

AUDITORS OVERSIGHT AUTHORITY

PUBLICATION SCHEME

Effective: 13 February 2025

To be reviewed: 31 March 2026

Auditors Oversight Authority

PUBLICATION SCHEME (REVISED 13 FEBRUARY 2025)

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1. About the publication scheme

Every public authority covered by the Freedom of Information Act (“FOI Act”) 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 different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Auditors Oversight Authority (“the Authority” or “AOA”) to making information available to the public as part of its normal business activities.

The AOA will:

- specify the information held by the AOA, which falls within the 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 AOA will generally not publish:

- information in draft form;
- information that is not held by the AOA, 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; and
- information which is exempt under the FOI Act, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, whenever 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 when information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld when the FOI Act expressly permits it.

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

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even when 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*.

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

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.

Online

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

If there is no link, or the link is broken, you can use our website's "Search" facility. If you are still having trouble locating information listed under our scheme, please contact the AOA Information Manager Kimberly Lutz at (345) 244-8651 or by email at foi.aoa.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.aoa.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 the AOA Information Manager Kimberly Lutz at (345) 946-4052

Post

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

The Information Manager
Auditors Oversight Authority
PO Box 133
133 Elgin Avenue
Grand Cayman
CAYMAN ISLANDS KY1-9000

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 the AOA Information Manager Kimberly Lutz at (345) 946-4052 or by email at foi.aoa.ky.

The AOA will adhere to its obligations under section 10 of the FOI Act, 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. When the AOA is legally required to translate any information, it will do so.

Office hours are from 8:30 am – 5:00 pm, Monday - Friday. However, it is unlikely that a request to view a document will be fulfilled during a "walk-in" visit; to set up an appointment please contact the AOA Information Manager Kimberly Lutz at (345) 946-4052 or by email at foi.aoa.ky. The AOA will make a room available for information to be inspected when necessary.

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 AOA strives to ensure 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 in digital form. 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 (DVD, CD-ROM etc.) will be charged at a rate of \$2 per disc. Other digital media will be charged at the price paid for the item by the AOA.

Postage costs

The AOA 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*.

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

5. Requests for information outside the publication scheme

Information held by the AOA that is not published under this scheme can be requested in writing, by email, or fax. Your request will be considered in accordance with the provisions of the FOI Act.

6. Complaints

The AOA 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 please contact the AOA Information Manager Kimberly Lutz at (345) 946-4052 or by email at foi.aoa.ky and we will try to resolve your complaint as quickly as possible.

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

Ombudsman Cayman Islands
5th Floor, Anderson Square
64 Shedden Road
George Town, Grand Cayman
PO Box 2252
Grand Cayman KY1-1107
CAYMAN ISLANDS
Email: info@ombudsman.ky
Call: +1 345 946 6283

7. Categories of information

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

ABOUT US

Name of Public Authority

Auditors Oversight Authority

Address

Auditors Oversight Authority
2nd Floor Bay Town House
68 West Bay Road, George Town
PO Box 133
Grand Cayman
CAYMAN ISLANDS KY1-9000

Website Address www.aoa.ky

Senior Management/Principal Officer

Paul Anderton FCA
Acting Managing Director
Phone Number: +1 (345) 946-4052
Email: Paul.Anderton@aoa.ky

Information Manager

Kimberly Lutz
Phone Number: (345) 946-4052
Email Address: foi.aoa.ky

Organisation and functions

The Auditors Oversight Authority subjects recognized auditors to the Authority's systems of oversight, quality assurance, investigation and penalties.

We regulate and supervise auditors who audit market traded companies or designated companies or who have voluntarily registered as recognized auditors.

The Authority's powers and responsibilities are set forth in the Auditors Oversight Act.

Boards and committees

Details of the AOA Board can be found on the website. No Boards or committees of the Board have been established by the Auditors Oversight Authority.

Frequently asked questions

1. Who audits the Authority?
Currently, the Office of the Auditor General audits the financial statements of the Authority. This audit is carried out on an annual basis under the requirements of the *Public Management and Finance Act (as revised)* section 44. The Office of the Auditor General's audit opinion is included in the Annual Report of the Authority.
2. Who is responsible for the preparation of financial statements for government and public sector entities?
The Authority is responsible for the preparation of their financial statements. The Authority is required to present to the Office of the Auditor General financial statements that present fairly its operations and activities for audit.
3. Under what legislation does the Authority carry out its work?
The work of the Authority is undertaken pursuant to the Auditors Oversight Act.
4. What is the role of the Authority?
The Authority regulates and supervises auditors who audit accounts of market traded companies, designated companies and auditors who voluntarily subject themselves to the Authority's oversight.
5. How is the independence of the Authority preserved?
The Authority is wholly owned by the Cayman Island Government and the Board of the Authority, including the Managing Director, are appointed by Cabinet. Independence from the auditing profession is guaranteed by the provisions of the Auditors Oversight Act and the AOA's operational policies.
6. Is the AOA part of Government?
The AOA is an Authority created by the statute and is wholly owned by the Cayman Islands Government.

STRATEGIC MANAGEMENT

The key strategic goals and objectives for the AOA for the 2025 financial year are as follows:

- Complete the "Future of the AOA" project, which is a critical re-assessment of the AOA's role and scope of activities in the light of the needs of the Cayman Island's regulatory regime and international developments in audit regulation.
- Implement the practical implications of the completion of the "Future of the AOA" project including adjusting, as necessary, the staffing, organizational capability, legal framework and AOA Rules.
- Conduct inspections of audit firms in accordance with the periodic inspection plan.

- Continue to wholly implement all AOA board policies, including those specifically designed to ensure independence and compliance with legal and ethical standards.
- Continue to maintain:
 - relationships with key Cayman Islands based stakeholders;
 - membership of the International Forum of Independent Audit Regulators;
 - appropriate dialogue with other equivalent overseas regulatory authorities.
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Governance

The Auditors Oversight Authority was established as a body corporate by the Auditors Oversight Act. The Authority is governed by a Board of Directors who shall be responsible for the policy and general administration of the Authority. The Board is comprised of six persons being the Managing Director, an ex-officio director, the Auditor General or his/her designate, the Financial Secretary or his/her designate, and not more than three other directors, including the Chairman and Deputy Chairman, retired from the practice of public accounting, one of whom is a person not resident in the Cayman Islands whilst a member of the Board.

Other significant Acts & Regulations that govern how the Authority operates are:

- Auditors Oversight Act (2020 Revision) and related Regulations
- Rules of the Auditors Oversight Authority made pursuant to section 29 of the Auditors Oversight Act
- Public Management and Finance Act (2020 Revision)
- Public Authorities Act (2020 Revision)

Records Management

- Freedom of Information Act, 2020
- Freedom of Information (General) Regulations, 2021

Corporate Management

- Annual Plan & Estimates (available on the Government's website)
- Annual Budget Statements (available on the Government's website)
- Annual Reports (available on the AOA website)

FINANCE & ADMINISTRATION

Financial management

- Annual Budget Statement
- Periodic Purchase and Ownership Agreements with the Cayman Islands Government
- Annual Report, including audited financial statements and related reports
- ISA 260 Reports issued by the Office of the Auditor General
- Finance and Accounting Records
- Contracts and agreements

Administration

- Annual Report on Activities made pursuant to the Auditors Oversight Act
- Press releases (on AOA website)
- Employees data
- Meeting agendas/minutes
- Human Resources Policies
- Travel Policies
- Ethics policies and related notices of interests and certificate of compliance of compliance

POLICIES & PROCEDURES

The current written policies used by the Authority for carrying out functions, activities and delivering services are as follow:

- Board appointee “cooling off” policy
- AOA Code of Ethics (available on AOA website)
- Register of Interests
- Annual Compliance review of discharge of the Duties and Responsibilities of the AOA Board
- Official Travel Policy and Official Travel Claim Form
- Records Management/ Information Backup Policy

DECISIONS & RECOMMENDATIONS

- The Board meeting minutes reflect all significant decisions made by the Board.

PROACTIVE DISCLOSURES

The following will be specifically disclosed on the AOA website in addition to information which the AOA is required to disclose by law:

- AOA Code of Ethics
- ISA 260 Reports issued by the Office of the Auditor General
- The existence of significant contracts entering to by the AOA
- Details of any Memoranda of Understanding (“MOU”) entered into by the AOA
- The existence of formal cooperation arrangements with other regulatory bodies not covered by a MOU.