



Treasury Department

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Treasury Department to making information available to the public as part of its normal business activities.

The Treasury Department will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Treasury Department will generally not publish:

- information in draft form;
- information that is not held by the Treasury Department, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Treasury Department's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Online

Many of our documents are published electronically on the Treasury Department website at www.treasury.gov.ky and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you are still having trouble locating information listed using the Treasury Department website, please contact the FOI Information Manager Louella Thompson at 949-7900 or direct line at 244-2120 or email at louella.thompson@gov.ky or foi.treasury@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.treasury@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Louella Thompson at 949-7900 or direct line at 244-2120 or Email louella.thompson@gov.ky or foi.treasury@gov.ky to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Ms. Louella Thompson
Information Manager
The Treasury Department
Government Administration Building
133 Elgin Avenue
Box 125, Grand Cayman KY1-9000
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Louella thompson at 949-7900 or direct line at 244-2120 or email louella.thompson@gov.ky or foi.treasury@gov.ky.

The Treasury Department will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Treasury Department is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Treasury Department strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below..

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Treasury Department will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information of the FOI Regulations*

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Treasury Department has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Treasury Department that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law by contacting the FOI Manager, Louella Thompson at 949-7900 or direct line at 244-2120 or email louella.thompson@gov.ky or foi.treasury@gov.ky

Or visit <http://www.treasury.gov.ky> *Making a Request*.

6. Complaints

The Treasury Department aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Louella Thompson at 949-7900 or direct line at 244-2120 or email louella.thompson@gov.ky or foi.treasury@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from http://www.treasury.gov.ky/portal/page?_pageid=1751,3490966&_dad=portal&schma=PORTAL

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS
Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Treasury Department

Ministry

Ministry of Finance, Tourism, & Development (Public Finance)

Head of Department

Mrs. Debra Welcome, Accountant General; and
Mrs. Gloria Ann Myles, Deputy Accountant General
3rd Floor
Government Administration Building
133 Elgin Avenue,
Box 125, Grand Cayman KY1-9000
Cayman Islands.

Information Manager

Mrs. Louella Thompson
Information Manager
Treasury Department
3rd Floor
Government Administration Building
133 Elgin Avenue
Box 125, Grand Cayman KY1-9000
Cayman Islands
Direct Line: 1 (345) 244-2120
Office: 1 (345) 949-7900 Ext. 2120

Fax: 1 (345) 945-2469 or 1 (345) 946-5074
Email: Louella.thompson@gov.ky
FOI email: foi.tsy@gov.ky
Website: www.treasury.gov.ky
Freedom of Information website: www.foi.gov.ky

Organisation and functions

FUNCTION

The nature and scope of business of the Treasury Department is to prepare annual consolidated core government forecast and financial statements: cash management and forecasting; negotiation, evaluation and management of government borrowings; financial management services for Ministries/Portfolios and the Executive; promote the use of International Public Sector Accounting Standards (IPSAS) in the core government and the management of delegated Trusts Assets (Mutual Legal Assistance Treaty – MLAT; Defunct Companies; Dormant Accounts).

The Treasury Department is also responsible for the collection of environmental protection fees, cruise ship departure charges, debit transaction fees and Stamp Duty on Insurance other than Life.

UNITS/SECTIONS

Cash Management Unit (CMU)

The Cash Management Unit operates under Part V of the Financial Regulations (2010 Revision). It falls under the auspices of the Financial Secretary and forms part of the Treasury Department within the Ministry of Finance, Tourism & Development. It is responsible for core government's centralized banking system, financing activities, reserves and investments. Its delegation includes the development and application of policies, procedures and processes to facilitate cash management functions.

The unit's functions consist of managing government's suite of bank accounts, working capital and funding activities for ministries, portfolios, statutory authorities and government companies for outputs, capital projects, investments and reserves. It serves as a conduit to the Financial Secretary in negotiating and securing core government's borrowing and provides for the subsequent management and administration of loan instruments. The unit lends itself to planning, organizing and performing financial services on behalf of Ministries and Portfolios, as well as managing and overseeing the Treasury's interest rate regime.

Cash Management Unit is comprised of two senior managers, four professional and technical staff members and one clerical officer.

The full team is:-

Evelyn McTaggart – Acting Manager, Fund & Cash Flow
E-mail: evelyn.Mctaggart@gov.ky Ext. 244 2114

Susan Smith – Cash Management Officer
E-mail: susan.mith@gov.ky Ext. 244 2128

Charles McCoy – Systems Accountant
E-mail: charles.mccoy@gov.ky Ext. 244 2124

David Levy – Cash Management Officer
E-mail: david.levy@gov.ky Ext. 244 2127

Krista Seymour-Mohammed – Cash Management Officer
E-mail: krista.seymour-mohammed@gov.ky Ext. 244 2194

Merline Answer-Watkins – Clerical Officer
E-mail: merline.answer-watkins@gov.ky Ext. 244 2134

Entire Public Sector (EPS) UNIT

The EPS Unit is charged with the responsibility of the Government's financial reporting. To this end, the Unit produces consolidated Financial Statements. A principal support function relates to the maintenance and development of the central accounting system in order to ensure accurate and timely processing and reporting of financial transactions. They assist the Accountant General recommend suitable accounting policies in compliance with International Public Sector Accounting Standards (IPSAS), the Public Management and Finance Law (2010 Revision) and Financial Regulations (2010 Revision) and a general adherence to best practices. The Unit comprises nine (9) persons and is divided into two (2) distinct teams. The Bank Reconciliation Team and the Reporting Team. The Bank Reconciliation team is responsible for the Bank Reconciliation function of all Ministries and Portfolios and is supervised by Jane Ebanks, Senior EPS Reporting Accountant, while the Reporting team reports directly to the Deputy EPS Manager Randy Myles. The overall management of the unit is headed by Sheila Thomas, Manager, EPS Reporting.

The full team is:-

Sheila Thomas – Manager, EPS Reporting
E-mail: Sheila.thomas@gov.ky Ext. 244-2197

Randy Myles - Deputy Manager, EPS Reporting
E-mail: Randy.myles@gov.ky Ext. 244-2139

Lorna Jackson – Senior EPS Accountant
E-mail: Lorna.jackson@gov.ky Ext. 244-2100

Jane Ebanks - Senior EPS Accountant
E-mail: Jane.carias@gov.ky Ext. 244-2129

Carlene Watler-Scott - Senior EPS Accountant
E-mail: Carlene.watler-scott@gov.ky Ext. 244-2126

Delane Hurlston – Bank Reconciliation Officer
E-mail: delane.hurlston@gov.ky Ext. 244-2122

Jacqueline Miranda - Bank Reconciliation Officer
E-mail: jacqueline.miranda@gov.ky Ext. 244-2107

Dale Connor - Bank Reconciliation Officer
Email: Dale.connor@gov.ky Ext. 244-2123

Edith Prendergast - Bank Reconciliation Officer
E-mail: Edith.prendergast@gov.ky Ext. 244-2144

DEBT RECOVERY UNIT

This unit is charged with the responsibility to monitor, manage and collect government's arrears of revenue and bad debts. Functions also include taking legal action to recover overdue accounts on behalf of Ministries, Portfolios, Departments and other government related entities and to recover overdue executive revenue on behalf of Cabinet. Manage and administer all loans made by Government including loans granted to employees, private sector entities and other individuals.

The Unit's Manager is Ms. Nedra Ebanks and she is supported by five members of staff.

The full team is:

Nedra Ebanks – Manager, Debt Recovery Unit
E-mail: Nedra.Ebanks@gov.ky Ext. 244 2141

Shiann Nalty-Palmer – Credit & Debt Administrator
E-mail: Shiann.nalty@gov.ky Ext. 244 2135

Jairia Barton – Debt Recovery Officer
E-mail: Jairia.ramoon@gov.ky Ext. 244 2117

Noel Robinson – Debt Recovery Officer
E-mail: Noel.robinson@gov.ky Ext. 244 2116

Georgina Williams – Debt Recovery Officer
E-mail: Georgina.williams@gov.ky Ext. 244 2140

PAYMENTS & PAYROLL UNIT

The Payments and Payroll Unit provide financial management services to Ministries and Portfolios including processing of payroll related payments to all government employees and cheque processing for creditor payments as requested by Ministries and Portfolios. The Unit is supervised by the Payments and Payroll Manager who is assisted by four Payments and Payroll officers.

The full team is:

Ruthann Campeau – Payments & Payroll Manager
E-mail: Ruthann.campeau@gov.ky Ext. 244 2103

Eric Smith – Payments & Payroll Officer
E-mail: Eric.smith@gov.ky Ext. 244 2101

Camillee Beckford - Payments & Payroll Officer
E-mail: Camillee.beckford@gov.ky Ext. 244 2142

Temar Clarke - Payments & Payroll Officer
E-mail: Temar.clarke@gov.ky Ext. 244 2104

Jenny Miller - Payments & Payroll Officer
E-mail: Jenny.miller@gov.ky Ext. 244 2118

Location and hours	Matters handled
<p>Treasury Department 1st Floor Government Administration Building 133 Elgin Avenue Grand Cayman KY1-9000 Cayman Islands 9:00 am to 4:00 pm – Monday to Friday</p>	<p>Treasury Cashier - Receipt of Funds</p>
<p>Treasury Department (Main Office) 3rd Floor Government Administration Building 133 Elgin Avenue Box 125, Grand Cayman KY1-9000 Cayman Islands 8:30 am to 5:00 pm – Monday to Friday</p>	<p>Treasury Admin. Providing Administrative and technical support for the overall function of the Department Cash Management – responsible for core Government’s centralised banking system, financial activities, reserves and investment which includes processing requests for drafts, wires, funding, deposit slips, exchange rates, requests for Corporate Credit Cards etc. Debt Recovery Services – Responsibility to monitor, manage and collect government arrears of revenue and bad debts, to manage and administer all loans made by Government. EPS Unit – Bank Reconciliations & Financial Reporting Payments and Payroll - Processing of Governments payroll and Creditor Payments</p>

Boards and Committees

The Accounting Policies Committee

The Treasury Department has two representatives on this Committee.

Background

The Accounting Policies Committee (APC) is an internal working committee that falls under the remit of the EPS Unit. The APC was established in 2007 with the mandate of reviewing and recommending changes to the accounting policies and procedures of the Public Sector.

The mandate of the APC is embodied in Part 2 – General Accounting of the Accounting Policies for the Financial Statements of Government.

The accounting policies are based on generally accepted accounting practice as defined in the Public Management and Finance Law (2010 Revision) and the Financial Regulations (2010 Revision).

Purpose of the Committee:

To serve the interests of the Entire Public Sector by promoting the use of IPSAS, IAS & IFRS,
To ensure that the accounting policies are continuously updated to be consistent with IPSAS, IAS & IFRS,

To Facilitate Continuing Professional Education and other related training needs and, Establish relations with IFAC and other like bodies.

The Committee will meet the above objectives by:

- Promoting the acceptance and use of these standards,
- Issuing changes to the accounting policies to be consistent with accounting standards,
- Providing timely information to the EPS on any changes to the accounting policies,
- Providing guidance in the application of these standards to ensure consistency of treatment and,
- Formation of alliance with relevant accounting bodies.

The Committee comprises seven (7) members drawn from departments within Government. The committee members serve for a period of two (2) years.

FREQUENTLY ASKED QUESTIONS

- **What day is pay day?**
A schedule of monthly, bi-weekly pay days can be found in the Document Library.
- **Can cheques that are processed from another government department be collected from the Treasury?**
Cheques are returned to the requesting Ministry or Portfolio for distribution.
- **Is today the beginning of the new fiscal year?**
The fiscal year begins on July 1, of each year.
- **Can coins be purchased at the Treasury Department?**
No. These can be purchased from the Cayman Islands Monetary Authority.
- **Is this the department where court funds are processed and issued?**
No. Court funds are processed and issued at the Courts Office, Judicial Building George Town.
- **What amount of funds can a government employee borrow for a personal loan?**
The maximum amount of money that can be borrowed by an employee is CI\$5,000.00.
- **When is the next Cost of Living Adjustment (COLA) being paid?**
COLA payments are determined and published by the Portfolio of Internal & External Affairs.
- **How long does it take to process invoices to be paid by the Government?**
Government usually processes invoices 21 days net of invoice date but also has the option to pay earlier by quick cheque method.
- **How are payments for deceased persons who are employed by the Cayman Islands Government handled?**
If the deceased person is employed at the time of his/her death, payment would be handled in the usual way i.e. payable by way of direct deposit or by cheque in the person's name.
- **How can I obtain a copy of my pay slip?**
Pay slips for both monthly and bi-weekly employees are sent to Ministries/Portfolios and Departments for distribution to employees.

Requests for pay slips must be directed to the various payroll officers in the respective Ministries/Portfolios and Departments. Request to the Treasury will not be allowed unless the pay slips are lost or misplaced or there is a genuine need for a copy.

- **When is Government Pay Dates for the new year available and how can I obtain a copy?**

The Cayman Islands Government Pay Dates for the new year are usually available by the 30th of November and may be obtained on the Government's Intra Net, the Treasury Department's web site at: www.treasury.gov.ky or by contacting the Information Manager at: Louella.thompson@gov.ky or foi.treasury@gov.ky

STRATEGIC MANAGEMENT

The Ministry of Finance, Tourism & Development (Public Finance) administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

Governance & Legislation

In relation to performing the Treasury function, the primary legislation and regulation are:

- *Public Management & Finance Law (2010 Revision) (PMFL)*
- *Public Management & Finance Law Regulations (2010 Revision)*

Corporate Management

High-level documents that plan and evaluate the work of the authority are:-

- *2011/12 Annual Budget Statements*
- *Treasury's 2011 Continuity Plan*

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

General Nature of Activities

The general activities of the Treasury is to prepare consolidated core government forecast and financial statements, cash management and forecasting, loan negotiation, evaluation and management of government borrowings, financial management services for Ministries / Portfolios and the Executive. To promote the use of International Public Sector Accounting Standards (IPSAS) in the entire (EPS).

Financial Management*

- Annual Budget Statements
- Cayman Armoured Courier Services Contract
- Credit Card Policy Doc.

*Copies can be obtained upon request from the Information Manager

Administration*

- Press Releases
- Job vacancies; career opportunities
- Training
- Staff pay and grading structures – Organizational Chart
- Records Management file plan or classification scheme.

*Copies can be obtained upon request from the Information Manager.

POLICIES & PROCEDURES

In addition to the laws and regulations listed above the following policies and procedures are used at the Treasury Department.

- Complaints-handling procedure;
- HR policies and procedures
- Public Servant's Code of Conduct and Public Service Values (5.12.2007)
- Public Service Management Law (2010 Revision) Law governing the Cayman Islands Civil Service & Personnel Regulations, 2006 (incorporating amendments made in 2009 and 2010 Revisions).
- Draft Operating policies and procedures; standards of service (to be further updated)
- Credit Card Policy
- Information Management policy; Disposal schedule (records retention policy)
- Deputy Governor's Code of Practice on record Management
- Freedom of Information Law 2007
- National Archive and Public Records Law (2010 Revision)
- Freedom of Information Regulations 2008
- Electronic Transactions Law (2003 Revision)
- National Pensions Law (2010 Revision) and Regulations
- Travel (Departure Tax and Environmental Protection Fee) Law (2003 Revision)
- Stamp Duty Law (2010 Revision)
- Dormant Accounts Law (2011 Revision)
- Dormant Accounts (Forms) (Amendment) Regulations, 2010

- Other Local Laws and Regulations

DECISIONS & RECOMMENDATIONS*

- Minutes of Meetings
- Evaluation Procedures
- Assessment criteria

*Copies can be obtained upon request from the information Manager

LISTS & REGISTERS*

- FOI disclosure log: can be found at:
http://www.treasury.gov.ky/portal/page?_pageid=3490923&dad=portal&schema=PORTAL
- Asset Register*

*Copies can be obtained upon request from the Information Manager.

OUR SERVICES

The scope of the Treasury Department's activities is as follows:

- Financial advice and support
- Financial reporting
- Forecast and management of core Government's cash flows, loan tendering, evaluation and debt management
- Financial management services for Ministries / Portfolios and the Executive including Payroll processing, Creditor processing, Debt Recovery, Loans Made and Trust Asset management.
- Management of business processes of Government's financial information systems (IRIS)
- To promote the acceptance and use of IPSAS through the Accounting Policies Committee (APC)

Customers and Location of Activities

Executive and Ministry / Portfolios, general public, statutory authorities and Government owned companies (GOC's) within the Cayman Islands.

General Forms*

- Complaints Forms
- Create New Accounts receivable (Memo Line)
- Create New Account (IRIS)
- Create New Project (IRIS)
- Create New Category (IRIS)
- Create New Deposit or Cost Centre (IRIS)

- Create New Entity (IRIS)
- Application Form for Salary Advance PFE 2
- Application Form for personal Loans PFE 1
- Employee Bank Details Form
- Inter-Department Transfer Form
- Inter-Org Transfer of Funds Form
- Royal Bank of Canada – Request for Telegraphic Transfer
- Vendor Creation Request Form
- Stamp Duty Reporting Form for Insurance other than Life
- Corporate Credit Card Expense Form
- Dormant Accounts Claim Form

*Available on our website:

http://www.treasury.gov.ky/portal/page?_pageid=1751,3490862&dad=portal&schma=PORTAL
and

http://it.gov.ky/portal/page?_pageid=1185,1547969&_dad=portal&_schema=PORTAL&page_param_site=2296363&Find=Display+Documents

List of Publications*

- Government Pay Dates for 2012
- TRS Cut-Off Dates for 2012
- Government Medical Loans

*Available on our website:

http://www.treasury.gov.ky/portal/page?_pageid=1751,3490912&_dad=portal&_schema=PORTAL

Copies of the above forms and publications may be obtained in writing or calling our Information Manager at the below address between the hours of 8:30am and 5:00pm, Monday to Friday.

Mrs. Louella Thompson
 Information Manager
 Treasury Department
 3rd Floor
 Government Administration Building
 133 Elgin Avenue
 Box 125, Grand Cayman KY1-9000
 Cayman Islands
 Direct Line: 1 (345) 244-2120
 Office: 1 (345) 949-7900 Ext. 2120
 Fax: 1 (345) 945-2469 or 1 (345) 946-5074
 Email: Louella.thompson@gov.ky
 FOI email: foi.tsy@gov.ky

Classes of Information Held

A Class of Information is a way of collecting together similar types of information. The Department of Treasury has grouped its Classes of Information into broad categories, by functions which reflect the Treasury's major areas of responsibility. If you are intending to make a request, the following Classes of Information will help you explain more precisely which records you are seeking, or where the information may be found:

Function – Financial Asset Management

Administering Government cash flows, investments, reserves and trust assets. Managing Executive bank accounts and the movement of funds for core government. Forecasting and reporting on aggregate cash position for Core Government.

Disbursements
Government Savings
Planning
Policy
Reporting
Trust Management

Function – Government Accounting

Preparing financial forecasts and reports for the Entire Public Sector; offering advice to the Financial Secretary with regard to Treasury matters; providing financial management services for Ministries, Portfolios and the Executive and administering Government's financial information systems.

For Treasury's internal accounting processes, SEE Financial Management.

Advising
Bank Reconciliation
Debt Recovery
Financial Services (Payments & Payroll)
Forecasting
Guidance
Iris Management
Planning
Policy
Reviewing
Reporting
Training

Function – Public Debt Management

Administering and reporting on programmes to raise funds to finance government expenditure, in accordance with fiscal policy. Managing the repayment of public borrowings.

loan negotiation
loan management
policy
reporting

Function – Secretariat Support

Administering or providing administrative services and assistance to high-level Committees, Boards, Advisory Councils etc. – as listed in the E-Publication Scheme.

Includes: records of the body's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, and agenda.

Excludes: records of internal committees and general agency meetings. USE the relevant administrative or operational function.

Advising

Arrangements

Establishment

Proceedings

Reporting

Research & Development

http://www.treasury.gov.ky/portal/page?_pageid=1751,3490928&_dad=portal&_schema=PORTAL