

## Houses of Parliament (HOP)

# Special Audit Report

# ROLES & FUNCTIONS OF THE HOUSES OF PARLIAMENT (HOP)

- The Houses of Parliament (HoP) provides administrative support to:

The directly elected House of Representatives

The appointed Senate

The Office of the Leader of the Opposition

- Key objectives of HoP include:

Supporting the timely creation, review, and amendment of Jamaican legislation.

Providing commissions of Parliament with the administrative resources needed to execute their mandate.

# AUDIT RATIONALE & OBJECTIVE

- This Special Audit was undertaken in response to stakeholder allegations of mismanagement at the Houses of Parliament.
- The audit assessed whether procurement and contract management for selected renovation works and equipment purchases complied with Government of Jamaica (GoJ) guidelines and best practices to ensure value for money.
- We also evaluated whether the management of fleet vehicles and the use of the official credit card complied with:
  - i) The FAA Act and its Instructions
  - ii) Ministry of Finance and the Public Service (MoFPS) circulars
  - iii) Established best practices.

# ALLEGATIONS

The Auditor General's Department conducted a Special Audit of key operational areas in response to the following allegations:

- i) A fleet vehicle was used for private purposes by the Facilities and Operations Manager,
- ii) The government-funded credit card was utilised for personal and private use,
- iii) Procurement breaches occurred in relation to the renovation of the Members' Lounge and the purchase of air conditioning equipment.

## KEY FINDINGS 1

- A GoJ fleet vehicle was used for unofficial purposes by the Facilities and Operations Manager (FOM).
- This violates Section 5.4.2 of the Revised Comprehensive Motor Vehicle Policy for the Public Sector (RCMVP), which prohibits unofficial use of government vehicles.

In September 2025, HoP reported that:

*The FOM stopped driving government vehicles as of June 13, 2025, following legal guidance and instructions from the Clerk.*

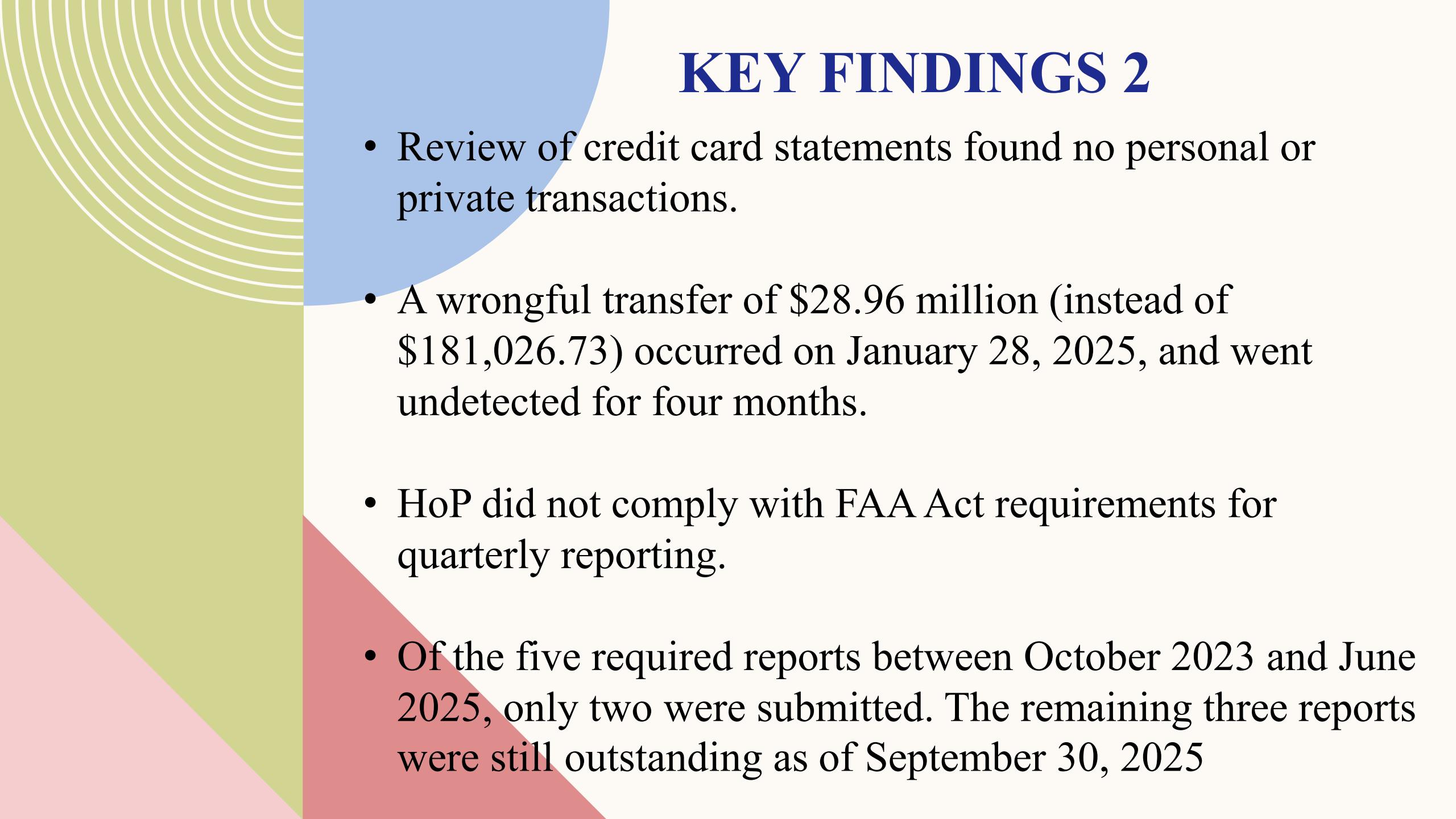
# KEY FINDINGS 1 – CONT'D

- **Other deficiencies in Fleet Management identified:**
  - i) Drivers using government vehicles lacked proper certification as required by policy.
  - ii) Required quarterly operational efficiency reports were not prepared.
  - iii) Vehicle records were inadequately maintained.
  - iv) Several fleet vehicles remained unused for years without timely disposal.

# KEY FINDINGS 1 – CONT'D

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- A motor vehicle accident was reported to the Financial Secretary and the Auditor General 15 months after the accident.
- Though the FOM managed HoP's fleet, the individual was not formally appointed as the Transport Manager.
- Logbooks were not properly maintained or presented for audit review.



## KEY FINDINGS 2

- Review of credit card statements found no personal or private transactions.
- A wrongful transfer of \$28.96 million (instead of \$181,026.73) occurred on January 28, 2025, and went undetected for four months.
- HoP did not comply with FAA Act requirements for quarterly reporting.
- Of the five required reports between October 2023 and June 2025, only two were submitted. The remaining three reports were still outstanding as of September 30, 2025

## KEY FINDINGS 3

HoP undertook two unplanned major procurements which were not budgeted for:

- i) Renovation of members' lounge – \$24.407 million (Oct 2024)
- ii) Purchase of 16 air-conditioning units – \$3.2 million (Mar 2025)

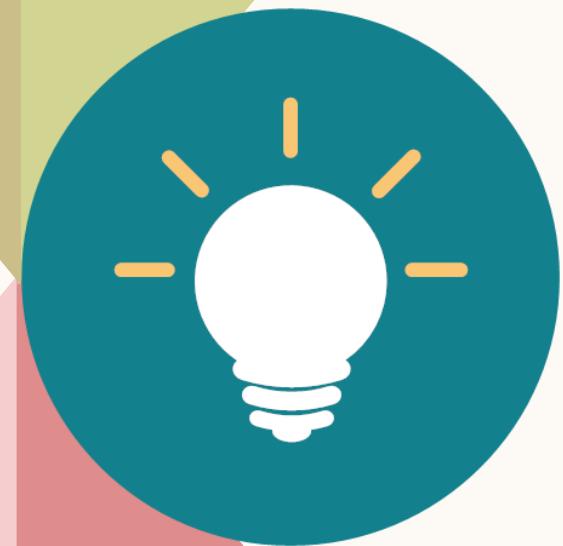
The audit team was unable to verify whether expenditures were incurred within the limits of the approved budget given that HoP has five Appropriations Accounts which remain outstanding for the period 2018-19 to 2023-24 in breach of the Financial Administration and Audit (FAA) Act.

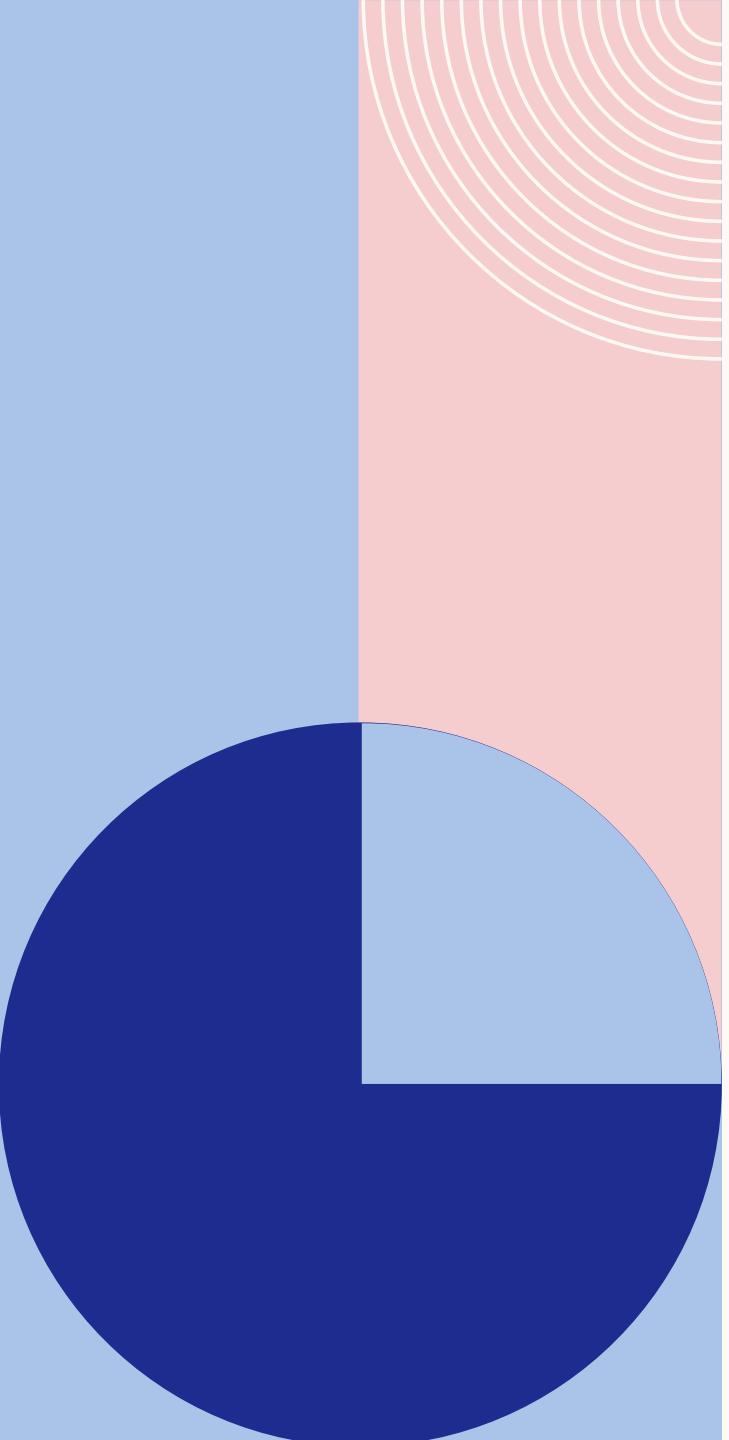
## KEY FINDINGS 3 CONT'D

Renovation works began on September 1, 2024, and were substantially completed by October 4, 2024. However, the contract agreement was not signed until after the works were completed, contrary to standard procurement requirements.

# CONCLUSION

The findings point to governance and compliance issues that require urgent corrective action to strengthen internal controls, ensure adherence to statutory and policy requirements, and safeguard public resources. The expenditures relating to the FOM's unauthorized personal use of the fleet vehicle are considered improper payments which ultimately resulted in a loss to the government. Based on the foregoing, the AuGD is reviewing the matter for possible surcharge action. The HoP has since taken steps to adjust some of the concerns we raised.





# WHAT SHOULD BE DONE

The HoP must ensure that all capital expenditures are included in the approved annual budget and procurement plan and implement a formal review process to align procurement activities with strategic objectives. The appropriate bidding procedures must be strictly followed, and contracts should only be awarded to compliant bidders with valid documentation. All contract modifications and variations should receive prior approval from the Accounting Officer. Additionally, formal contracts or purchase orders must be in place before engaging suppliers, to safeguard public funds and ensure accountability.



***'A BETTER COUNTRY THROUGH EFFECTIVE AUDIT SCRUTINY'***