SECTOR GUIDE

The Cayman fund board *governance cycle*

How the annual obligations around a Cayman fund board become board-cycle work – source material, packs, decisions, approvals, minutes, reminders, and follow-up – and where a controlled workspace helps.

Sector Cayman fund boards **Read** 9 minutes boardmate.app

01

Annual obligations create board-cycle work

Cayman fund boards carry recurring obligations through the year. Each tends to create agenda items, board pack material, decisions, approvals, minutes, and follow-up. This guide maps that work; it does not replace advisers or filing portals, and items apply where relevant.

CIMA fees & returns	Fee status and annual return work create standing agenda items and approvals.
Economic substance	Economic substance notification and assessment feed board consideration and record-keeping.
Audited accounts & FAR	Audit timetable, approval of accounts, and FAR support recur each year.
FATCA / CRS	Reporting obligations and provider confirmations create pack material and actions.
AML & governance review	AML training and the annual governance review are recorded board work.
Service provider reports	Administrator, investment manager, and other reports are considered and minuted.

02

The cycle around each meeting

Whatever the obligation, the board-cycle pattern is the same – and it repeats across every fund in the portfolio.

01 **Before the meeting**

Agenda planning, report requests, compliance status, and board pack readiness assemble the source material.

02 **At the meeting**

The board considers reports and papers, takes decisions, and records approvals.

03 **The minutes**

A formal record is drafted from the pack, transcript, and prior minutes, then reviewed and approved.

04 **After approval**

Actions, approvals, e-signatures, compliance status, and reminders carry forward to the next cycle.

> The same obligations, packs, decisions, and follow-up repeat across hundreds or thousands of funds. That repetition is exactly where a controlled workspace earns its place.

03

Where Boardmate fits

Boardmate Lite

Clears the minutes backlog these cycles generate, with house style and chair control intact.

Boardmate Full

Carries the live cycle: fund records, annual compliance schedule, packs, minutes, actions, approvals, and reminders – where applicable.

> Cayman is the first market context, but the core workflow applies to any formal board setting where repeat meetings, external reviewers, deadlines, and approvals need a controlled record.

04

An illustrative annual calendar

A simplified view of how obligations distribute across a fund's year. Exact timing depends on fiscal year end and the fund's circumstances; treat this as a shape, not advice.

Q1	Carry forward prior-year actions; AML training planning; standing administrator and investment manager reports.
Q2	Audit timetable and audited accounts approval; FAR support; economic substance assessment inputs.
Q3	FATCA / CRS reporting obligations; CIMA fee status; mid-year governance and provider review.
Q4	Annual governance review; economic substance notification; planning and agenda-setting for the next cycle.

> Items apply where relevant and timing varies by fund. Boardmate keeps the board-cycle work around these visible; it does not replace advisers, auditors, or filing portals.

05

What this means for board support at scale

One fund's calendar is manageable by hand. A portfolio of hundreds turns the same obligations into a continuous queue of packs, decisions, minutes, and follow-up.

×100s
Funds carrying the same annual pattern

2+
Board meetings per fund each year, often more

1 cycle
Repeating across every entity, every year

- The same report requests and pack checks repeat across every entity.
- House style and defined terms must stay consistent per client and fund.
- Actions and matters arising must carry forward, not get lost between meetings.
- Confidentiality and audit expectations apply to every record.

Map your annual cycle onto Boardmate

We can walk through a Cayman fund board cycle against your own portfolio. **Book a demonstration** at boardmate.app.