

**ANNUAL REPORT OF THE ADMINISTRATOR-GENERAL'S DEPARTMENT  
FOR THE FINANCIAL YEAR 2018/2019**

**1. Purpose**

The Honourable House is asked to note that Cabinet has approved the tabling of the Annual Report with Audited Financial Statements for the Administrator-General's Department for the financial year 2018/2019.

**2. Background**

**2.1** The passage of the Administrator-General's Act in 1873 established the office of the Administrator-General's Department (AGD) and the functions of the Administrator General (AG). On April 1, 1999 as part of the Public Sector Modernization Programme (PSMP), the AGD adopted the Executive Agency model which provided the framework for the implementation of structural, legislative, managerial and technical support required for the effective functioning of the organization.

**2.2** The functions of the AGD 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. Highlights of Performance and Achievements**

**3.1 Operational Review**

3.1.1. In 2019, the AGD celebrated 20 years as an Executive Agency during which time the Department closed over 12,000 estates following distribution of the entitlements to beneficiaries. The total number of closures indicates an average of 600 cases per year while receiving an average of 350 new matters per year over the 20 year period.

3.1.2. The AGD successfully implemented a comprehensive Trust and Estate Management System (TEMS) on July 2, 2018. Since implementation, the Agency has fully commissioned the Registry and Document Management Module, Case Management, Property Management, Legal Services, Trust Accounting and Investment Management modules resulting in approximately 80% of records being uploaded to the system. The remaining records (which are manual records) are being reconciled prior to migration. This process is expected to be completed within two years.

### **3.2 Key Performance Indicators (KPIs)**

#### **3.2.1 Investigate and refer cases for Application of Instruments of Administration and Letters of Administration (200)**

During the year under review, The Department established a target of 300 cases for this KPI based on the number of new cases received per year and also from cases that were already reported. However, due to difficulties experienced in receiving the required information which were beyond the control of the Department, the Ministry of Justice gave approval to reduce the target from 300 to 200. Consequently, the Agency completed a total of 235 investigations into cases for the financial year and referred them to facilitate an application for Instruments of Administration or Letters of Administration. This achievement represents 17.5% above the revised target of 200.

#### **3.2.2 Issue 90% of Instruments of Administration and Instruments of Distribution within 3 months from date of referral**

For this period, the Department was required to issue Instruments of Administration (IAs) and Instruments of Distribution (IDs) in at least 90% of the applications within 3 months of investigations being completed. Instruments of Administration and Instruments of Distribution were issued within 3 months for 95.6% of the 290 cases referred (274 IA & 16 ID). This achievement represents 5.6% above the target of 90%.

#### **3.2.3 Number of estate accounts completed (2500)**

The Agency maintains up-to-date accounting records for each estate in administration to ascertain their financial position. Statements of account were prepared for a total of 2610 estates during the year, against a projection of 2500. This was 4.4% above the projection.

### **3.3 Internal Challenge(s) Experienced During the Year**

A significant amount of time was utilized to migrate data as well as to provide training for staff. This resulted in a reduction in the time available for general administration activities and did affect the number of estates that were closed.

### **3.4 External Challenge(s) Experienced During the Year**

External factors which affected the efficiency of the Agency included: the multi-generational nature of some estates, difficulties locating beneficiaries, obtaining proof of relationship of beneficiaries to the deceased and lack of funds within estates to settle liabilities.

**4. Analysis of Income and Expenditure**

For the year under review, the AGD carried out its function with an operating budget of \$543.818M. Of this amount, \$473.085M was expended. This resulted in a net variance of \$70.733M or 12.97% below the projected expenditure.

**5. Schedule of Emoluments**

The salaries and emoluments of the Advisory Board Members and Senior Officers of the Administrator-General's Department during the period are outlined in Appendices IV and V of the Annual Report.

**6. Auditor's Report**

The Auditors, the Auditor General's Department, concluded that the Financial Statements give a true and fair view of the financial position of the Agency as at March 31, 2019, and of its financial performance, and its 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**  
January 29, 2021

