

**ANNUAL REPORT OF THE ADMINISTRATOR-GENERAL'S DEPARTMENT  
FOR THE FINANCIAL YEAR 2017/2018**

**1.0 PURPOSE**

- 1.1 The Honourable House is asked to note the Annual Report of the Administrator-General's Department for the financial year 2017/2018.

**2.0 BACKGROUND**

- 2.1 The Administrator-General's Act in 1873 established the office of the Administrator-General's Department and its functions are encapsulated in the Mission statement which is to protect *"the interests of minors, beneficiaries and creditors of the estates that the law requires the Administrator-General to administer"*.

**3.0 HIGHLIGHTS OF PERFORMANCE /ACHIEVEMENTS**

- 3.1 For the financial year 2017-2018, the Administrator-General's Department (AGD) continued implementation of its mandate to protect *the interests of minors, beneficiaries and creditors of the estates*. The AGD advised and assisted the relatives, beneficiaries or representatives of deceased persons, primarily in the case of intestacy, and administered those estates for which there are beneficiaries who are still considered to be minors under the law.
- 3.2 The Department met or exceeded all of the nineteen (19) Key Performance Indicators (KPIs) which were set for the 2017/18 financial year. A total of three hundred and eighty six (386) new estate cases were received, fifty per cent (50%) of which were referred for Instruments of Administration or Letters of Administration during the year.
- 3.3 The internal issuing of Instruments of Administration by the Administrator General resulted in two hundred and fifty six (256) Instruments being granted within 3 months of application being made.
- 3.4 A robust public education campaign was undertaken during the review year, in an effort to build greater public awareness of the services offered by the AGD. To this end, the Department participated in sixty-four (64) public education sessions in nine parishes and directly reached approximately 6,478 persons representing a thirty percent (30%) increase over the previous year.

3.5 User Acceptance Testing (UAT) began on the Trust and Estate Management System (TEMS). In 2016, a contract was signed between the AGD and Argusoft America Incorporated to develop an electronic system to replace the manual accessing of clients records. On completion, TEMS will automate the processes associated with; records management, estate management, property management, the estate accounting process as well as improve the overall efficiency of the AGD.

#### **4.0 SCHEDULE OF EMOLUMENTS**

4.1 A declaration of the total compensation packages for Senior Officers and the Advisory Board Members of the Administrator-General's Department during the period are outlined in Appendix III of the Annual Report.

4.2 The Administrator General's Department operated at a net surplus of \$10,200,297 for the reporting period.

#### **5.0 AUDITOR'S REPORT**

5.1 The Auditor General's Department in accordance with International Standards of Supreme Institutions (ISSAIs) audited the Administrator General's Department (AGD's) financial statement 2017/2018. The Auditor's Report includes the AGD's Statement of Financial Position, Statement of Income and Expenditure, Statement of Changes in Equity, Statement of Cash Flows and Notes to the Financial Statements corresponding to the financial year ended March 31, 2018.

5.2 The Auditor's Report stated that the financial statements give a true and fair view of the financial position of the Administrator-General's Department as at March 31, 2018, and of its financial performance and cash flows for the year then ended in accordance with International Public Sector Accounting Standards (IPSAS).

The Honourable House is asked to note the foregoing.



**Delroy Chuck, QC, MP**  
**Minister of Justice**  
**June 22, 2020**