



THE CARIBBEAN ORGANISATION OF SUPREME AUDIT INSTITUTIONS (CAROSAI)

CHARTER

**INCORPORATED BY ACT NO. 15 OF 1993
OF THE REPUBLIC OF TRINIDAD AND TOBAGO
WHICH WAS ASSENTED TO
ON JUNE 20, 1993**

CHARTER OF THE CARIBBEAN ORGANISATION OF SUPREME AUDIT INSTITUTIONS (CAROSAI)

PREAMBLE

WHEREAS it is recognised that there is need for a regional organisation of Supreme Audit Institutions which would promote understanding and co-operation among Supreme Audit Institutions in the region;

WHEREAS there is growing awareness of the need to fortify and strengthen the respective Supreme Audit Institutions within the Caribbean region through training and continuing education; the exchange of audit techniques and audit programmes, standards and criteria for Public Sector Accounting;

WHEREAS it is recognised that the role of the public sector auditor is to enhance public accountability, and

WHEREAS the above aspirations can be effectively realised by the establishment of a regional organisation of Supreme Audit Institutions;

NOW THEREFORE, be it accepted that there shall be established a regional organisation of Supreme Audit Institutions, hereinafter called the Caribbean Organisation of Supreme Audit Institutions (CAROSAI).

ARTICLE I

Definitions

The following words and terms, wherever they are used in this Charter, shall denote the meanings given and explained against them hereunder:

- CAROSAI Caribbean Organisation of Supreme Audit Institutions
- Charter The Charter of the Caribbean Organisation of Supreme Audit Institutions
- Executive Council The Executive Council of CAROSAI
- Institutions The Supreme Audit Institutions of the Caribbean
- INTOSAI International Organisation of Supreme Audit Institutions
- Members Charter Members, Ordinary Members and Associate Members of CAROSAI
- Member Institutions Supreme Audit Institutions of CAROSAI
- Organisation The Caribbean Organisation of Supreme Audit Institutions
- Plenary The Plenary of CAROSAI
- Secretariat The Secretariat of CAROSAI
- Supreme Audit Institution Any public body of a State which, however it may be designated, constituted or organised, exercises the highest public sector auditing function of that State.

Note: References in the masculine apply equally to the feminine.

ARTICLE 2 - OBJECTIVES

The objectives of the CAROSAI shall include the following: -

1. To promote understanding and co-operation among member institutions through the exchange of audit ideas and experiences, audit techniques, audit programmes, audit manuals, formats and standards for public sector accounts and training in public sector accounts and audit.
2. To promote the importance of the internal audit function within the public sector.
3. To ~~provide~~ opportunities for training and continuing education for public sector internal and external auditors with a view to improving the quality of their performance.
4. To encourage dialogue with regional training institutions with a view to obtaining assistance with research personnel.
5. To serve as an information centre and as a regional link with INTOSAI and other international and regional organisations and institutions in other parts of the world in the field of public sector auditing.
6. To ~~promote~~ closer collaboration and brotherhood among auditors in the public sector of the respective states of the member institutions.
7. To raise the level of audit consciousness in the Caribbean area in order to support the role of the Institutions in performing their duties.
8. To promote the unification of principles, procedures, standards and financial terminology in matters of auditing.
9. To promote harmonization of standards and policies among member institutions in matters of common interest.
10. To promote the application of Comprehensive Auditing.
11. To promote the exchange of audit personnel within and/or without the Caribbean Region.
12. To do anything that is necessary or incidental to the carrying out of the objectives specified in paragraphs 1-11 above.

ARTICLE 3 - FUNCTIONS

The functions of the CAROSAI shall include the following: -

1. To organise congresses, seminars and workshops for the exchange of ideas and experiences in the field of public sector auditing.
2. To establish committees to study specific subjects and submit proposals and recommendations regarding them.
3. To assist member countries who wish to enhance the professional capacity of their existing audit institutions.
4. To encourage and to promote research and publication of articles in relation to auditing.
5. To provide a co-ordinated, regional base to enhance the approach to sources of funds for support of the regional audit institutions and of their programmes.
6. To act in collaboration with other organisations with similar aims and objectives to facilitate the achievement of the objectives.
7. To do anything that is necessary or incidental to carrying out the functions specified in paragraphs 1 - 6 above

ARTICLE 4 - MEMBERSHIP

1. Membership shall be open to all Supreme Audit Institutions in the Caribbean Region.
2. Membership shall consist of Charter Members, Ordinary Members and Associate Members.
3. Charter Members shall be the Supreme Audit Institutions of independent countries which have signed this Charter within three (3) months of its coming into effect.
4. Ordinary Members shall be the Supreme Audit Institutions of Independent Caribbean Countries which affiliate with CAROSAI after the adoption of the Charter approved by the Plenary.
5. Associate Members shall be the Supreme Audit Institutions of Dependent Territories of the Caribbean region which affiliate with CAROSAI.

6. A member institution may withdraw from the Organisation by notice to the Executive Council through the Secretary General; such notice to take effect at the end of six months from the date of notification of withdrawal served to the Executive Council.

ARTICLE 5 - ORGANISATION

The organisational structure shall be: -

- (a) The Plenary
- (b) The Executive Council
- (c) The Secretariat

ARTICLE 6 - THE PLENARY

1. Composition

The Plenary shall consist of all member institutions represented by the Heads of the Supreme Audit Institutions or by representatives duly authorised by them.

2. Powers and Duties

The Plenary is the supreme authority of the Organisation and shall have the following powers and duties: -

- (a) To formulate such policies as may be deemed necessary to attain the objectives of the Organisation;
- (b) To amend the Charter of the Organisation in accordance with the procedures stipulated at Article 11;
- (c) To elect from among themselves members of the Executive Council as required under Article 7.1;
- (d) To entrust the Executive Council with the tasks it deems necessary;
- (e) To consider matters referred to it by the Executive Council and to take decisions and make recommendations as deemed necessary;

- (f) To study and approve the working programme for the following session as proposed by the Executive Council and to consider follow-up reports submitted by the Executive Council;
- (g) To determine the annual financial contribution of the member institutions;
- (h) To approve the triennial financial programme of the Organisation provided that it shall be distributed into annual budgets;
- (i) To determine the place and date of the next Plenary session, such session to be held at least once every three years;
- (j) To make rules and regulations for the conduct of the Organisation's affairs.

3. Voting

A simple majority of the membership of CAROSAI shall constitute a quorum. Each member institution shall have the right to one vote. Decisions of the Plenary shall be made by a simple majority of the members present and voting. In the event of an equality of votes, the Chairman shall have the casting vote.

4. Chairman

The Chairman of the Plenary shall be the Head of the Supreme Audit Institution of the country in which the Plenary is being held and shall preside over all its meetings and hold office until his successor is duly elected.

ARTICLE 7 - THE EXECUTIVE COUNCIL

1. Composition

The Executive Council shall be the executive arm of the Organisation and shall consist of five (5) members to be determined as follows: -

- (a) The Chairman of the Executive Council who shall be the chief executive, shall be the representative of the Supreme Audit Institution where the last regular Plenary was held; provided however, that during its first year's existence he shall be elected from among the members present at its first meeting;
- (b) The Head of the Supreme Audit Institution of the country where the next regular meeting of the Plenary will be held;
- (c) The Secretary General selected in accordance with Article 8;
- (d) Two other members who shall be elected by the Plenary;
- (e) Provided that where one Head satisfies two or more conditions the number may be made up by election by the Plenary.

2. Functions

The Executive Council shall have the following functions:-

- (a) To execute and ~~implement~~ the policies of the Organisation in accordance with the rules and regulations approved by the Plenary;
- (b) To appoint committees for specific purposes and projects, and lay down the rules of procedure for each such committee;
- (c) To approve the annual financial plan and the budget of the Organisation and its execution; to approve the triennial budget for submission to the Plenary;
- (d) To consider reports on the audited accounts of the Organisation;

- (e) To review and ratify if necessary the acts and decisions made by the Chairman during the recess of the Executive Council;
- (f) To render a report of its activities at every meeting of the Plenary;
- (g) To prepare a five (5) year action and research plan to be submitted to the Plenary.

3. Meetings

- (a) The Executive Council shall meet not more than once a year the time and place agreed upon by a majority of the Council, provided also that discussions may take place by telephone and decisions by ratified by the "Round Robin" method.
- (b) Extraordinary meetings of the Council shall be held on a request made to the Chairman by the Secretary General or by at least two members of the Council, at a time and place determined by the Chairman or through "Round Robin" discussions as the Chairman sees fit.
- (c) Three members present shall form a quorum.
- (d) Decision on all matters requires agreement of at least three members.
- (e) The Chairman of the Executive Council shall hold office until such time as the new Chairman assumes office.

4. Rules of Procedure

The procedure of the Executive Council will be governed by Rules of Procedure laid down by the Plenary.

5. Functions of the Chairman

The Chairman shall have the following functions: -

- (a) To execute the decisions of the Executive Council and the Plenary;
- (b) To direct and co-ordinate the activities of the Organisation during the recess of the Executive Council and to make a report to the Council;
- (c) To organise representation for the Organisation in its dealings with national and international organisations, subject to approval by Council;
- (d) To ensure that the provisions of the Charter are complied with and that the integrity and permanence of the Organisation are maintained in accordance with its principles and purposes;
- (e) To co-ordinate with international, regional or national organisations which carry out audit activities or are interested in public sector audit;
- (f) To submit a report to the Plenary of the general operations of the Organisation at every meeting of the Plenary;
- (g) To perform any other functions consistent with his position and the CAROSAI Charter.

ARTICLE 8 - SECRETARIAT

1. The Secretariat shall be housed within the offices of the Supreme Audit Institution of a member country and shall be headed by a Secretary General who shall be the Head of the Supreme Audit Institution whose staff would perform the necessary duties.
2. The Secretariat is at present located in the Republic of Trinidad and Tobago.

3. The Secretariat shall perform administrative and financial functions that shall include: -
- (a) The keeping of all accounts, records and files;
 - (b) The dissemination of necessary information to members and Council by providing continuing contact among Supreme Audit Institutions of member countries;
 - (c) The preparation and submission of the financial statements of accounts for audit not later than three months after the close of each financial year; and
 - (d) The performance of other related duties that may be assigned to It.

4. Functions of the Secretary General

The Secretary General shall have the following functions:-

- (a) To assist the Executive Council in the fulfilment of its tasks;
- (b) To prepare the plans and programmes of activities for submission to the Chairman;
- (c) To prepare the annual and triennial financial plans and budgets for submission to the Executive Council in accordance with Article 9.2;
- (d) To plan, organise, direct, co-ordinate and control the activities of the CAROSAI according to the policy laid down by the Executive Council or the Chairman;
- (e) To organise seminars and other activities in conformity with the objectives and policies of the Organisation;
- (f) To keep the Chairman informed on important matters which should be brought to his attention;
- (g) To obtain all reports and other documents from member institutions; to study them and propose to the Chairman, measures to be taken in accordance with recommendations made;
- (h) To disseminate necessary information by providing continuing contact among member Supreme Audit Institutions;

- (i) To sign jointly with the Chairman, certifications awarded by the CAROSAI;
- (j) To serve as Secretary of the Executive Council and to maintain the official minutes of its meetings;
- (k) To execute the Budget and be responsible for all accounts, records and files of the CAROSAI;
- (l) To prepare and submit for audit the financial statements not later than three (3) months after the close of each financial year except that the first financial statements shall be submitted not later than 31st March, 1990;
- (m) To perform any other functions assigned to him by the Executive Council;
- (n) To maintain a library, or alternatively, a library listing of books and periodicals etc., for use by members

ARTICLE 9 - FINANCE

1. The financial year for the CAROSAI shall be the calendar year ending 31st December each year except that the first financial statements shall be prepared for the period ending 31st December, 1989.
2. The triennial budget of the CAROSAI shall be prepared by the Secretary General and shall be submitted by him to the Plenary after it has been approved by the Executive Council.
3. Each member shall pay to the CAROSAI such contribution in the equivalent United States dollars as may be decided by the Plenary. The annual financial contribution shall be remitted to the Secretariat by the member institutions at the start of each financial year.

4. Funding

The funds of the Organisation shall comprise the following:-

- (a) Annual financial contributions as shall be agreed by the Plenary;
- (b) Voluntary contributions, in addition to those approved and called for by the plenary, by any member institution; such contributions may be designed for specific activities of the Organisation or be un-restricted as to use;
- (c) Assistance, grants, donations or contributions from international organisations with goals linked to those of the Organisation;
- (d) Assistance, grants, donations or contributions from regional entities both governmental and private sector and from any other source approved by the Executive Council;
- (e) Income from publications of the Organisation.

5. Expenses

The funds of the Organisation shall be used to meet: -

- (a) Secretariat expenses e.g. office supplies and communication bills;
- (b) Cost of publications;
- (c) Incidental expenses; and
- (d) Any other expenses as approved by the Executive Council.

- 6. Administrative costs incurred in any regular or special session of the Plenary or meeting of the Executive Council shall be the responsibility of the member Supreme Audit Institution hosting the meeting.
- 7. Prior to the beginning of each financial year, the Secretary General shall submit to the Executive Council for approval, a budget covering the cost of activities envisaged for the year.

8. The Secretary General shall exercise full financial powers within the budget approved by the Council. Travel and all other expenses of the Chairman and members of the Executive Council and of the Secretary General will be met by their respective Supreme Audit Institutions.
9. Audit
 - (a) The accounts of the Organisation shall be audited triennially by an auditor selected by the Plenary.
 - (b) The auditor shall be selected from a Supreme Audit Institution which is not a member of the Executive Council.

ARTICLE 10 - OBSERVERS

1. Observers may attend and participate in the discussions at Plenary Meetings with the permission of the Chairman.
2. An observer may not vote on any matter before the Plenary for decision

ARTICLE 11 - AMENDMENTS

This Charter may be amended at any regular meeting of the Plenary by a vote of two-thirds (2/3) of the total membership of the CAROSAI or at a special meeting called for such purpose provided that notice of such meeting containing the proposed amendments shall be served to the members at least three (3) months before the said meeting. Voting may be by proxy as defined in the Rules of Procedure.

ARTICLE 12 - COMMENCEMENT DATE OF CHARTER

This Charter shall come into force on the 7th day of August, 1988.

ARTICLE 13 - MISCELLANEOUS

Language

The English Language shall be the official (working) language.

**THE CARIBBEAN ORGANISATION OF SUPREME AUDIT INSTITUTIONS (CAROSAI) IS
HEREBY ESTABLISHED**

IN WITNESS WHEREOF the undermentioned have subscribed their names on behalf of their Supreme Audit Institution.

SIGNED this 7th day of August in the year of Our Lord Nineteen Hundred and Eighty-eight in Port of Spain, Trinidad and Tobago.

.....
HAZEL SPENCER
for **DIRECTOR OF AUDIT OF**
ANTIGUA AND BARBUDA

.....
FRANKLYN KEMP
ACTING AUDITOR GENERAL OF
THE BAHAMAS

.....
ADRIAN P. STRACHAN
AUDITOR GENERAL OF
JAMAICA

.....
LINCOLN THOMAS
AUDITOR GENERAL OF
BARBADOS

.....
WENDELL LAWRENCE
DIRECTOR OF AUDIT OF THE
FEDERATION OF ST. KITTS
AND NEVIS

.....
AUDITOR GENERAL OF BELIZE

.....
EMMA HIPPOLYTE
DIRECTOR OF AUDIT OF
ST. LUCIA

.....
FREDERICK PROVIDENCE
DIRECTOR OF AUDIT OF
ST. VINCENT AND THE GRENADINES

.....
ALTON A. CAMPBELL
AUDITOR GENERAL OF THE
REPUBLIC OF TRINIDAD AND TOBAGO