

# Access to Information Request - COJ RESPONSE

From: Davis, Kerrith <daviskn@orcjamaica.com>

To: Icka Bailey <ati@jampja.org>

Cc: Davis, Kerrith <daviskn@orcjamaica.com>, Miller, Georgia <millergd@orcjamaica.com>

Dear Miss Bailey:

Please accept our apologies for the delay in responding to your request. I had previously indicated that we would have been in a position to provide a response by Tuesday, June 9, 2026. Unfortunately, I was unavoidably out of office on Monday, June 8, 2026, which impacted our ability to respond within the anticipated timeframe. We thank you for your patience.

The queries raised and our responses are set out below:

## **1. Strengthened Bank Reconciliation Controls**

The Companies Office of Jamaica (COJ) has significantly improved its bank reconciliation processes, and the majority of its accounts have been reconciled up to March 31, 2026. This demonstrates that enhanced bank reconciliation controls have been implemented and are operating effectively. Please see attachments.

## **2. Retroactive Approval for the \$14.6 Million Reallocation**

No retroactive approval was sought for the \$14.6 million reallocation. While all expenditures incurred were within the Agency's overall approved budget, expenditure under certain objects exceeded their approved allocations, while expenditure under other objects remained below their respective limits.

In keeping with the recommendations of the Auditor General's Department, the Agency has strengthened its monitoring and budgetary control mechanisms to prevent a recurrence. Expenditure is now subject to increased oversight, not only from an accrual accounting perspective but also from a cash accounting perspective by object classification. Additionally, expenditure is monitored against both approved budget ceilings and the applicable activity and object limits.

## **3. Engagement of an IT Consultant and Status of the IT Policies and Business Continuity/Disaster Recovery Plan**

We are pleased to advise that a draft Business Continuity and Disaster Recovery Plan has been developed and is available for review. A copy is attached for your reference.

Work is also continuing on the development of a comprehensive Information Technology Policy, building upon the Agency's existing Computer Usage Policy, which was developed and implemented several years ago. The Computer Usage Policy addresses, among other things:

- i. Procedures governing the personal use of COJ's computers and network resources;
- ii. Measures for the protection of the Agency's systems and records; and
- iii. Consequences arising from breaches of the policy.

The proposed Information Technology Policy will provide a broader governance framework and address areas including, but not limited to:

- IT governance and oversight mechanisms;
- Internet and email usage;
- Information and network security;
- Website security;

- Virus and malware management;
- Backup and recovery management;
- Software acquisition, analysis, development, implementation and usage;
- Incident and issue management;
- Third-party and outsourced service management;
- Personal computer standards;
- Equipment management; and
- Roles and responsibilities relating to information technology.

It is anticipated that the Information Technology Policy will be finalized and implemented during the current financial year.

Yours sincerely,

Kerrith N St A Davis

Director: HRM & Administration

Companies Office of Jamaica

60 Knutsford Boulevard

Kingston 5

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Cellular - 876-276-9268

**From:** Icka Bailey <[ati@jampja.org](mailto:ati@jampja.org)>

**Sent:** Monday, March 9, 2026 2:02 PM

**To:** Davis, Kerrith <[daviskn@orcjamaica.com](mailto:daviskn@orcjamaica.com)>

**Subject:** Access to Information Request

Dear Mr. Kerrith Davis,

Please see the attached Access to Information Request regarding the captioned matter for your attention. We look forward to your timely response.

Kindly acknowledge receipt.

Kind regards,

Icka I. Bailey (Miss)

**Research & Programme Officer**

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## Attachments:

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Electronic march2026.pdf (132 KB)

NCB MARCH 2026.pdf (127 KB)

Recurrent March 2026.pdf (124 KB)

Trust March 2026.pdf (128 KB)

USD March2026.pdf (138 KB)

Loan March 2026.pdf (126 KB)

Payroll March 2026.pdf (121 KB)

Business Continuity Plan - Draft (003).pdf (374 KB)

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