Work Habits - attendance, punctuality and organization has improved in which the Officers and Agents have shown much effort in arriving on time and working beyond the hours of departure on a daily basis. The only set-back pertains with the Chickungunya Virus (Chick V) which is severely affecting the people of our country. We have had an amount of three (3) Officers/Agents being reported ill at a given time as a result of this virus. Though we have persons still reeling from the effects, all effort is placed on arriving at work and producing at the highest level which is required.

There is also improvement shown in the quality of work performed. Initiative, Ethics and Behaviour/Relations have all seen improvement. Everyone is given an opportunity to relate his/her opinion on matters as it relates to the development of the Commission and how we can achieve our mandate. This is very important regarding corporate and strategic planning.

Our Staff meeting for this quarter was held on September 19, 2014. At this meeting, the Dress Code which was previously circulated was discussed and enforced. The other matters were the updating of the different projects initiated and the relocation exercise.

## **Corporate and Social Responsibility.**

We have garnered a partnership with Wolmer's Boys' School in employing suitable students for the summer (Summer Internship Programme). This employment ranges from four (4) to ix (6) weeks. This year the Office employed one (1) student from Wolmer's for the period August 11, 2014 to August 29, 2014. This student was only available for this period as he had other engagements (scholarship) abroad.

We also employed Rudesha Heavens, a fifth form student from the Haile Selassie High School. She served for the period July 7, 2014 to July 31, 2014.

The employment of these students each year is to assist with the development of their moral and social responsibilities and also to provide financial assistance for back to school.

### **Recruitment**

The position of Accounts Receivables/payables Officer became vacant in June and Miss Kerry Ann Hunter was subsequently appointed on September 1, 2014 to fill that vacancy after the short-listed applicants were interviewed.

The position of an investigator also became vacant as a result of the appointment of Miss Kayla Beckford as our new Director of Investigations with effect June 9, 2014. As a result of this appointment, Mrs. Suzannie Banner-Curtis, Senior Secretary was appointed to act in the position from June 16, 2014. She was later appointed an Investigator on September 2, 2014.

### **Finance and Accounts**

For the period July 1, 2014 to September 30, 2014, this Commission received a total of Seventeen Million Three Hundred and Sixty Thousand Dollars (\$17,360,000.00) in warrant allocations. The expenditure was Seventeen Million Three Hundred and Seventy Three Thousand Six Dollars and Ninety Three Cents (\$17,373,006.93) for the same period. The deficit of Thirteen Thousand Six Dollars and Ninety Three Cents (\$13,006.93) was supported by the balance remaining from previous warrant allocations for the period April to June 2013.





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](mailto:info@mof.gov.jm)

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

REF NO: 907/153

July 7, 2014

The Public Defender  
Office of the Public Defender  
78 Harbour Street  
Kingston

**Attention: Mrs. Audrey Jones-Chung**

**Re: Warrant # 13 & 14 – July 2014 – Head 0300**

The captioned warrants represent the sum of \$5.208m. This sum is distributed as follows:

		Warrant No.13 Statutory	Warrant No.14 Regular	Total
Salaries	-	\$0.213m	\$2.988m	\$3.201m
Travel and Subsistence	-		\$0.710m	\$0.710m
Rental of Property	-		\$0.227m	\$0.227m
Public Utilities	-		\$0.390m	\$0.390m
Purchases of other Goods & Services-	-		<u>\$0.680m</u>	<u>\$0.680m</u>
<b>Total</b>		<b><u>\$0.213m</u></b>	<b><u>\$4.995m</u></b>	<b><u>\$5.208m</u></b>

Attached is a schedule of the month's allocation.

Regards,

Eleth DeSouza (Ms.)  
For Financial Secretary

C: Mrs. Kerry-Ann Lewars -Jackson, Acting Unit Head  
Machinery of State Unit, Public Expenditure Division



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-  
**907/153**

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

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

August 4, 2014

The Public Defender  
Office of the Public Defender  
78 Harbour Street  
Kingston

**Attention: Mrs. Audrey Jones-Chung**

**Re: Warrant # 17 & 18 – August 2014 – Head 0300**

The captioned warrants represent the sum of **\$6.070m**. This sum is distributed as follows:

	Warrant No.17 Statutory	Warrant No.18 Regular	Total
Salaries	- \$0.213m	\$3.918m	\$4.131m
Travel and Subsistence	-	\$0.710m	\$0.710m
Rental of Property	-	\$0.227m	\$0.227m
Public Utilities	-	\$0.390m	\$0.390m
Purchases of other Goods & Services-	_____	<u>\$0.612m</u>	<u>\$0.612m</u>
<b>Total</b>	<b><u>\$0.213m</u></b>	<b><u>\$5.857m</u></b>	<b><u>\$6.070m</u></b>

Included in this allocation is **\$0.475m** to cover the 2<sup>nd</sup> tranche of the one off payment in August 2014.

Attached is a schedule of the month's allocation.

Regards,

**Eleth DeSouza (Ms.)**  
For Financial Secretary

**C: Mrs. Rose Phillips, Unit Head**  
Machinery of State Unit, Public Expenditure Division



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

**907/153**

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

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

September 2, 2014

The Public Defender  
Office of the Public Defender  
78 Harbour Street  
Kingston

**Attention: Mrs. Audrey Jones-Chung**

**Re: Warrant # 20 & 21 – September 2014 – Head 0300**

The captioned warrants represent the sum of **\$6.082m**. This sum is distributed as follows:

	<b>Warrant No.20</b>	<b>Warrant No.21</b>	<b>Total</b>
	<b>Statutory</b>	<b>Regular</b>	
Salaries	- \$0.213m	\$3.816m	\$4.029m
Travel and Subsistence	-	\$0.641m	\$0.641m
Rental of Property	-	\$0.227m	\$0.227m
Public Utilities	-	\$0.410m	\$0.410m
Purchases of other Goods & Services-	-	<u>\$0.775m</u>	<u>\$0.775m</u>
<b>Total</b>	<b><u>\$0.213m</u></b>	<b><u>\$5.869m</u></b>	<b><u>\$6.082m</u></b>

Attached is a schedule of the month's allocation.

Regards,

**Eleth DeSouza (Ms.)**  
**For Financial Secretary**

**C: Mrs. Rose Phillips, Unit Head**  
**Machinery of State Unit, Public Expenditure Division**

Form Number: 1  
 10/31/2014  
 14:05



0300 - Office of the Public Defender - New CA  
 78 Harbour Street, Kingston

1260 - Cash Management Summary - Selected Items ONLY

Financial years: 12014/2015  
 Financial Period: 10 - Assessment Voted  
 Quarter: 3  
 Position:  
 Sub-Program:  
 Activity/Proc:

Object Classification	Total (Year to Date)	Total through forward	Periods			Total for Quarter 3	Total to Date
			Period 4 (Open)	Period 5 (Open)	Period 6 (Open)		
<b>Object 21 - COMPENSATION OF EMPLOYEES</b>							
00000 -	\$35,735,000.00	90.00	90.00	90.00	90.00	90.00	90.00
100101 - Salaries Permanent Employees	90.00	\$654,405.56	90.00	90.00	90.00	90.00	\$654,405.56
100102 - Salaries Temporary Employees	90.00	\$3,123,145.55	19739,787.391	90.00	90.00	90.00	\$3,123,145.55
100001 - Wages - Permanent Employees	90.00	\$3,248,728.06	81,751,885.12	\$2,774,955.33	\$236,802.58	\$335,071.98	\$3,248,728.06
100002 - Wages - Temporary Employees	90.00	\$143,298.18	90.00	\$22,024.76	90.00	\$22,024.76	\$143,298.18
109900 - Other Salary & Wages	90.00	\$547,522.70	\$209,381.83	90.00	90.00	90.00	\$547,522.70
109904 - Seniority Payment	90.00	90.00	90.00	90.00	90.00	90.00	90.00
109905 - Sundry Payment	90.00	\$2,502.44	\$23,291.06	\$24,081.17	\$5,710.31	\$17,091.54	\$2,502.44
109907 - Salary in Lieu of Leave	90.00	90.00	\$49,892.65	\$152,352.94	\$38,140.20	\$28,525.86	\$49,892.65
109913 - Gratuity - Contract Officer	90.00	\$488,089.15	90.00	\$378,054.33	\$1,300,041.64	\$1,455,075.37	\$488,089.15
200208 - Library Allowance	90.00	\$21,300.78	\$14,022.17	\$14,022.17	\$10,374.64	\$29,896.96	\$21,300.78
200801 - Reimbursement Allowance	90.00	\$12,000.00	\$1,000.00	90.00	90.00	\$1,000.00	\$12,000.00
200802 - Stipend Allowance	90.00	\$10,350.00	\$58,300.00	90.00	90.00	\$10,350.00	\$10,350.00
200900 - Cost of Insurance	90.00	\$27,155.76	\$18,718.00	\$15,163.76	\$15,163.76	\$45,347.20	\$27,155.76
<b>Total for OBJECT 21</b>	<b>\$35,735,000.00</b>	<b>\$8,409,632.94</b>	<b>\$1,374,475.11</b>	<b>\$3,872,840.73</b>	<b>\$3,915,702.25</b>	<b>\$8,053,078.13</b>	<b>\$10,507,711.39</b>
<b>Object 22 - TRAVEL EXPENSES &amp; SUBSISTENCE</b>							
000000 -	\$5,209,000.00	90.00	90.00	90.00	90.00	90.00	90.00
100101 - Fixed Travelling Allowance (Veh)	90.00	\$561,039.00	\$8,310.00	\$91,110.00	90.00	\$182,520.00	\$561,039.00
100201 - Full Upkeep Allowance (Vehicle)	90.00	\$896,151.31	\$214,375.00	\$214,375.00	\$152,810.00	\$681,555.00	\$896,151.31
100202 - Full Upkeep Allowance (No Veh)	90.00	\$10,997.03	\$17,165.00	90.00	\$14,730.00	\$32,095.00	\$10,997.03
100203 - Casualty Allowance (Vehicle)	90.00	\$173,629.00	\$27,208.00	\$87,208.00	\$57,208.00	\$171,864.00	\$173,629.00
100302 - Insured Upkeep Allowance (No Veh)	90.00	90.00	\$26,247.50	\$36,808.87	90.00	\$26,876.27	\$26,247.50
200101 - Fixed Travelling Allowance (MI)	90.00	\$5,491.20	\$31,478.00	\$10,480.00	\$10,480.00	\$41,438.00	\$5,491.20
200102 - Full Upkeep Allowance ( mileage)	90.00	\$37,291.00	\$73,248.80	\$2,320.00	\$29,355.60	\$64,924.40	\$37,291.00
200202 - Subsistence Allowance (Internal)	90.00	\$2,641.00	\$1,050.00	90.00	90.00	\$1,050.00	\$2,641.00
200301 - Toll Charges	90.00	90.00	\$2,550.00	90.00	90.00	\$1,050.00	\$2,550.00
200302 - Bus Fare (Internal)	90.00	\$28,200.00	\$1,000.00	\$7,200.00	\$9,200.00	\$23,200.00	\$28,200.00
200303 - Taxi Fare (Internal)	90.00	\$139,350.00	\$27,050.00	90.00	\$9,200.00	\$23,200.00	\$139,350.00
200304 - Taxi Fare (External)	90.00	\$200.00	90.00	90.00	90.00	90.00	\$200.00
<b>Total for OBJECT 22</b>	<b>\$5,209,000.00</b>	<b>\$1,952,915.24</b>	<b>\$253,782.90</b>	<b>\$403,702.87</b>	<b>\$356,873.60</b>	<b>\$1,299,358.37</b>	<b>\$3,152,225.71</b>
<b>Object 23 - RENTAL OF FURNITURE &amp; MACHINERY</b>							
000000 -	\$3,244,000.00	90.00	90.00	90.00	90.00	90.00	90.00
100200 - Rental of Building and Other I	90.00	\$233,357.00	90.00	90.00	90.00	90.00	\$233,357.00
100201 - Commercial Building	90.00	\$651,371.00	\$210,357.00	\$953,024.50	\$391,680.75	\$1,745,072.25	\$651,371.00
100202 - Other Temporary Structure	90.00	90.00	90.00	90.00	90.00	90.00	90.00
400100 - Rental of Plants	90.00	\$78,440.00	\$5,480.00	\$9,400.00	90.00	\$10,480.00	\$78,440.00
500100 - Rental of Sanitary Disposables	90.00	\$19,300.00	90.00	90.00	90.00	90.00	\$19,300.00
<b>Total for OBJECT 23</b>	<b>\$3,244,000.00</b>	<b>\$922,668.00</b>	<b>\$236,837.00</b>	<b>\$962,504.50</b>	<b>\$581,680.75</b>	<b>\$1,782,572.25</b>	<b>\$922,668.00</b>
<b>Object 24 - UTILITIES AND COMMUNICATIONS</b>							
000000 -	\$4,572,000.00	90.00	90.00	90.00	90.00	90.00	90.00
100100 - Electricity	90.00	\$738,710.46	90.00	90.00	90.00	90.00	\$738,710.46
100101 - Electricity	90.00	\$261,721.25	90.00	\$239,582.20	\$238,737.47	\$478,260.67	\$261,721.25
200100 - Land Line	90.00	\$228,537.36	90.00	\$71,430.44	\$35,948.68	\$104,369.69	\$228,537.36
200101 - Switchboard	90.00	\$80,495.25	90.00	90.00	90.00	90.00	\$80,495.25
200201 - Closed User Group (CUG)	90.00	\$130,369.96	90.00	\$22,490.80	\$22,355.45	\$61,996.27	\$130,369.96



0300 - Office of the Public Defender - New OCA  
78 Harbour Street, Kingston

14:05

FS6C - cash management Summary - Selected Items ONLY

Financial years : (2014/2015)  
Financial Pattern : 10 - Recurrent Voted  
Quarter: 2  
Function -  
Sub-Programme -  
Activity/Proj -

Object Classification	Vote (Year to Date)	Total brought Forward	Period 4 (Open)	Period 5 (Open)	Period 6 (Open)	Total for Quarter 2	Total to Date
200299 - Other Mobile Phone	\$0.00	\$4,581.31	\$0.00	\$2,510.13	\$997.33	\$3,507.46	\$8,088.77
200300 - Internet	\$0.00	\$26,183.86	\$0.00	\$14,917.62	\$7,765.00	\$22,682.62	\$48,866.48
209900 - Other Communication Device	\$0.00	\$242.00	\$0.00	\$0.00	\$0.00	\$0.00	\$242.00
<b>Total for OBJECT 24</b>	<b>\$4,972,000.00</b>	<b>\$1,432,143.88</b>	<b>\$0.00</b>	<b>\$351,122.74</b>	<b>\$310,074.93</b>	<b>\$661,197.67</b>	<b>\$2,093,341.55</b>
<b>Object 25 - USE OF GOODS AND SERVICES</b>							
000000 -	\$14,838,000.00	\$0.00	\$0.00	\$0.00	(\$183,274.05)	(\$183,274.05)	(\$183,274.05)
200000 -	\$0.00	\$18,900.00	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$50,900.00
200101 - Food & Drink : Catering servic	\$0.00	\$0.00	\$0.00	\$0.00	\$25,739.51	\$25,739.51	\$25,739.51
200102 - Other Food and Drink	\$0.00	\$159,755.49	\$11,120.92	\$8,583.80	\$14,380.36	\$34,085.08	\$193,840.57
200104 - Ironmongery/Crockery/ Utensils	\$0.00	\$7,837.02	\$0.00	\$0.00	\$1,624.80	\$1,624.80	\$9,461.82
200202 - Towels/blankets/drapery/curtai	\$0.00	\$29,406.09	\$0.00	\$0.00	\$0.00	\$0.00	\$29,406.09
200203 - Toiletries/cleaning materials	\$0.00	\$76,961.67	\$29,715.43	\$0.00	\$24,215.67	\$53,931.10	\$130,892.77
200300 - Local Consultancy Services	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00
200401 - Guard Service	\$0.00	\$305,925.52	\$83,083.13	\$76,170.47	\$39,931.71	\$199,185.31	\$505,110.83
200499 - Other Security Service	\$0.00	\$41,281.84	\$30,500.00	\$0.00	\$0.00	\$30,500.00	\$71,781.84
200601 - Subscriptions to Magazines/New	\$0.00	\$22,670.00	\$3,080.00	\$4,180.00	\$4,560.00	\$11,820.00	\$34,490.00
200602 - Texts and Reference Books	\$0.00	\$0.00	\$40,635.30	\$0.00	\$0.00	\$40,635.30	\$40,635.30
200699 - Other Publications	\$0.00	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00
200701 - Paper	\$0.00	\$33,721.60	\$0.00	\$0.00	\$15,873.96	\$15,873.96	\$49,595.56
200702 - File Jacket/Folder	\$0.00	\$932.00	\$0.00	\$0.00	\$681.50	\$681.50	\$1,613.50
200703 - Diary	\$0.00	\$5,340.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,340.00
200704 - Hard Cover Book	\$0.00	\$3,568.80	\$0.00	\$0.00	\$3,177.00	\$3,177.00	\$6,745.80
200705 - Pens/ Pencils and other writin	\$0.00	\$6,136.04	\$0.00	\$0.00	\$19,551.59	\$19,551.59	\$25,687.63
200799 - Other Stationery and Office Su	\$0.00	\$117,497.70	\$0.00	\$0.00	\$72,451.52	\$72,451.52	\$189,949.22
200804 - Photocopying Service	\$0.00	\$1,870.00	\$200.00	\$0.00	\$0.00	\$200.00	\$2,070.00
200901 - Local Haulage	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
201001 - Local Advertising	\$0.00	\$186,036.00	\$68,100.00	\$0.00	\$0.00	\$68,100.00	\$254,136.00
201005 - Public Relation Services	\$0.00	\$0.00	\$0.00	\$230,000.00	\$0.00	\$230,000.00	\$230,000.00
201201 - Electrical Materials/ Fittings	\$0.00	\$1,960.00	\$407.75	\$0.00	\$400.00	\$807.75	\$2,767.75
201203 - Repair to Government Offices/B	\$0.00	\$0.00	\$0.00	\$2,489,555.00	\$1,301,535.00	\$3,791,090.00	\$3,791,090.00
201204 - Repair to Machinery and Equipm	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
201205 - Repair to Furniture and Fixtur	\$0.00	\$0.00	\$0.00	\$0.00	\$52,800.00	\$52,800.00	\$52,800.00
201207 - Locksmith Services/Parts and S	\$0.00	\$3,800.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$11,800.00
201500 - Fire Protection Supplies and S	\$0.00	\$8,600.00	\$0.00	\$0.00	\$60,600.00	\$60,600.00	\$69,200.00
201900 - Conference Expenses	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00
202200 - Wireless/ Cable and Postal Cha	\$0.00	\$24,800.00	\$9,960.00	\$19,940.00	\$4,980.00	\$34,880.00	\$59,680.00
202300 - Legal Services	\$0.00	\$185,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185,000.00
209900 - Other Administrative Operation	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$200.00
400100 - Repair and Maintenance of Comp	\$0.00	\$53,126.88	\$55,670.00	\$0.00	\$22,140.00	\$77,810.00	\$130,936.88
400200 - Maintenance of Computer Softwa	\$0.00	\$290,250.00	\$0.00	\$56,500.00	\$0.00	\$56,500.00	\$346,750.00
400400 - Computer Parts/ Supplies and C	\$0.00	\$0.00	\$0.00	\$42,000.00	\$1,430.00	\$43,430.00	\$43,430.00
400500 - Maintenance of Telecom Equipme	\$0.00	\$3,600.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00	\$6,000.00
990600 - Pocket Money	\$0.00	\$0.00	\$0.00	\$0.00	\$52,500.00	\$52,500.00	\$52,500.00
999900 - Other Purchases of Other Goods	\$0.00	\$209,160.00	\$6,500.00	\$0.00	\$90.00	\$6,590.00	\$215,750.00
<b>Total for OBJECT 25</b>	<b>\$14,838,000.00</b>	<b>\$2,125,136.65</b>	<b>\$346,972.53</b>	<b>\$2,929,329.27</b>	<b>\$1,568,588.57</b>	<b>\$4,844,890.37</b>	<b>\$6,970,027.02</b>



0330 - Office of the Public Defender - See ODA  
 30 Barrow Street, Kingston

Page Number: 13  
 10/11/2014  
 14:05

PS&C - Cash Management Summary - Selected Items ONLY

Financial year: 2014/2015  
 Financial Section: 10 - Administration  
 Quarter: 2  
 Function: -  
 Sub-Programme: -  
 Activity/Code: -

Object Classification	Vote (Year to Date)	Total brought Forward	Period 4 (Open)	Period 5 (Open)	Period 6 (Open)	Total for Quarter 2	Total to Date
Object 28 - RETIREMENT BENEFITS 000000	21,153,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 28	21,153,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Object 29 - GRANTS & SOCIAL ASSISTANCE 400000 - Justice Budget	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
Total for OBJECT 29	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
Object 30 - GRANTS & CONTRIBUTIONS 000000	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 30	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Object 32 - CAPITAL GOODS							
100000 -	\$715,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100200 - Other Office Equipment & Assets	\$0.00	\$0.00	\$0.00	\$27,100.00	\$0.00	\$27,100.00	\$27,100.00
300100 - Office Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400100 - Personal Computers/Desk tops	\$0.00	\$144,700.48	\$0.00	\$0.00	\$0.00	\$0.00	\$144,700.48
Total for OBJECT 32	\$715,000.00	\$144,700.48	\$0.00	\$27,100.00	\$0.00	\$206,311.68	\$351,011.68
Total for Fun. Section: 10	\$66,916,000.00	\$16,344,700.48	\$0,468,567.54	\$0,346,799.11	\$6,342,282.44	\$16,887,369.34	\$32,284,571.00

Accountant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director/Financial Controller: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_



RS6C - Cash Management Summary - Selected Items ONLY

Financial year : 2014/2015  
 Financial Pattern : 11 - Other Statutory  
 Quarter :  
 Function :  
 Sub-Programme :  
 Activity/Item :

Object Classification	Vote (Voted to Date)	Total brought Forward	Period 4 (Open)	Period 5 (Open)	Period 6 (Open)	Total for Quarter 2	Total to Date
Object 21 - COMMISSIONER OF PRISONS							
00000 -	\$0,537,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00000 -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100001 - Wages : Permanent Employees	\$0.00	\$285,677.73	\$0.00	\$0.00	\$0.00	\$0.00	\$285,677.73
100005 - Rolling Payroll	\$0.00	\$161,879.18	\$161,879.18	\$161,879.18	\$161,879.18	\$485,637.54	\$647,516.72
100007 - Salary in lieu of leave	\$0.00	\$2,655,014.44	\$0.00	\$0.00	\$0.00	\$0.00	\$2,655,014.44
Total for OBJECT 21	\$0,537,000.00	\$3,452,504.44	\$161,879.18	\$161,879.18	\$161,879.18	\$485,637.54	\$3,452,504.44
Total for OBJECT 22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for OBJECT 30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for Fin. Pattern : 11	\$0,537,000.00	\$3,452,504.44	\$161,879.18	\$161,879.18	\$161,879.18	\$485,637.54	\$3,452,504.44

Accountant  
 Date:

For the Director/  
 Financial Controller  
 Date:

Accounting Officer  
 Date:



## Acknowledgement

The Office experienced a successful quarter and all in all, we can be proud of ourselves as we have achieved some very important milestones. We have seen greater awareness by the public of who we are and what we represent. A high level of customer service has been displayed along with increased efficiency, productivity and team work.

To Mr. Matondo Mukulu, our Acting Public Defender, we say a very big **THANK YOU** for the knowledge, initiative, motivation and energy he has placed in restoring this Office to where we are today. Thanks for believing in your Officers and Agents so that our faith and confidences can be restored. We came across many hurdles but all to make us stronger, to believe in ourselves, to go forward in achieving and to remain **“A voice of the voiceless.....to loose the chains of injustice.”** Of course, we must say well done to everyone thus far and whilst we celebrate our achievements, we must be committed to achieve more in the next quarter.