

VISION

To be the premier Credit Union in product delivery, excellence in customer service, providing value to members for provident and productive purposes.

MISSION STATEMENT

Providing quality products and services to our members by utilizing competencies, technology and strategic alliances. Exceeding members' expectations while building a competitive advantage.

TAGLINE

“All Things Southern”



SFCCU'S Corporate Profile Information

Registered Name: SFCCU Credit Union Co-operative Society Limited

Registration No.: 54

Registered Office: No. 16 Irving Street, San Fernando

High Street Branch Office: Shop No. 7 Montano Plaza, Lower High Street, San Fernando.

Point Fortin Branch Office: #26 Adventure Road, Point Fortin.

Telephone No.: Head Office: 657-5669, 652-7510
Fax: 653-0305

High Street Branch Office: 653-7745, 657-8571
Fax: 653-7274

Point Fortin Branch Office: 648-3504
Fax: 648-3764

E-mail address: sfccuc@yahoo.com

Website: www.sfccu.com

Facebook: <https://www.facebook.com/sfccuc/>

Instagram: <https://www.instagram.com/sfccuc/>

Principal Bankers: Republic Bank Limited and RBTT Bank Limited

Stock Brokers: West Indies Stock Brokers

Financial Advisers: Caribbean Money Market Brokers (CMMB) Guardian Asset Management Limited (GAM)

Legal Advisors: Roger E.V. Bartley Esq. & Rose-Lee Mary Brown

Financial Products & Services:

- (1) Money Market Gold (MMG) Deposit Account
- (2) Investment Packages
- (3) SFCCU Triple Dream Loan
- (4) SFCCU Investment
- (5) Car Loans
- (6) Consumer Loans
- (7) Educational Loans
- (8) Financial Counseling
- (9) Christmas Package Loan
- (10) Special Loans - TGIFL, EHL, CWAL1, CWAL2
- (11) Small and Medium Enterprise (SME) Loan
- (12) Light and Heavy Equipment (LIHEAEQUIP) Loan
- (13) Small Enterprise Enhancement & Development (SEED) Loan

The National Anthem

Forged from the love of liberty
In the fires of hope and prayer
With boundless faith in our Destiny
We solemnly declare

Side by side we stand
Islands of the blue Caribbean Sea
This our native land
We pledge our lives to thee

Here every creed and race
Find an equal place
And may God bless our Nation
Here every creed and race
Find an equal place
And may God bless our Nation

Credit Union Prayer

Lord, make me an instrument of thy peace
Where there is hatred, let me sow love
Where there is injury, pardon
Where there is doubt, faith
Where there is despair, hope
Where there is darkness, light, and
Where there is sadness, joy

Oh Divine master grant that I may not
So much seek to be consoled as to console
To be understood as to understand
To be loved as to love
For it is in giving that we receive
It is in pardoning that we are pardoned
And it is in dying that we are born
To eternal life



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NOTICE:

SFCCU Credit Union Co-Operative Society Limited 56th Annual General Meeting

To be held at Omardeen School of Accountancy Limited
59-61 Ciper Street, San Fernando

On Saturday 29th April, 2017
Registration commences at 8:00 am
Official Business from 9:00 am
Lunch will be served from 12:00 noon to 1:00 pm

THE PURPOSE OF THE MEETING

- To receive Minutes of the 55th Annual General Meeting (30th April, 2016)
- To receive Reports from the Board of Directors and the Statutory Committees for the Year Ended 31st December, 2016
- To receive the Report from the Treasurer for the Year Ended 31st December 2016
- To receive the Report from the Auditors and Audited Financial Statements for the Year Ended 31st December 2016
- To receive Budgetary Proposals for 2017
- To elect Officers
- To consider Resolutions
- To transact any other business that may properly come before the Meeting

By order of the Board of Directors
SFCCU Credit Union Co-operative Society Limited

THERESA PETERS-FREDERICK
Secretary
Board of Directors

Agenda

- 1.0 Call to Order - President
- 1.1 The National Anthem of Trinidad and Tobago
- 1.2 Credit Union Prayer
- 2.0 President's Address
- 3.0 Reading of Notice convening the 56th Annual General Meeting
- 4.0 Adoption of Standing Orders
- 5.0 Confirmation of Minutes of the 55th Annual General Meeting of 30th April, 2016
- 6.0 Matters Arising out of Minutes
- 7.0 Board of Directors Report
- 8.0 Credit Committee Report
- 9.0 Supervisory Committee Report
- 10.0 Education Committee Report
- 11.0 Treasurer's Report
- 12.0 Auditor's Report
- 13.0 Audited Financial Statements
- 14.0 Proposed Budget 2017
- 15.0 Election of Officers:
 - 15.1 Nominations Committee Report
 - 15.2 Nominations
 - 15.3 Elections:
 - i) Board of Directors
 - ii) Supervisory Committee
 - iii) Credit Committee
- 16.0 Resolutions:
 - 16.1 Appointment of Auditors
 - 16.2 Declaration of Dividends
 - 16.3 Honorarium
- 17.0 Election Results
- 18.0 Other Business
- 19.0 Vote of Thanks
- 20.0 Conclusion



Standing Orders

1. (a) A Member shall stand when addressing the Chairman and shall identify himself/herself.
(b) Speeches shall be clear and relevant to the subject before the Meeting.
2. A member shall only address the meeting when called upon by the Chairman to do so, after which, the member shall immediately be seated.
3. No member shall address the meeting except through the Chairman.
4. A member may not speak twice on the same subject except:
(a) The Mover of a Motion-who has the right to reply.
(b) Rising to object or explain (with the permission of the Chair).
5. No speeches are to be made after the "Question" has been put and carried or negated.
6. The mover of a (Procedural motion' (adjournment, lay on the table, motion to postpone) shall have no right to reply.
7. A Member rising on the 'Point of Order' shall state the point clearly and concisely.
(A point of Order) must have relevance to the standing Orders.
8. a) A Member shall not call another member "to order" but may draw the attention of the Chair to the "Breach of Order".
(b) On no account can a member call the Chair to "order".
9. Only one amendment shall be before the meeting at one and the same time.
10. When a motion is withdrawn, any amendment to it fails.
11. The Chairman shall have, in addition to his/her ordinary vote, a 'casting vote' in the event of equality of votes.
12. If there is an equality of voting on an amendment and if the Chairman does not exercise his Casting Vote, the amendment fails.
13. The Chairman shall make provision for the protection of members from personal abuse.
14. No Member shall impute improper motives against another Member and/or any Officer of the Society.
15. All Cell Phones shall be switched off during the meeting.

President's Address

THEME FOR 2017 - "Embracing Technology To Improve Member Participation"

I am indeed privileged to address my fellow Co-operators for the first time as President of SFCCU Credit Union Co-operative Society Limited, for the 2016-2017 Term.

SFCCU Credit Union acts at all times for the benefit of our Members, looking beyond the interests of the few, in order to serve the interests of many. We are characterised by a distinctive set of Principles, focused around a member-driven culture, seeking ways to provide not only credit facilities with dignity to our most vulnerable in Society, but to enhance your standard of living in a society where the affluent can seemingly afford the best opportunities. We are in a period of economic decline which will affect all of us in diverse ways. The reality is that we all will have to make adjustments to our needs and desires. It is my duty to assure you, our members that your Credit Union is working for you and persists in doing so with diligence. This is to ensure that all our Members can continue to preserve their standard of living, as far as it is possible, without fear of any negative fallout or decline in your normal Credit Union activities, which are - increasing shares and deposit savings; accessing the various loans in our portfolio and most importantly, being able to adequately manage your responsibility to repay your loans without becoming delinquent.

Our Credit Union is an excellent example of a democratic model of finance that places the needs of our Members, your aspirations and the requirements of our community at its very heart. It is worth reflecting on the fact that our Credit Union constantly examines the individual and collective needs of our Members and acts responsively, even where it becomes necessary to counsel and ultimately empower you to take responsibility for your own financial affairs. With your future well-being as our major concern, the Board of Directors, Statutory Committees and General Manager, ably assisted by our Staff, embarked on several innovative, Strategic Initiatives. We have attained some of these milestones to ensure the sustainability of our Credit Union.

Highlighted below are some of our achievements during the period under review:

- Successful completion of three periods of Negotiations for 2009-2011; 2012-2014; 2015-2017.
- An increase in membership to 12,000 in 2016.
- Increase in operational fees, which added to our income stream.
- Purchased a property in Point Fortin to serve the growing needs of our Members. We are in the phase of acquiring architectural services to redesign the building.
- Repaired the cracks and upgraded the foundation of the Head Office for Staff and Members safety.
- Seriously addressing our Delinquency issues by increased staffing in the Department, a robust collection drive and the recruitment of a Consultant to undertake a Credit Administration Evaluation Exercise. This exercise was completed in March 2017; the findings are currently being reviewed by the Board of Directors.



- The re-introduction of the Education Loan to facilitate the reduced access to GATE.
- Approval of the Small Enterprise Enhancement & Development (SEED) Loan. Implementation will take place in the new term.
- Increase in the use of Social Media and Technology:
 - a) Implementation of a Debit Card System by January 2018.
 - b) NOVO SMS Messaging Platform - this process has begun and Members will get their first SMS message advising of our Annual General Meeting 2017 by the end of March 2017.
- Introduction of SFCCU's Android Application - to be completed by May 2017.
- Improved Customer Service - Staff Training and other services soon to be experienced.
- Building Staff Morale - The Board approved a quarterly training and interactive sessions for all members of Staff. This is proving to be quite successful.
- Build and sustain Strategic Alliances with Corporate Trinidad & Tobago, redounding to the benefit of our Members.

It is the intention and duty of the Board and Management in these times of austerity, to inspire hope and encourage greater confidence in your Credit Union, by embarking on all these initiatives with you as our main focus. SFCCU Credit Union must continue to evolve, notwithstanding all the negatives and challenges that we are faced with - a falling economy, threats of job loss, deficits, the pending legislation, stringent requirements of the Financial Intelligence Unit (FIU), and the most fearful of all - the unprecedented increase of horrendous crimes in our beloved country. Indeed, a picture of doom and gloom.

We have performed creditably in our financial portfolio, as our strategic goals and objectives are being realised. At the end of 2016 your Credit Union realised a net surplus of \$2, 825,176. Our Point Fortin Branch has surpassed our expectations and recorded a net surplus of \$773,865 at the end of 2016. Unfortunately, the Gasparillo Branch was closed at the end of February 2017, even after extensive marketing efforts, we did not realise any significant gains. On the downside of all this, I have to appeal to all our members, to please exercise their fiduciary responsibilities, simply put, "repay your loans on time". We are aware of all the difficulties you are experiencing at this time and have extended several facilities to work with you. You are invited to visit our Loans Officers, our Recoveries Staff, write the Credit Committee Chairman and your Board Secretary. Let us know your circumstances; you can and will be helped to continue repaying your loans. We are committed to seeing you through this trying period. It is our duty to encourage you to continue saving on your Shares and Deposits and to avail yourselves of our loan packages.

One of our key attributes is Member Development, which includes educating you on the functions and operations of your Credit Union and other developmental skills. These programmes are to ensure that apart from your professional qualifications, you, our Members, will be ably equipped to offer your service to your Credit Union. It is from among you, that our Board of Directors, Statutory and Board Committees are elected or selected for continuity.

In this regard, I urge all Members to avail themselves of the numerous training programmes offered through our Education Committee, not only on all aspects of the functions of the Credit Union, but for your personal and skills enhancement. The Board of Directors, Management and Staff, continue to adhere to the mandate of the Financial Intelligence Unit, by continuing our annual Compliance Training and being certified as required. It is with pleasure that I announce that SFCCU Credit Union, was awarded the 2015 Best Financial Performance Very Large Category, at the Co-operative Credit Union League of Trinidad & Tobago Awards Ceremony, held on 20th October 2016. We hope to continue our achievements in this sphere and others. We also continue to actively pursue our social responsibility, by assisting other organisations and individuals through Donations. We are the proud Sponsors of the St. Paul's Boys' Anglican School Steel Orchestra, which achieved Second Place in the Schools' National Panorama Competition 2017, in the Primary School Category. We congratulate them as we look forward to greater achievements.

As we congratulate our young achievers, we must also look intently at our succession planning, as our senior members age gracefully. It is the obligation of us all, to engage and encourage our young citizens to become a part of an organisation that offers the kind of services they require, that will inspire their participation and stimulate their interests. Our Theme has been especially selected for such a time as this.

On behalf of the SFCCU Credit Union, I extend heartfelt congratulations to our umbrella body, the Co-operative Credit Union League of Trinidad and Tobago, on attaining their 70th Anniversary. I pray that Almighty God continues to bless you as leaders of the Movement and to inspire you to continue guiding us to new, uncharted courses, as we work to achieve our goals on behalf of our members.

The Credit Union Movement has always been resilient in the face of adversity, in particular SFCCU Credit Union; this is so because of you, our dedicated and unwavering Membership. I acknowledge the stalwarts of the past years for keeping our Credit Union strong and viable; also to those of you, who continue to navigate our advancement through your commitment and contributions. Your efforts are indeed inspiring as we pursue economic viability, while ensuring the needs of our members and by extension our Community, are met and satisfactory to all. Let us continue to live the ideals and philosophy of this great movement.

In closing, I must give thanks to Almighty God for His enduring blessings throughout this period. I sincerely thank the Board of Directors in particular, for placing its trust in my ability to lead this \$116 plus Million Dollar organisation and your unstinting encouragement and support. The same is extended to the Statutory and Board Committees, the General Manager and his Staff, most importantly my Family and friends, as I accomplished my obligation, as President of SFCCU Credit Union during the 2016-2017 Term. May God continue to bless us all.

Co-operatively yours,



CAROL JOSEPH

President



SFCCU Credit Union Co-operative Society Limited

Minutes of the 55th Annual General Meeting

Saturday 30th April, 2016

1.0 CALL TO ORDER

- 1.1 The President, Mr. Franklyn Gittens called the meeting to order at 1.07 p.m. He advised of the Credential Report as listed below and declared that there was a quorum to commence proceedings:

CATEGORIES	NUMBER
Supervisory Committee	2
Credit Committee	1
Board of Directors	10
Members	86
Total	99

- 1.2 The National Anthem was sung and the President led in the recitation of the Credit Union Prayer.

- 1.3 Members stood in observance of one minute of silence in tribute to those members who passed on during the period of review.

2.0 NOTICE OF ANNUAL GENERAL MEETING

- 2.1 Secretary, Theresa Peters-Frederick read the official notice of the 55th Annual General Meeting.

3.0 ADOPTION OF STANDING ORDERS

- 3.1 Member Phyllis Brooks moved a Motion for the adoption of the Standing Orders and was seconded by member Marlon Charles. The motion was carried with all votes in favour.

4.0 PRESIDENT'S OPENING ADDRESS

- 4.1 President Franklyn Gittens welcomed all present to the 55th Annual General Meeting and introduced the members of the Board and Committees.



- 4.2** In his opening address, President Gittens noted the troubling business and financial environments in Trinidad and Tobago. He noted also that experiences and statistical data tell that a scaling down of loans, reduction in savings, decline in reserves, climb in delinquency and loan losses were national consequences of belt-tightening exercises in a downward spiraling economy. He added that SFCCU must therefore respond to the changing environment by carefully managing its affairs in order to maintain and advance the many socio-economic achievements made in the last decade.
- 4.3** President Gittens advised that SFCCU had achieved another year of solid financial results and had surpassed its strategic goals for 2013-2015 with record breaking accomplishments. Noteworthy was the increase in income revenues, surplus and membership which saw a 48% increase over the period. He advised that the results were obtained through the implementation of a new loans policy, a campaign to increase membership and the organisation's thrust into the new markets of Point Fortin and Gasparillo. President Gittens advised that the Credit Union purchased a property in Point Fortin to better facilitate the provision of a wide range of services to the growing membership.
- 4.4** President Gittens announced that the Credit Union registered its second consecutive lien on the Most Improved Financial Credit Union (large category) Award from the Co-operative Credit Union League of Trinidad and Tobago 2015 Annual Awards. He commended and congratulated the General Manager and staff at all branches for their outstanding work and service to the membership.
- 4.5** Focusing on the way forward, President Gittens stated that the Credit Union must prepare for a new period of business engagements. He advised that the major tenets of the new framework were providing an efficient quality service to members and promoting thrift, financial stability and education to members.
- 4.6** In conclusion, President Gittens thanked the members of the Board, Statutory and ad-hoc Committees, members of staff and the general membership for their support, advice, questions, criticisms, prayers and overwhelming love for the Credit Union.
- 5.0 CONFIRMATION OF THE MINUTES OF THE 54TH ANNUAL GENERAL MEETING**
- 5.1** President Gittens referred members to the Minutes of the 54th Annual General Meeting commencing on page 10 of the brochure.
- 5.2** Referring to point 4.7 on page 11, member Irvin Durity sought clarification on the impending legislation. He also requested details on the Society's Strategic Plan. President Gittens noted member Durity's questions and advised that they would be addressed during matters arising.



- 5.3** Member Hollis Eversley advised that a motion must be passed for the Minutes to be taken as read before proceeding with omissions, corrections and matters arising.
- 5.4** Member Joan Hinds moved a motion for the Minutes to be taken as read and was seconded by member Richard Thompson. With one vote against, the motion was carried with majority votes in favour.
- 5.5** There being no omissions and corrections, a motion for the acceptance of the minutes of the 54th Annual General Meeting was moved by member Yvonne Kelly Cuffie and was seconded by member Susan Joseph Moore. The motion was carried with majority votes in favour.

6.0 MATTERS ARISING FROM THE MINUTES

- 6.1** Referring to point 4.5 on page 11 of the brochure, member Marlon Charles requested an update on the performance of the two new financial products which were launched for members wishing to pursue small business opportunities and entrepreneurial ventures. In response, President Gittens advised that the products, namely the Small, Medium, Enterprise Loan and the Light and Heavy Equipment Loan were unfortunately not patronized satisfactorily. He added that with the current economic climate and the possible solution that entrepreneurship and small business may offer, that there will be a greater demand for the products.
- 6.2** Member Marlon Charles enquired whether the Board investigated why the products were not patronized as expected. President Gittens advised that they were currently reviewing the marketing strategy whereby marketing for the products would be a wider effort as opposed to being focused on one area.
- 6.3** Member Richard Thompson enquired whether the purchase of Maxi Taxis fell under the small business loan category. General Manager Garnet Jessop explained that the products were focused on building entrepreneurship and was specifically targeted towards Gasparillo. He explained further that the Board subsequently decided to extend the products to the general membership and as a consequence, they would now have to review those ventures that were outside of the original scope. He added that the purchase of Maxi Taxis was not considered but will certainly be considered going forward.
- 6.4** In response to member Durity's questions relative to point 4.7, President Gittens explained that over the last two (2) years, there were lots of discussion and some anxiety regarding the regulation of the Credit Union movement by the Central Bank. He explained further that two (2) Bills were laid in Parliament, however, due to the protests by various Credit Unions they were withdrawn and discussions were since held with the Credit Union movement and the Ministry of Labour on taking a new approach.

- 6.5** Regarding the Strategic Plan, he explained that the 2012-2015 Strategic Plan was a plan that fashioned the approach the Credit Union took to achieve its goals and objectives. He explained further that having achieved those goals and objectives, it became necessary to formulate a new plan. A retreat was held, and new thoughts, visions and ideas came out with the implementation of the Strategic Plan for the period 2016-2018. The Plan will shape and guide the organisation to achieve the goals and objectives that would put the Society at the pinnacle for a new direction in the Credit Union movement in 2018.
- 6.6** President Gittens noted that one area of emphasis was on the training and education of the membership which will give persons the opportunity to take the lead in the future. He advised that the Education Committee will be hosting a number of new programmes and seminars. He appealed to the membership to take advantage of the Credit Union Programme being offered at the Cipriani Labour College and advised that if financial support was needed, members could discuss the possibility of part sponsorship with the Credit Union.
- 6.7** Member Irvin Durity requested that the membership be made aware of the Strategic Plan. President Gittens noted the request and advised that the Strategic Plan will be displayed at all branches as it was impossible to print copies for the entire membership. Member Marlon Charles suggested that the Strategic Plan be uploaded on the Society's website, highlighting the key performance indicators which will give the membership an idea of what the Board's performance should be judged by. President Gittens agreed and declared that the information will be placed on the website by the end of the week.
- 6.8** Member Hollis Eversley stated that putting such a voluminous document on display at the office would not be to the benefit of the membership, as persons may not have the opportunity to peruse the document while transacting business. He stated further that the number of older members who may not be familiar with new age technology were few and therefore copies should be printed for them so that they will not be excluded. President Gittens advised that copies of the Strategic Plan will be made available to the membership in all forms.
- 6.9** Referring to point 14.2 on page 17 of the brochure, member John Thompson commended the Education Committee's initiative to name the Bursaries in honour of prominent members who served the Organisation. He enquired however, about the basis on which the nomination was made. He also sought clarification on whether the Bursaries were being named in perpetuity or whether persons were being recognized annually. He suggested that the committee should document the achievements of the honourees for posterity.
- 6.10** Director Marcia Goodridge-Constantine explained that the Education Committee acknowledged that the Credit Union had not recognized persons who contributed to the growth and development of the organisation now celebrating 55 years. She explained further that they undertook a study of past executives of the Board and each year one person will be honoured. She advised that the history of all honourees had been completed and will be presented in the form of a brochure.



- 6.11** Referring to points 12.22 and 12.23 on page 16, member Marlon Charles enquired whether the matter with G4S Security Company was concluded. In response, General Manager Jessop referred members to the line item for provision for losses on page 78 of the brochure and explained that the Auditor decided to make a provision for the expenditure, given that the matter had been with the Fraud Squad for some time.
- 6.12** Relative to point 14.6 on page 17, member Marlon Charles enquired whether there was any improvement in the turnout of members to events hosted by the Education Committee. Director Marcia Goodridge-Constantine confirmed that there was improvement. She advised that the Committee had been working in collaboration with the Cipriani Labour College to advertise in addition to the other modes of communication such as the newspaper advertisements and each one tell one. She stated however, that there was still a need for greater improvement and urged members to enquire about the various programmes available when visiting the branches to conduct business.
- 6.13** Following on, member Thompson's contribution relative to the naming of Bursaries, member Joan Hinds enquired whether a normal member like her would be considered. President Gittens noted member Hinds request and explained that the Bursary Awards was only two (2) years old with a long line of Officers with varying contributions still to be awarded. He assured her, however, that her request would be entertained in the future.
- 6.14** Referring to the motion moved by member John Thompson at the last Annual General Meeting for the separation of Dividends and Honorarium, member Marlon Charles enquired whether it was effected. General Manager Jessop referred members to the resolution for the payment of Dividend on page 104 and noted that it did not include the payment of Honorarium. He then referred members to the budget for 2016 which he noted included Honorarium as a capital expenditure. Member Charles expressed his concern with the Board's decision to include honorarium as a line item in the budget, since the budget, inclusive of the honorarium would be accepted by the membership as a complete document and he was of the view that honorarium was derived from surplus.
- 6.15** Treasurer Ivan Thomas explained that the position was adopted by the Board after reviewing what was the Industry practice. Member Hollis Eversley suggested that the Board review the Co-operative Societies Act which clearly stated that the payment of honorarium must be approved by the membership at the Annual General Meeting. President Gittens advised that the matter would be addressed later in the meeting.
- 6.16** Referring to point 21.2 relative to the training of members on Credit Unionism, member Lorraine Maitland Wilson expressed the view that improvement was needed in the area of communication to members, as information on the training programmes was not always received in a timely manner. She suggested that notices be sent out via email. President Gittens noted the suggestion and advised that it would be implemented in the shortest time.



- 6.17** Member John Thompson requested that the Board disclosed its Policy on the payment and distribution of honorarium when the proposed budget for 2016 was being discussed.
- 6.18** A motion to adopt the minutes of the 54th Annual General Meeting with the corrections was moved by member Joan Hinds and was seconded by member Dr. Carmina Rambaranth. The motion was carried with majority votes in favour.
- 6.19** A motion to take all other reports as read was moved by member Marlon Charles and was seconded by member Murchinson Flemming. The motion was carried with majority votes in favour.

7.0 PRESENTATION OF REPORTS

7.1 BOARD OF DIRECTORS REPORT

- 7.2** President Gittens guided the members through the pages of the Board of Directors Report commencing on page 28 of the brochure.
- 7.3** Referring to point 6.0 on page 31, member Irvin Durity enquired whether the inclusion of the report of the Human Resource Committee (HRC) into the Board Report was an annual occurrence. President Gittens explained that the Board report was a compilation of all Committee reports which had been presented in different formats over the years. Member Durity stated that he could not recall the report being included previously and enquired whether the HRC report was relative to the general membership or whether it concerned the staff.
- 7.4** In response, President Gittens confirmed that the last Board report did include the HRC report. He advised that the HRC was a Board appointed Committee that acted in an advisory capacity regarding significant staffing issues that may impact the Organisation. Member Durity then enquired whether the Board lacked confidence in the Human Resource Consultant. President Gittens advised that the HR Consultant served as the key person for negotiations during the Collective Bargaining process.
- 7.5** In an effort to provide further clarity on the matter, member Hollis Eversley advised that the Co-operative Societies Act required that only the Board and Statutory Committees of the Society were to report to the membership at the Annual General Meeting. He advised further that Sub Committee reports were presented to the meeting as part of the Committee to which appointed them. He stated that members could question the contents of the Sub Committee reports, however, the questions were to be directed to only those Committees that the Act required to present to the membership. President Gittens thanked member Eversley for his advice and made reference to Bye-Law 27 which confirmed that the Annual General Meeting was to consider the accounts and reports presented by the Board and Statutory Committees.



- 7.6** Referring to the composition of the Executive members of the Board on page 29, member John Thompson advised of the difficulty experienced in receiving information on who had been elected to the Executive Positions on the Board, as his enquiries to staff were met with a lack of knowledge. He moved a motion that information relative to the election of the Executive members of the Board must be communicated to the membership within one (1) month of the Annual General Meeting being held. The motion was seconded by member Marlon Charles and was carried with majority votes in favour.
- 7.7** Member John Thompson amended the spelling of 'orbituary' on page 36 to 'obituary'. Referring to point 9.1 on page 34, member Thompson applauded the Board for its vision. He requested details on the purchase of the property and expressed the view that for a property which owned, the information was lacking. President Gittens apologized and advised that the building was purchased in an effort to develop the organisation's thrust into the South Western Peninsula. He advised also that it was located at Agard Road, Point Fortin and was purchased at a cost of \$1.65 million.
- 7.8** Member Maureen Arrindel enquired from whom the property was purchased. General Manager Jessop advised that the Credit Union utilized the services of Massy Real Estate and that the property was purchased from siblings Ellen and Junior Sammy.
- 7.9** Member Murcheson Flemming requested an update on the status of the property at Chaguanas. President Gittens advised that the Property was put up for sale on the open market, however, no offers for purchase were received. Member Hollis Eversley enquired what were the reasons for the land being put up for sale as it was bought for a purpose. He enquired also whether there would be a gain or loss from the sale and whether the land could be utilized to generate income while waiting to be sold.
- 7.10** Treasurer Ivan Thomas recalled that the property at Chaguanas had been a contentious issue at past Annual General Meetings. He stated that while in operation, the Property Management Company proposed plans for the development of the asset which never received the blessings of the AGM. He reminded that at the last AGM, the membership took a decision to dissolve the Company which was duly carried out by the Board and as a result, the plans to develop the asset died with the dissolution of the Company. The Property however, remained on the books of the SFCCU and was put up for sale, which they believed was the desire of the membership.
- 7.11** With regard to whether or not there would be loss or gain from the sale of the asset, Treasurer Thomas stated that that would only be known when an offer is put on the table. He stated however, that the Board would strive to get the best returns. He indicated that it may not be a wise decision to utilize the property in the interim as an offer can come in at any time. He noted that if the membership wanted to discuss going into another arrangement with the property rather than selling, it can be entertained under general business.

7.12 Member Hollis Eversley affirmed that the only decision taken at the last AGM was for the dissolution of the Property Management Company because there was a question of a double expense. The management of the property was to be solely controlled by the Board. Being one of the persons that visited the land, member Josephine Goodridge expressed the view that the land was not suitable for housing which was the reason for condemning the plans. President Gittens stated that a clear position must be reached regarding the land at Chaguanas and advised that the matter would be concluded under general business.

7.13 Referring to page 31, member Joan Hinds enquired about the Tender Committee as her name appeared as a co-opted member of the Committee but she was never informed or invited to attend meetings. President Gittens advised that for transparency and good governance, the Tender Committee was created to oversee the sale of repossessed vehicles and other items to be sold. He added that because there were no items sold during the period, the Committee never got the opportunity to function and was being mentioned in the report as a matter of record. Member Hollis Eversley stated that the circumstance was the fault of the organisation as members should be informed when they were appointed to Committees.

7.14 The President advised of the Credential Report as at 3.00 p.m as follows;

CATEGORIES	NUMBER
Staff	24
Supervisory Committee	2
Credit Committee	4
Board of Directors	12
Guests	15
Members	404
Total	461

7.15 President Gittens recognized the following representatives from affiliated Credit Unions and other Organisations;

- James Solomon, President, Tateco Credit Union
- Denise Lashapelle, President, Consolidated Credit Union
- Hamid Hasmat, President, City Corporation
- Michael Hernandez, Co-operative Credit Union League of Trinidad and Tobago
- Kenneth Scantelbury, Treasurer, South West Chapter
- Serada Ramlochan, Auditor, Baker Tilly Montano Ramcharitar
- The team from the Co-operative Department



- 7.16** Referring to page 32, member Irvin Durity enquired whether there were non-bargaining unit employees benefitting from the salary increases. In response, General Manager Jessop advised that the contracted employees were not covered under the bargaining unit but were in receipt of salary increases. He stated that there was one (1) employee not covered and currently under consideration for a salary increase. Member Durity disclosed that the reason for his request was as it pertained to cost. He stated that such a simple exercise should have been completed so that the membership could be informed of the total cost.
- 7.17** General Manager Jessop explained that the Board took the decision to engage in a process of job evaluations. He explained further that the Union got involved and requested that the Board hold on the job evaluation exercise which resulted in a delay of all employees receiving increases. Member Durity opined that it was not fair that the bargaining unit employees benefited from the salary increases without the job evaluation however, the exercise was initiated for the other employees. General Manager Jessop explained that the majority of staff were covered under the Collective Agreement and that the Society, being bounded by this agreement, had an obligation to treat with those employees first.
- 7.18** Referring to point 9.4 on page 35, member Marlon Charles enquired whether the Society had a Delinquency Management Policy. He noted that the delinquency rate had significantly decreased from 26% in the past to currently 10.68%. He applauded the Board for the achievement and enquired what strategies can be attributed to their accomplishment. He sought details also, on the role of the Credit Committee in the management of delinquency. In response, General Manager Jessop commended member Charles for recognizing the efforts of the Credit Union with regards to the reduction of delinquency. He advised that there was no Policy in place but that they were however, working on one. He noted that the Board focused a lot of resources on staffing the Recoveries Department which now included a Field Officer which has reaped amazing results.
- 7.19** Member Marlon Charles enquired whether members files were submitted to the Commissioner for arbitration due to the non-payment of loans. Manager Jessop confirmed that they were, but advised however that in an effort to avoid acrimonious relationships, that getting judgments against members was used as a last resort. Member Merle Clifton expressed the view that there were still too many delinquent loans and as such, the lending policy should be revisited.
- 7.20** President Gittens affirmed that work on delinquency was ongoing and encouraged members to seek advice from the office when they encounter problems with the repayment of loans as there were strategies that could be implemented to assist during rough periods. President Gittens also urged members to encourage others to honour their commitments. He noted that although the Society was doing well in the area of delinquency, more effort was required. He reminded that a lower delinquency portfolio meant a better dividend for all. Member Hollis Eversley opined that members should be called to enquire if there were challenges with repayments when the very first installment is missed. He expressed the view that that the way you approach people makes the difference.



- 7.21** Referring to the completion of Policies on page 34, member Lorraine Maitland Wilson conveyed her delight with the formation of the Policy drafting Committee and expressed anticipation that the delinquency policy will be reviewed in the next term. She enquired however, whether the draft policies would be disseminated for members review before implementation. President Gittens advised that the Policy Committee was reviewing all the policies following which they would be displayed at the office and on the website for members perusal.
- 7.22** Referring to point 8.2 on page 34, member Wesley Huggins enquired about the roles and functions of Alternates. President Gittens referred to Bye-Law 27 of the Societies Bye-Laws which stated that Alternates were elected to the Board and Statutory Committees at the AGM and shall take office only in respect of any vacancy arising during the term. Member Brenda Roberts-George expressed the view that if there was no quorum at the meetings of the Board and Committees then the Alternate should be called in so that the business can be continued.
- 7.23** Co-operative Officer Marina Pierre clarified that it was only in the event of death or resignation that Alternates were to be called. She stated that the Board must be advised in writing if a member fell ill or had impromptu business or personal matters which prohibited them from serving. She suggested that the Committees invite the Alternates to meetings as an educational tool to prepare them to serve.
- 7.24** Member Irvin Durity enquired about the Staff Bonus Policy. President Gittens advised that staff were not in receipt of any increases or financial returns for a period of eight (8) years because there was no Collective Bargaining during that period. He advised further that the Board developed the Staff Bonus Policy which covered all employees as they were of the view that staff should be rewarded for their performance. Member Durity enquired whether staff were still receiving bonuses now that the Collective Agreement was in place. President Gittens advised that no bonuses were paid last year. He advised further that the Policy was under review by the Committee and therefore he was not in a position to give further details on the matter.
- 7.25** Member Marlon Charles stated that bonus was to be paid out of surplus and should be based on performance standards. He suggested that a performance management system be implemented to measure staff performance against the strategic plan and objectives to be achieved. President Gittens confirmed that there was a performance management tool and appraisal system in place.
- 7.26** Member Hollis Eversley commended the Board on the report as it gave quite a bit of details. He noted however, the time it took to be confirmed which he attributed to the manner in which the reports were presented. He referred to point 4.0 on page 29 and noted that there were only eleven (11) statutory meetings held with no reason given for the occurrence. Regarding the documentation of policies, member Eversley expressed the view that there should be a policy and operations manuals in place.



7.27 There being no further questions, concerns or matters arising from the report, member Marlon Charles moved to accept the Board's Report and member Hollis Eversley seconded. The motion was carried.

8.0 CREDIT COMMITTEE REPORT

8.1 President Gittens referred members to page 39 of the brochure. He advised that the Chair of the Committee was on leave and therefore all questions would be addressed by Mrs. Arlene Wright-Gittens.

8.2 Member Marlon Charles enquired whether the loan policy was available to members. President Gittens explained that the policy was new and had not yet been printed for distribution. He stated however, that the Credit Union was operating with the new loan policy as members were being fully apprised when transacting loans. Member Marlon Charles countered that the credit policy governed the way things were to be done and when making decisions relative to credit, members should be fully knowledgeable of the guidelines stated therein. He suggested that the policy be made available to the membership and also be placed on the website. President Gittens noted the suggestion and advised that the policy will be printed in booklet form for distribution to the membership.

8.3 Member Marlon Charles expressed the view that there was very little that could be gleaned from the report as it provided only basic statistics. He stated that as credit administrators, the Committee had a bigger role than just disbursing loans and should provide more analysis when reporting. He suggested that a column be added for the previous years statistics so that an analysis can be done. He stated that apart from the number of loans disbursed, there should also be details on the number of loans denied and on what grounds. He stated further, that there should be information on the loans that were performing better and those that were tied to delinquency which would determine the products to be discontinued. He enquired about the involvement of the Credit Committee in the delinquency management process.

8.4 In response, Director Wright-Gittens firstly apologized for the absence of the chair of the Committee whom she explained had to leave the country on important business. On the question of the involvement of the Committee in the management of delinquency, she explained that the Committee provided counselling to members during the loan interview process.

8.5 Member Murchinson Flemming enquired whether any policy was put in place to cater for government's revised foreign used vehicles policy regarding the age limit for the importation of vehicles. President Gittens advised that since the announcement by government, the Credit Union had put temporary measures in place to address the changes. He advised that the new Board and Committees when convened will take further necessary action.



- 8.6** Member Hollis Eversley requested clarification on what the seven percent (7%) and twenty two (22%) increases represented. Director Wright-Gittens explained that the percentage increases were relative to the total amount of loans approved as stated in the previous paragraph. Member Eversley also requested details on the abbreviations CWAL-1 and CWAL-2. Director Wright-Gittens explained that the Can We Assist Loan-1 was a loan within shares to a maximum of \$5,000.00 and the Can We Assist Loan-2 was a loan within shares to a maximum of \$10,000.00.
- 8.7** Member Marlon Charles enquired about the loan category 'others'. Director Wright-Gittens explained that the 'others' category was used for the smaller loans, such as the Thank God It's Friday Loan, and loans for purchasing equipment etc for small businesses. Member Charles opined that as a financial institution, the practice of grouping different types of loans into the 'other' category may not be beneficial when doing an analysis.
- 8.8** There being no further questions, concerns or matters arising from the report, member Marlon Charles moved to accept the Credit Committee Report and member Murchinson Flemming seconded. The motion was carried.

9.0 SUPERVISORY COMMITTEE REPORT

- 9.1** Chairman Carol Modeste referred members to the report of the Supervisory Committee commencing on page 43 of the brochure.
- 9.2** Member Phyllis Brooks commended the Board and Committees on their performance during the term. Referring to page 45, she noted the steady increase in the reserve fund and expressed her expectation that the fund continued to grow especially during the current economic climate of the country. President Gittens assured that the 2016-2018 Strategic Plan will address those concerns.
- 9.3** Member Marlon Charles expressed the view that the Supervisory Committee Report lacked pertinent information that is expected from the Committee. He stated that the report should provide information on compliance issues such as FIU and OSHA; information relative to the Committee's attendance at Board and Committee meetings and information on whether recommendations to remedy any weaknesses were addressed by the Board.
- 9.4** Referring to the recommendation of the Committee on page 46, member Charles enquired what would be the benefits to the organisation with the recruitment of an Internal Auditor. In response, Chairperson of the Committee, Carol Modeste stated that the recommendation was based on the new Act to be imposed. She stated further that the Committee saw the need for an Internal Auditor as it was impossible for a Committee of only three (3) members to check all the work being done in the Credit Union. She noted that the recruitment of an Internal Auditor will be at a cost to the Organisation hence the reason it had not yet been actioned.



9.5 Member Murchinson Flemming extended congratulations to the Board and various committees for a job well done. He voiced his pleasure with the level of professionalism with the process of the AGM. Referring to page 45, he noted the decrease in long term investments due to the conversion of investments to cash and enquired whether the conversion was from the Credit Union's portfolio of investments on the stock market. Though she was not in a position to provide details on the investments that were broken, Chairperson Modeste confirmed that some investments were broken in order to purchase the property at Point Fortin.

9.6 There being no further questions, concerns or matters arising from the report, member Murchinson Flemming moved a motion for the acceptance of the Supervisory Committee Report and was seconded by member Joan Hinds. The motion was carried with majority votes in favour.

10.0 EDUCATION COMMITTEE REPORT

10.1 Alicia Phillip-Pollard, Chairperson of the Committee, referred the to the Education Committee's report commencing on page 58 of the brochure.

10.2 Referring to point 3.1.1 on page 59, member Lorraine Maitland Wilson requested that the application forms and information on the requirements for the Bursary Awards be published more timely. Phillip-Pollard noted the request but explained however, that the information for the awards could only be published after results were released. She reminded that the organisation was present on social media and encouraged members to visit so that they can be kept informed. Member Hollis Eversley expressed the view that it was not necessary to wait for the results in order to advertise for an event which occurred annually.

10.3 Member John Thompson noted that the timing of advertising in the Credit Union was key, as most members visited only once per month to pay loans. He recommended that the schedule of activities of the Education Committee be established and shared at the AGM in an effort to promote greater participation by the membership. He conveyed his disappointment that the education seminar on understanding financial statements was geared towards new members only. With regards to the Bursary Awards, he noted that SEA results were published at the same time every year and therefore, application forms should be made available at the beginning of June. Phillip-Pollard noted the recommendations. She advised that guidelines for the Bursary Awards were submitted to the Board for approval. She clarified that the focus of the Committee for the period was on standardization and awareness hence the reason for targeting the new members.

- 10.4** Member Abiome Ajenay recalled that in the past there was a wider variety of educational opportunities being offered to the general membership. She stated that education was critical to the Credit Union movement as it was a way to connect the members as a community. She appealed to the Committee to invest in programmes for the wider membership and suggested that in light of the economic climate of the country, that programmes surrounding wealth creation would be worthwhile.
- 10.5** She commended the Committee for reviving the facebook page and the issuance of the newsletters but stated however, that more aggressive marketing was needed. She disclosed that her email inbox was always filled with mail from other financial institutions inviting her to come in to participate in their products. She urged the Committee to take advantage of the free marketing mechanisms and opportunities available.
- 10.6** Referring to point 4.4 on page 61, member Phyllis Brooks noted the recommendation of the Committee for the training of the newly elected officers to take place in consultation with the Co-operative Division and enquired how long would the consultation period be. Phillip-Pollard advised that the Co-operative Division for the area worked closely with the Credit Union and it therefore should not be a lengthy process.
- 10.7** There being no further questions, concerns or matters arising from the report, member Marlon Charles moved to accept the Education Committee Report and member Phyllis Brookes seconded and the motion was carried with majority votes in favour.

11.0 AUDITOR'S REPORT FOR THE FINANCIAL PERIOD

- 11.1** Ms. Serada Ramlochan of the Firm Baker Tilly Montano Ramcharitar presented the consolidated financial statements of SFCCU Credit Union Co-operative Society Limited for the year ended 31 December 2015.
- 11.2** Member Hollis Eversley enquired whether timely responses were received from management during the conduct of the audit. Auditor Ramlochan confirmed that at the time the audit was conducted, General Manager Jessop and his accounting team were efficient in providing the information required to conduct the audit in an effective manner. She confirmed further that all questions raised were forwarded to General Manager Jessop and responses received were satisfactory.
- 11.3** Member Dr. Carmina Rambaranth moved a Motion for the acceptance of the Auditors' Report for the year ended 31 December 2015 and was seconded by member Hollis Eversley. The Motion was carried with majority votes in favour.



12.0 CREDENTIAL REPORT

12.1 The President advised of the Credential Report as at 4.20 p.m.

CATEGORIES	NUMBER
Staff	24
Supervisory	3
Credit	4
Board of Directors	12
Guests	16
Members	425
Total	484

13.0 TREASURER'S REPORT

13.1 Treasurer Ivan Thomas guided the membership through the financial statements commencing on page 47 of the brochure.

13.2 Referring to page 57, member Irvin Durity sought information regarding the profitability of the Gasparillo Sub Office. Treasurer Thomas explained that all branches were very strategic for the development of the organisation. He stated that during the Strategic Planning exercise conducted in 2013, the Board identified several pillars for growth. One of the initiatives was to expand the reach of the organisation. He noted that the level of success of the business generated at Point Fortin was far superior to what was seen in Gasparillo. However, the Board remained confident in its decision that it was a very strategic location. He advised that the marketing strategies required for the branch were identified in the 2016-2018 strategic plan.

13.3 Member Durity enquired about the income and expenditure generated thus far at the Gasparillo Sub Office. Though he did not have the figures available, Treasurer Thomas advised that the expenditure for the branch included a monthly rental of \$4,600.00, cash collection services and the recruitment of one (1) staff. He added that the branch was opened just over a year and received approximately 100 new members. He revealed that recently, there were other financial players entering the area which was an indicator that they were on fertile soil. He reiterated that they were confident with the decision taken to open the branch as they expected growth and was prepared to drive that growth with the initiatives to be taken over time.



- 13.4** Member Judith Douglas-Davis expressed her delight with the Board's decision to open the Gasparillo Sub Office. She advised that she was from Gasparillo and confirmed that the area was developing. She noted that her only issue was that the branch was not equipped to conduct cash transactions. Treasurer Thomas advised that the cash collection issue was being addressed. He stated further that the Board recognized the need to change the business model in order to reach the members with the services as they were operating in a new technologically driven age.
- 13.5** Chairperson of the Supervisory Committee, Carol Modeste reminded that when the High Street branch was first opened things were very slow and it has now grown tremendously. She assured members that though it may be slow in taking off, that they should not be afraid because the Gasparillo area was developing. She advised that cash transactions were not entertained because it was a rental property.
- 13.6** Citing that Credit Unions were in the business of lending yet there were no cash transactions at the branch, member Murchinson Flemming enquired what services were being offered at the branch. General Manager Jessop explained that when the branch was initially opened the Board had taken the decision that for security reasons, there was to be no cash transactions at the branch. However, after receiving several complaints from the membership, the Board altered the policy to allow limited cash transactions to a maximum of \$1,000.00 per member. He noted that the branch conducted all services normally offered at the other branches.
- 13.7** Member Flemming enquired whether the branch experienced a break even. Treasurer Thomas explained that there was capital cost associated with starting up this type of initiative and therefore it was very rare to experience a break even in the first year.
- 13.8** Member Marlon Charles extended congratulations to the Board based on the five year comparative of growth in the loan portfolio, total assets and surplus. He suggested that the Pearls Ratio be also included for the next AGM as an indicator of prudential norms. Treasurer Thomas noted the suggestion and advised that the Pearls Ratio was used at Board meetings to assess the progress being made. He advised further that it was used in the past for presenting annual reports and saw no difficulty in having it included again.
- 13.9** Member Hollis Eversley noted that there was no variance displayed for the income and expenditure on page 78. He expressed the view that all items in the accounts should be displayed on one page for the ease of reference of the member. In response, Treasurer Thomas referred to page 49 of the Treasurer's report where the variances of key areas such as the gross revenue, gross expenses and net surplus were highlighted. He also referred to the budget on page 102 which reflected the actual, budgeted and variance figures for 2015 and budgeted for 2016. Treasurer Thomas clarified that page 78 was a part of the audited financial statements which had to be presented using the International Auditing Standards which was the acceptable professional standard of presenting reports.



13.10 There being no further questions, concerns or matters arising, member Marlon moved to accept the Treasurer's Report, member Richard Thompson seconded and the motion was carried with the majority votes in favour.

14.0 NOMINATIONS COMMITTEE REPORT

14.1 Arlene Bynoe-Maillard, Chairman of the Nominations Committee, presented the report of the Committee. She advised that although the report was taken as read, there were some amendments to be noted. The following amendments were noted;

- Page 66, Avar Brown Sentence modified to read 'Avar Brown is a resident of New Grant and is a retired school teacher'.
- Page 67, Una Wilson Application withdrawn, nomination to be omitted.
- Page 68, Ena Donaldson Sentence modified to read 'Ms. Donaldson was previously employed at the SFCCU Credit Union....'
- Page 68, Carol Modeste Currently pursuing a Bachelor's Degree in Psychology at COSTAATT to be omitted.
- Page 71, Glen Jemmott The extra 0 in 2006 to be removed.

14.2 The Chairman commended the Board and Committees for their performance. She advised that the outgoing members of the Board were Franklyn Gittens, Elvilara James, Ernest Boland and Theresa Peters-Frederick. She advised also that Carol Modeste and Tessa Hamilton Gooding were statute barred from the Supervisory Committee.

14.3 She noted that there were only fourteen (14) persons offering themselves to serve on the Committees, most of which were repeat faces. She stated that persons with the capacity and skills were not willing to offer themselves. She thanked the nominees for offering themselves and pleaded with the membership to get active and come forward to make a contribution towards a new vision and continued growth of the organisation which they owned.

14.4 Recollecting his past experiences on nominations committees, member Hollis Eversley advised that one of the Terms of Reference of the Committee was to seek out nominees and encourage them to serve. He expressed his hope that the practice would continue. In response, Bynoe-Maillard advised that the staff at the various branches who liaise with the members on a daily basis made recommendations to the Committee for persons with the required skills and capacity to serve. She advised that searching for suitable nominees was also done through the Education Committee with those members showing an interest in the education seminars.

- 14.5** Member John Thompson urged the incoming Board to appoint a nominations committee early in their term of office. He expressed the view that one of the mandates of the Committee should be to seek out suitable persons to serve, which he noted was only possible if the Committee was in place and networking with other Committees. He stated that the Credit Union needed a new generation of co-operators in order to grow and position itself to be the leading financial institution in South Trinidad. But this could not be achieved with the same faces doing the same thing. He challenged the membership to offer themselves to serve.
- 14.6** President Gittens cheerfully declared that the Credit Union was being approached by others for advice on the nominations process which was an indicator that SFCCU was doing something right. He thanked the Committee for their efforts.
- 14.7** Referring to point 7.1 on page 65, member Marlon Charles suggested that for transparency and equality that the nominees should be listed in alphabetical order instead of in order of highest to lowest scores.
- 14.8** Member Marlon Charles moved a motion to accept the Nomination Committee Report and was seconded by member Emily Gould. The Motion was carried with the majority votes in favour.

15.0 BUDGET FOR THE PERIOD JANUARY 1ST TO DECEMBER 31ST 2016

- 15.1** President Gittens referred members to the budget on page 102 of the brochure.
- 15.2** Member Hollis Eversley reiterated that the Co-operative Societies Act clearly stated that the matter of honorarium had to be approved at the AGM. He moved a motion for the removal of honorarium from the budget and was seconded by member John Thompson. With seventy two (72) votes in favour of the motion and one (1) against, the motion was carried.
- 15.3** Member John Thompson noted that the membership had expressed its displeasure with the Board's decision by their vote, to which the Board should be guided accordingly. He stated further that it was his understanding that resolutions to pay honorarium were brought to the meeting as a separate Resolution.
- 15.4** Member Richard Thompson stated that several members commended the Board and Committees for their performance during term, yet it was his 4th attendance at the AGM and the payment of honorarium was always a contentious issue. He requested that the membership be mindful of the contribution and sacrifices made by the Board and Committee members before denying them the honorarium.
- 15.5** Member Hollis Eversley advised that the history of the Credit Union movement was that honorarium was voted on at AGM's to compensate members of the Board and Statutory Committees for the work done during the period because stipends were not paid. He expressed the view that with the onset of the payment of stipends, that the payment of honorarium should be discontinued. He suggested that the Board should instead increase the stipends paid as time progresses.



- 15.6** Treasurer Ivan Thomas moved a motion for the payment of honorarium to be brought to the AGM as a resolution and was seconded by member Richard Thompson. With 88 votes in favour, the motion was carried. Member John Thompson stated that procedurally, resolutions should be printed in advance for the consideration of the membership at the AGM. He expressed the view that it was an abuse of power for a resolution to be introduced during the AGM. He reminded of his earlier request for information on the policy for the disbursement of honorarium.
- 15.7** Marina Pierre, Co-operative Officer explained that since the decision was taken to remove the honorarium from the budget, that a motion had to be moved from the floor to accept the payment of honorarium. Challenging the process explained by the Co-operative Officer, member John Thompson stated that the payment of honorarium was to be made by way of a resolution and not by a motion. He enquired whether the same policy would govern the payment of dividends.
- 15.8** Referring to Bye-Law 36, President Gittens declared that ‘the Chairman of any General Meeting of the Society except at a Special General Meeting may propose any motion without previous notice, provided that the majority of the members present agree thereto and provided further that he shall propose any motion when requested by the Commissioner and/or other competent and binding authority’.
- 15.9** He also quoted Bye-Law 22 as follows ‘Out of the Annual Net Surplus of the Society, at least ten percent (10%) shall be credited to the Reserve Fund and five percent (5%) to the Education Fund. From the remaining Net Surplus, the Annual General Meeting shall have the power to approve, disapprove and/or vary the payment as follows:
- Dividend on Shares.
 - A rebate on interest paid to Members.
 - Honoraria to such officers or other persons of the Society as the Board may recommend.
- 15.10** The Co-operative Officer affirmed that according to Bye Law 36 a motion can be put forward for the acceptance of the payment of honorarium. Treasurer Ivan Thomas moved to amend the motion to accept the payment of an honorarium of \$131,845 at the 55th Annual General Meeting of SFCCU held April 30, 2016. The motion was seconded by member Linda Paul.
- 15.11** Member Hollis Eversley noted that the motion proposed by Treasurer Thomas did not indicate how the honorarium would be distributed. Treasurer Thomas explained that the honorarium would be distributed among all Board and Statutory Committee members, together with those who served on the ad hoc Committees. He explained further that there were different percentages worked out in a hierarchical system which was the system used over the past five (5) years. The membership voted on the motion put forward by Treasurer Thomas and with 62 votes in favour, 2 against and 3 abstentions, the motion for the payment of honorarium was carried.

15.12 Treasurer Ivan Thompson moved a motion to accept the Budget for 2016 with the amendment to remove the honorarium. The motion was seconded by member Richard Thompson and 56 votes in favour, the motion was carried.

16.0 RESOLUTIONS

16.1 Appointment of Auditors for the financial year ending December 31st 2016.

16.1.1 Treasurer Thomas moved a motion for the acceptance of the resolution for the appointment of the Auditing Firm, Hardy's Chartered Accountants, member Richard Thompson seconded and the motion was carried with the majority votes in favour.

16.2 Dividends.

16.2.1 Treasurer Thomas moved a motion for the acceptance of the resolution for the payment of a dividend of 3% to members in good standing with 2% on shares and 1% on their deposit accounts. Member Marlon Charles seconded and the motion was carried with majority votes in favour.

16.2.2 In response to some members protest over the 3% dividend, President Gittens explained that whilst there was a surplus, the membership increased so there was now a wider percentage for the division of the surplus.

16.3 Relative to the payment of honorarium, member Abiome Ajenay moved a motion that prior to the next AGM, that a policy on the payment of honorarium be developed. She stated that the policy should speak to a minimum level of performance of the Credit Union that would allow honorarium to be paid. She expressed the view that a Credit Union paying a dividend of 3% should not be paying staff bonuses or honorarium.

17.0 ELECTION OF OFFICERS

17.1 Marina Pierre of the Co-operative Division introduced herself as the Returning Officer with the assistance of the Co-operative Officers. She advised that the credential report as at 6.35 p.m. reflected that there were 123 members present. She pleaded with the members to maintain the quorum to allow for the continuation of the meeting following the election process.

17.2 Election of Officers to the Supervisory Committee

17.3 The Returning Officer advised that there were four (4) pre-selected nominees for the Committee however one application was withdrawn. She advised further that the committee required three (3) persons to serve and two (2) Alternates and declared the floor opened for further nominees to serve on the supervisory Committee.



17.4 Members **Arlene Wright-Gittens** and **Joezeth Best-Morgan** were nominated by member Kience Frederick and seconded by Emrol Brathwaite.

17.5 Member Marcia Goodridge-Constantine moved that nominations cease, member Marlon Charles seconded.

17.6 It was confirmed that both members were in good financial standing.

17.7 The Returning Officer advised that members were to vote for no more than three (3) persons for the Committee.

17.8 Election of Officers to the Credit Committee

17.9 The Returning Officer advised that there were five (5) pre-selected nominees for the Committee and she declared the floor opened for further nominees to serve on the Credit Committee.

17.10 Member **Judith Douglas Davis** was nominated by member Marlon Charles and seconded by member Marcia Goodridge-Constantine.

17.11 Member **Adrian Pantin** was nominated by member Marcia Goodridge Constantine and was seconded by member Abiome Ajenay.

17.12 Member **Josephine Goodridge** moved that nominations be ceased.

17.13 The Returning Officer advised that members were to vote for no more than five (5) persons for the Committee.

17.14 Election of Officers to the Board of Directors

17.15 The Returning Officer advised that there were four (4) pre-selected nominees for the Board and declared the floor opened for further nominees to serve on the Board of Directors.

17.16 Member **Richard Thompson** was nominated by member Abiome Ajenay and was seconded by member Phyllis Brooks.

17.17 Member **Irvin Durity** was nominated by member Garnet Jessop and seconded by member Ginelle Rankine.

17.18 Member Marlon Charles moved that nominations cease, member Emrol Brathwaite seconded.

17.19 It was confirmed that both members were in good financial standing.

17.20 The Returning Officer advised that members were to vote for no more than four (4) persons for the Board of Directors.

17.21 The Returning Officer invited members to cast their votes and declared subsequently that the election process was concluded.

18.0 GENERAL BUSINESS

18.1 Referring to the reserve portfolio, Member Marlon Charles noted that there was an education fund and general reserve. He suggested that a building fund be instituted to be used as a buffer to do necessary upgrades. Relative to Alternates, member Charles suggested that a policy decision be taken that would allow alternates to be given the opportunity to attend some of the meetings of the Board and Statutory Committees to which they were elected. President Gittens noted member Charles' suggestions. He advised that the Bye-Law would have to be amended to allow for a portion of the surplus to be allocated to a building fund. Relative to the Alternates attendance at meetings, President Gittens advised that it was practiced before and would be considered in the new term.

18.2 Relative to the six (6) acres of land in Chaguanas, member Elizabeth Fletcher moved a motion to retain the land and seek expert advise on how the Credit Union should proceed with the matter. The motion was seconded by member Irvine Durity and was carried with the majority votes in favour.

19.0 SOCIAL EVENTS COMMITTEE

19.1 The following members received door prizes;

- Atisha Hudlin
- Trevor Murray
- Anthony Dickson
- Alfred Singh
- Merle Waldron

19.2 Tokens of appreciation were presented to the following outgoing Directors for their yeoman service to the organisation;

- Franklyn Gittens
- Ernest Boland Jnr.
- Elvilara James

20.0 RESULTS OF THE ELECTION OF OFFICERS

20.1 The election results were presented to the membership as follows;

Supervisory Committee

Elected Officers	Number of votes received
Avar Brown	90
Maurisa Paul	84
Lloyd Kerr	73
Arlene Wright-Gittens: 1st Alternate	59
Joezeth Best-Morgan: 2nd Alternate	24



Credit Committee

Elected Officers	Number of votes received
Carol Modeste	92
Ena Donaldson	91
Judith Douglas-Davis	77
Kevon Mitchell	76
Adrian Pantin	62
Alfred Singh: 1st Alternate	56
Emanuel Ramsaran: 2nd Alternate	51

Board of Directors

Elected Officers	Number of votes received
Theresa Peters-Frederick	75
Glen J. Jemmott	68
Joan Hinds	62
Irvin Durity	62
Murchinson Flemming: 1st Alternate	61
Richard Thompson: 2nd Alternate	52

20.2 The Returning Officer presented the successful candidates and wished them a successful term in office. She thanked the membership for maintaining the quorum and reminded them to use the Credit Union wisely.

20.3 Member Emrol Brathwaite moved a motion for the destruction of the Ballots and member Marlon Charles seconded. The motion was carried with majority votes in favour.

21.0 CLOSURE

21.1 President Gittens thanked the membership for their patience and continued support. He noted that it was a very successful meeting in spite of some tension. He extended best wishes to the membership for the 2016-2017 term.

21.2 The meeting ended at 7.45 p.m.

Co-operatively yours,

THERESA PETERS-FREDERICK
 Secretary
 (Board of Directors)

Board of Directors

TERM: 2016/2017



Mrs. Carol Joseph



Ms. Alicia Phillip-Pollard



Mrs. Theresa Peters-Frederick



Mrs. Marcia Goodridge-Constantine



Mr. Ivan Thomas



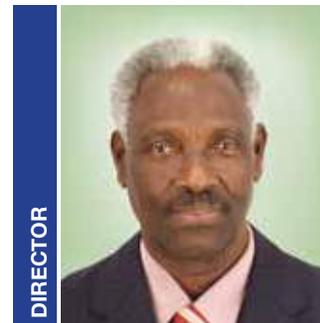
Ms. Arlene Bynoe-Maillard



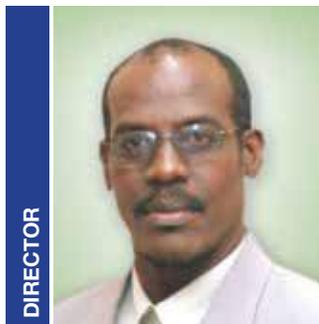
Mrs. Joan Hinds



Mr. Eugene Norville



Mr. Irving Durity



Mr. Emrol Brathwaite



Mr. Glen J. Jemmott



Ms. Judy Lee



Credit Committee

TERM: 2016/2017



Mrs. Carol Modeste



Mrs. Judith Douglas-Davis



Mr. Kevon Mitchell



Mr. Kirk Pantin



Ms. Ena Donaldson

Supervisory Committee

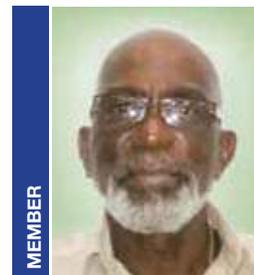
TERM: 2016/2017



Ms. Maurisa Paul



Ms. Avar Brown



Mr. Lloyd Kerr

Office of the General Manager, Human Resource & Administration



Back Row (left to right) - Ms. Ingrid Jackson (House-Keeper/Helper), Mr. Mark Seenath (Driver/Messenger), Ms. Naomi Dennie (Receptionist) and Ms. Alicia Alexander (Members' Relations Clerk).

Front Row (left to right) - Ms. Stacey Vincent (Executive Secretary), Mr. Garnet Jessop (General Manager) and Ms. Caroline Walker (Administrative Assistant).

Absent - Mrs. Michelle Worrell-Morris (Human Resource Officer).

Finance and Operations



Front Row (left to right) - Mrs. Tricia Rojas-Nanan (Cashier), Ms. Trisha-Louise Lessey (Accounts Clerk), Mrs. Amina Ramnath (Accountant), Ms. Sharon Sooknanan (Accounts Clerk), Mr. Matthew Archibald (Trainee) and Ms. Chealsy Figaro (Trainee).

Absent - Ms. Anya Badal (Assistant Accountant).

Credit Department



Front Row (left to right) - Mrs. Suzanne Neptune-Bhagwandeem (Loans Officer), Ms. Kelly Franklyn (Loans Officer) and Mrs. Jacqueline Henry (Credit Supervisor).

High Street Branch Office



Front Row (left to right) - Mrs. Simone Lynch (Loans Officer), Ms. Gabrielle Babwah (Senior Loans Officer), Mrs. Kay Brereton-Peters (High Street Branch Supervisor) and Ms. Ayana Rosalle (Cashier).

Point Fortin Branch Office



Front Row (left to right) - Ms. Shirlana Lawrence (Receptionist/Cashier), Ms. Janelle Rankine (Point Fortin Branch Supervisor) and Ms. Rawlissa Anatol-Morgan (Loans Officer).



Recoveries Department

Front Row (left to right) - Mrs. Sharaza Ramnath (Recoveries Officer) and Ms. Nivisha John-Williams (Special Project).

Absent - Mr. Charles Alexander (Recoveries Clerk/Field Officer).



Board of Directors Report 2016/2017

The Board of Directors of SFCCU Credit Union Co-operative Society Limited is pleased to report to its membership at its 56th Annual General meeting on its Strategic Goals, objectives, management and stewardship, for the period **April, 2016 – April 2017**.

1.0 THEME

The Theme selected for this Annual General Meeting is ***“Embracing Technology to improve member participation”, which is in keeping with the strategic direction of the Board for this Term.***

2.0 OVERVIEW

SFCCU continues on its strategic path and by maintaining its tag line ***“All Things Southern”***. This has set the strategic direction in which the goals and objectives of our organization will be achieved. Some of the achievements namely in the areas of ICT, Marketing and Operations have been highlighted amongst the external environment, changing needs of its members and ensuring the survival of the Credit Union. More over its strategic committees were able to change, adapt, sustain and plan to ensure that our strategies were implemented to those very needs.

3.0 COMPOSITION OF THE BOARD

The 55th Annual General Meeting was held on Saturday 30th April 2016 at the Southern Academy of Performing Arts (SAPA). The following members were elected to serve on the Board of Directors:

- Theresa Peters-Frederick
- Glen J. Jemmott
- Joan Hinds
- Irving Durity

These elected members now join with the following persons to comprise the Board of Directors.

Mr. Ivan Thomas

Mrs. Carol Joseph

Mrs. Marcia Goodridge-Constantine

Mrs Arlene Bynoe-Maillard

Ms. Alicia Phillip-Pollard

Ms. Judy Lee

Mr. Eugene Norville

Mr. Emrol Brathwaite



56th Annual General Meeting

The Inaugural Board meeting was held on Wednesday 4th May, 2016, at which a new Executive was elected.

The following persons comprise the Executive:

Mrs. Carol Joseph	-	President
Mrs Alicia Phillip-Pollard	-	Vice President
Mrs. Theresa Peters-Frederick	-	Secretary
Mrs. Marcia Goodridge-Constantine	-	Assistant Secretary
Mr. Ivan Thomas	-	Treasurer

Present at the meeting were representatives of the Co-operative Credit Union League of Trinidad and Tobago (CCULTT), Co-operative Division of the Ministry of Labour and Co-operatives and the Supervisory Committee of SFCCU.

4.0 ATTENDANCE RECORD

During the period 2016/2017, the Board of Directors held Executive, Statutory, Special and Joint Committee meetings. These meetings were attended by Directors as follows:-

Name	Executive			Statutory			Special			Joint		
	P	A	E	P	A	E	P	A	E	P	A	E
Board of Directors												
Carol Joseph	9	-	-	17	-	-	4	-	-	2	-	1
Alicia Phillip-Pollard	7	-	2	15	-	2	2	-	2	1	-	2
Theresa Peters-Frederick	8	-	1	14	-	3	2	-	2	1	-	2
Marcia Goodridge-Constantine	7	-	2	14	-	3	2	-	2	2	-	1
Ivan Thomas	6	2	1	11	-	6	1	1	2	2	-	1
Glen J. Jemmott				15	-	2	3	-	1	3	-	-
Judy Lee				15	-	2	3	-	1	1	-	2
Arlene Bynoe-Maillard				14	-	3	2	-	2	2	-	1
Emrol Brathwaite				15	-	2	4	-	-	2	-	1
Joan Hinds				16	-	1	4	-	-	3	-	-
Eugene Norvile				15	-	2	4	-	-	3	-	-
Irving Durity				16	-	1	3	1	-	2	-	1

P - Present **A** - Absent **E** - Excused



5.0 BOARD APPOINTED COMMITTEES

The Board of Directors at its meeting held on 16th July, 2016 appointed the following Committees to assist in accomplishing the Strategic goals and objectives of the Society.

No.	COMMITTEE	COMMITTEE MEMBERS
1	EDUCATION	Alicia Phillip-Pollard (<i>Chairman</i>) Joan Hinds (<i>Vice Chairman</i>) Atisha Hudlin (<i>Secretary</i>) Jozeth Best-Morgan Alfred Singh Ernest Manuel Boland Jnr. (<i>Co-opted</i>)
2	FINANCE & INVESTMENT COMMITTEE	Ivan Thomas (<i>Chairman</i>) Theresa Peters-Frederick (<i>Vice Chairman</i>) Garnet Jessop Amina Ramnath Reanne Slater Adrian Phillip
3	HUMAN RESOURCES	Irving Durity (<i>Chairman</i>) Eugene Norville (<i>Director</i>) Elvilara James Garnet Jessop (<i>General Manager</i>) Michelle Worrel-Morris (<i>HR Officer</i>) Stephen Thomas (<i>Industrial Relations Officer</i>) Carol Joseph (<i>Ex Officio</i>)
4	NOMINATIONS	Arlene Bynoe-Maillard (<i>Chairman</i>) Irving Durity (<i>Vice Chairman</i>) Keith Samuel John Adrian Thompson Thakoor Moonan
5	POLICY AND PROCEDURES	Eugene Norville (<i>Chairman</i>) Glen J. Jemmott (<i>Vice Chairman</i>) Elvilara James (<i>Secretary</i>) Joan Hinds Keith Samuel Carol Joseph (<i>Ex-Officio</i>)

No.	COMMITTEE	COMMITTEE MEMBERS
6	SOCIAL EVENTS	Emrol Brathwaite (<i>Chairman</i>) Caroline Walker (<i>Secretary</i>) Alicia Alexander (<i>Assistant Secretary</i>) Stacey Vincent Michelle Worrel-Morris Trisha Louise-Lessey Jacqueline Henry Elvilara James Carol Joseph (<i>Ex-Officio</i>)
7	TENDER	Theresa Peters-Frederick (<i>Chairman</i>) Judy Lee (<i>Secretary</i>) Garnet Jessop
8	RISK MANAGEMENT	Alicia Phillip-Pollard (<i>Chairman</i>) Glen J. Jemmott (<i>Vice Chairman</i>) Quentin Thomas Murcheson Flemming

6.0 HUMAN RESOURCES COMMITTEE REPORT - 2016/2017 Term

The Human Resources (HR) Committee held the first of its twelve meetings for the 2016/2017 period on 15th June, 2016. The HR Committee, as established by the Board of Directors consisted of the following persons:

Mr. Irving Durity	-	Chairman
Mr. Eugene Norville	-	Director
Ms. Elvilara James		
Mr. Garnet Jessop	-	General Manager
Mrs. Michelle Worrell-Morris	-	Human Resources Officer
Mr. Stephen Thomas	-	Industrial Relations Consultant
Ms. Carol Joseph	-	(Ex Officio)

Given the substantial increase in the unbudgeted wage bill following the recent negotiations, the HR Committee sought to maximize the efficiency and output of the current workforce without increasing the organization's wage bill.



The Committee remains committed to the concerns regarding outstanding settlements for the non-bargaining staff, as a result of the Bargaining Unit Staff Agreement. Under the authoritative advice from our Industrial Relations Consultant, Mr. Stephen Thomas, regarding regularization of the tenure of our non-bargaining unit contracted staff, the HR Committee with approval from the Board of Directors, converted all such employees from the status of ‘contracted’ employees and appointed them as ‘permanent’ staff. The HR Committee, together with the IR Consultant, has calculated the additional wage cost to SFCCU regarding the retro-active payment due to the non-bargaining staff, as a result of the bargaining unit increases. The Employee’s Manual is 100% completed and is for review by the Board of Directors.

The Committee is critically examining the restructuring of the organization in relation to the organizational chart, strategic plan and the additional unbudgeted cost due to the new wage agreement. The Committee recommended and it was so approved by the Board of Directors that the contract of the IR Consultant be renewed for a further two-year period. The ‘written’ Collective Agreements with respect to the 2009-2011, 2012-2014 and 2015-2017 bargaining periods, are currently being finalized for presentation to the union, for sign off.

7.0 SOCIAL EVENTS COMMITTEE 2016-2017

7.1 COMMITTEE MEMBERS

7.2 The members of the Children’s Christmas Party Committee were appointed by the Board of Directors in accordance with the Bye-Laws and they are as follows:

Mr. Emrol Brathwaite	-	Chairman
Ms. Caroline Walker	-	Secretary
Ms. Alicia Alexander	-	Member
Mrs. Michelle Worrell-Morris	-	Member
Ms. Trisha-Louise Lessey	-	Member
Ms. Stacey Vincent	-	Member
Ms. Jacqueline Henry	-	Member
Ms. Elvilara James	-	Member
Mrs. Carol Joseph	-	Ex-Officio

7.3 ACCOMPLISHMENTS/ACITIVITIES

Under the patronage of the President, Mrs. Carol Joseph the Children’s Christmas Party Committee was pooled together, to give SFCCU’s Children a “Christmas Wonderland Experience”. The President, having concerns that the time for the Children’s Christmas Party was quickly approaching, took the initiative to engage the assistance of the staff, who were more than willing to assist. In just about four (4) weeks, the Committee was able to pull off, the much talked about event, which took place on Saturday 10th November, 2016.



The Committee was able to have a Raffle which they use to raise funds to offset the expenses of the Children's Christ Party. The Raffle was drawn on December 16th 2016. The Committee wishes to congratulate Mr. Wesley Huggins as the first place winner, also Mr. Lezeth Awong 2nd place winner, Heather Charles as 3rd place winner.

7.4 CONCLUSION

The Committee, in spite of the many challenges, would like to thank the Board of Directors, the Membership and all other stakeholders for their continued support.

8.0 POLICY & PROCEDURES COMMITTEE

The Policy & Procedures comprise the following members:

Mr. Eugene Norville	-	Chairman
Mr. Glen J. Jemmott	-	Vice Chairman
Ms. Elvilara James	-	Secretary
Mr. Keith Samuel	-	Member
Ms. Joan Hinds	-	Member
Mrs. Carol Joseph	-	Ex-Officio

8.1 Policies approved by the Board:

- Oath of Office - Board of Directors, Credit and Supervisory Committees
- Code of Conduct

8.2 Policies before the Board:

- Staff Bonus Policy
- Conflict of Interest Policy
- Guidelines for Training and Education
- Disposal of Assets Policy
- Updated Tender Advertisement
- Updated Tender Form
- Oath of Office - Staff

8.3 Policies being worked on:

- Sponsorship and Donation Policy
- Stipend, Honorarium and Allowances Policy



“The one who who adapts his policy to the times prospers, and likewise the one whose policy clashes with the demands of the times does not.” **Niccolo Machiavelli.**

“Good Governance cannot remain merely a philosophy. Concrete steps have to be taken for realizing its goals.”
Narendi Modi.

9.0 RISK MANAGEMENT COMMITTEE

The Policy & Procedures comprise the following members:

Mrs. Alicia Phillip-Pollard	-	Chairman
Mr. Glen J. Jemmott	-	Vice Chairman
Mr. Quentin Thomas		
Mr. Murcheson Flemming		

The Risk Management Committee was formed by the Board of Directors of SFCCU Credit Union with the primary objective of assessing the risk profile of the Credit Union, to ensure the risks are not higher than the risk appetite of the organization and to make recommendations when required to the Board of Directors to ensure a prudent balance between risk and reward. This is an ongoing process.

10.0 BOARD ACHIEVEMENTS

10.1 Completion of an Electronic use policy.

10.2 Approval of a new Small Enterprise Enhancement and Development (SEED) Loan.

10.3 Approval of a new Debit Card system.

10.4 Approval of a new SMS text-messaging system

10.5 Approval of phase 2 of our Strategic plan implementation covering:

- A new Android phone application.
- A new PBX telephone system.

10.6 Approval of a new Code of Conduct Policy.

11.0 SPONSORSHIP

SFCCU are the proud sponsors of the St. Paul's Boys' Anglican Steel Orchestra once again. They placed second overall in the 2017 National Junior Panorama Competition.

12.0 AFFILIATIONS

- ***Co-operative Credit Union League of Trinidad and Tobago Limited***

The Board of Directors continues to maintain close relations with the Co-operative Credit Union League of Trinidad and Tobago Limited, the umbrella body of the Credit Union movement. Members of the Board, Serving Officer and Staff alike have attended a number of Training Programmes offered by the League in the areas of Financial Auditing, Understanding Pearls Ratio, Industrial Relations, Human Resource Management, Credit and Supervisory Training. Mrs. Goodridge-Constantine continues to serve as a Director on the League Board.

- ***South East Regional Chapter***

The Board of Director's support for the credit union movement was demonstrated by its strong representation on the South East Regional Chapter of the Credit Union League, with our Directors namely, Marcia Goodridge-Constantine (President) Mr. Emrol Brathwaite (Director) and Mrs Theresa Peters-Frederick (Appointed Director). We were able to play a significant role and supported the Chapter.

13.0 TRAINING AND DEVELOPMENT

- ***Financial Intelligence Unit (FIU) Training***

The Board continues to provide Annual training for its Directors, Officers and Staff in keeping with the current and upcoming Legislation under the proceeds of Crime Act, Anti-Terrorism Financing Act; The Financial Intelligence Unit of Trinidad and Tobago Act and their Regulations. The Management has also assigned Compliance Reporting and Monitoring to a Senior Officer of SFCCU.

- ***Training Programmes***

Our Officers, and Staff continues to attend external training programmes when necessary at different institutes. These include real estate, industrial relations, marketing and image building with upcoming programs as professional business writing.

14.0 MEMBERSHIP/ASSET BASE

As at 31st December, 2016, the membership of SFCCU Credit Union stood at 12,040 and our Asset Base at \$116,071,681.



15.0 OUTGOING OFFICERS

The following officers are outgoing at this 55th Annual General Meeting:-

a) Board of Directors

- Alicia Phillip-Pollard, Ivan Thomas, Arlene Bynoe-Maillard, and Emrol Brathwaite.
- Mr Ivan Thomas and Mrs Arlene Bynoe-Maillard will be Statute Barred, therefore the Board wishes to extend thanks to them for their service.

b) Supervisory Committee

- Maurisa Paul, Avar Brown and Lloyd Kerr.

c) Credit Committee

- Carol Modeste, Ena Donaldson, Adrian Pantin, Judith Douglas-Davis and Kevon Mitchell.

d) The Board wishes to thank all outgoing officers for their time, dedication, and commitment to service.

16.0 ORBITUARY

The Board takes this opportunity to acknowledge the lives of many of our valued members who have passed on. On behalf of the Board of Directors, Management and Staff of SFCCU Credit Union, we extend our deepest condolences to the families who lost their loved ones during the period. Especially Ms Linda Paul and Mr Emanuel Ramsaran who served on different committees. We wish the families God's strength and richest blessings.

ACKNOWLEDGEMENTS

The Board of Directors of SFCCU Credit Union Cooperative Society Ltd, wishes to thank all Elected Officers, Appointed Committee members, Management and Staff for their time, dedication, and commitment to service. We wish to also thank the Co-operative Credit Union League of Trinidad & Tobago, the Commissioner's Department, Co-operative Development Division in the Ministry of Labour & Small and Micro Enterprises Development and all our stakeholders. For me, it was my privilege to serve and I wish to thank the Almighty God for health and strength, all Officers and those who supported me in the position, particularly my Executive Secretary Ms. Stacey Vincent, The General Manager Mr. Garnet Jessop and his staff.

Co-operatively yours

THERESA PETERS-FREDERICK (Mrs.)

Secretary

Board of Directors



Children's Christmas Party





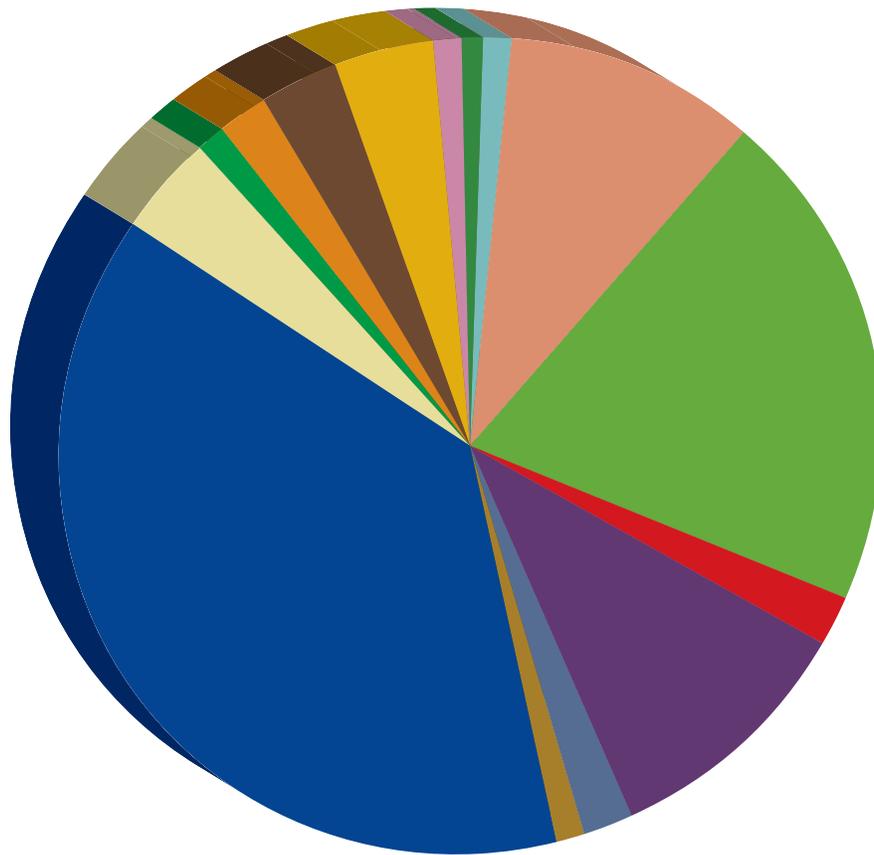
Credit Committee Report 2016/2017

At the Inaugural meeting of the Credit Committee, Ms. Carol Modeste was voted as Chairman, Ms. Judith Douglas- Davis as Secretary. The other members of the Committee are Ms. Ena Donaldson, Mr. Adrian Kirk Pantin and Mr. Kevon Mitchell. First alternate was Mr. Emmanuel Ramsaran and second alternate is Mr. Alfred Singh. The Committee lost its first alternate with the passing of Mr. Ramsaran in June 2016. For the period, May to December 2016, the Credit Committee approved 972 loans valued eighteen million, seven thousand, three hundred and fifty-five dollars and fifteen cents (\$18 007 355.15). The loans according to categories were:

Loan Categories	\$ Loan Value	No. of Loans
Ceremonies	195,492.36	5
Consolidated Debts	11,134.62	2
CWAL-1	480,000.00	97
CWAL-2	2,201,745.20	222
Education	134,580.01	15
House Repairs and Renovations	3,321,129.79	96
Investment	157,810.81	11
Medical	174,353.98	7
Personal	5,933,606.01	397
Reschedule Loan	2,255,357.76	39
Special Christmas Loan	3,117.24	1
Special Package Loans	26,000.00	12
Vacation	616,796.73	27
Vehicle Purchase	2,453,197.79	38
Vehicle Repairs	43,032.85	3
Total	18,007,355.15	972

Even though the Committee strove to exercise due diligence and financial supervisory duties as requirements of the impending legislation, its regulations and in keeping with the Society's Bye Laws, there was still a small level of delinquency. Four (4) special loans, four (4) CWAL 1's, eight (8) CWAL 2's and ten (10) other loans approved during the period under review became delinquent. These loans are valued at four hundred and thirty- three thousand, seven hundred and eighty dollars and thirty - cents (\$433,780.30).

SFCCU Statistical Data for Loans 2016



- Ceremonies - 5
- Consolidated Debts - 2
- CWAL 1 - 97
- CWAL 2 - 222
- Education - 15
- House Renovations - 96
- Investments - 11
- Medical - 7
- Personal Expenses - 397
- Reschedule Loan - 39
- Special Christmas Loan - 1
- Special Package Loan - 12
- Vacation - 27
- Vehicle Purchase - 38
- Vehicle Repairs - 3

The Credit Committee wishes to thank the General Manager and Staff for the assistance given to the Committee. The Committee will continue to work with all stakeholders and strive for prudent and vigilant financial management as determined by the current national and international economic climate, and in keeping with its co-operative and social responsibilities.

Co-operatively yours,

Carol Modeste

CAROL MODESTE (Mrs.)
Chairperson



Supervisory Committee Report 2016/2017

The Supervisory Committee is pleased to report on its stewardship for the period April 2016 to April 2017.

The following persons were elected to serve:

Ms. Maurisa Paul	-	Chairman
Ms. Avar Brown	-	Secretary
Mr. Lloyd Kerr	-	Member

After elections, the Committee felt the need to further sensitize and educate our team, so we participated in a Supervisory Training facilitated by the Co-operative Department.

As a result of that training coupled with some experience, the Committee directed its efforts towards adding value to the Society's affairs by examining the organization's activities and recommending improvements where necessary. A comprehensive report was done and presented to the Board, in order to facilitate total camaraderie and cohesiveness within our organization.

The Committee conducted sporadic and scheduled checks of the following:

- Cash count at the Head Office and at the other three Branches
- Members' loan files at random
- Source of Funds folder
- Monthly financials

All of the aforementioned activities were conducted in order to ensure efficiency and accuracy within the organization. However, some of the challenges experienced by the Society due to the current economic climate for the year were:

- Declining rate of return on investments
- A climbing delinquency rate
- Lower number of loan applications which directly affected our income
- Lower influx of new members

In the face of these challenges the organization was still able to:

- Increase the staff of the Recoveries Department which has been efficiently reclaiming many of our bad debts and restructuring loans to help members financially.

56th Annual General Meeting

- Motivate the membership to increase their shares.
- Consult with Mr. Nigel Matthews, a credible Credit Management Consultant, who made recommendations to help our society move forward.

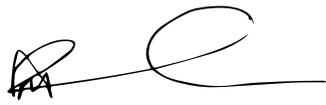
The Committee's mandate is to ensure that the Society conducts its business in a manner that safeguards and adds value to our members' assets.

Our focus therefore, has been on, and will continue to be, providing recommendations to the Board of Directors that highlight and seek to accomplish some key objectives that will help to correct and reverse the impact of the challenges indicated above. With this in mind, we therefore recommend that the following be taken into consideration:

- A payment protection plan from CUNA become compulsory when acquiring loans.
- An Internal Auditor be employed in order to closely monitor our daily financial transactions. In lieu of this, we suggest that the Supervisory Committee be increased from three (3) members to five (5) members to better supervise all branches more efficiently.
- A Supervisory Committee member's term should be increased from one (1) year of service to two (2) consecutive years of service without re-election. Also, there should be a rotation system within the Committee, so that all three members do not leave the Committee at the same time. This will facilitate better succession planning.

The Supervisory would like to thank the general membership for granting us the opportunity to serve you. We also would like to thank the Management and Staff for their kind co-operation in facilitating the Committee in the execution of its functions.

Co-operatively yours,



MAURISA PAUL (Ms.)
Chairman



AVAR BROWN (Mrs.)
Secretary



LLOYD KERR
Member



Treasurer's Report 2016/2017

OPENING REMARKS

Dear members,

On behalf of my fellow Directors, Statutory Committee Members, Management and Staff it is my pleasure to present to you the 2016 Treasurer's Report on the financial performance of our beloved Credit Union.

The past fiscal year saw us operating in a very volatile economic environment filled with numerous uncertainties. Nevertheless, the Board of SFCCU has diligently been carrying out our fiducial responsibilities to preserve the safety and soundness of our members' funds whilst maintaining growth of our assets and a return on our investment.

Despite the many challenges facing the local economy for the financial year ending December 2016, we are proud to report on the favourable performance of our organization.

THE ECONOMIC ENVIRONMENT

The 2016 financial year brought to an end our strategic plan 2013-2015, which was successfully implemented and saw unprecedented growth in our assets and revenue. This ushered the way for us, the Board to chart a new way forward through the development of a new three year strategic plan that would take us through to 2018.

Trinidad and Tobago's economy is very volatile having experienced an eight (8%) decline in second quarter of 2016 according to the Central Bank. The primary cause was low energy prices and gas curtailment issues, which have put enormous strain on our ability to generate foreign exchange. This uncertainty is expected to follow us into the 2017 fiscal year. Already we have seen the Government making some unpopular decisions with respect to the closure and restructuring of some state companies resulting in the layoff of a number of employees. The private sector has also been experiencing similar trends. At the end of 2016 the unemployment rate increased from 3.8% in 2015 to 4.4% based on Central Bank statistics.

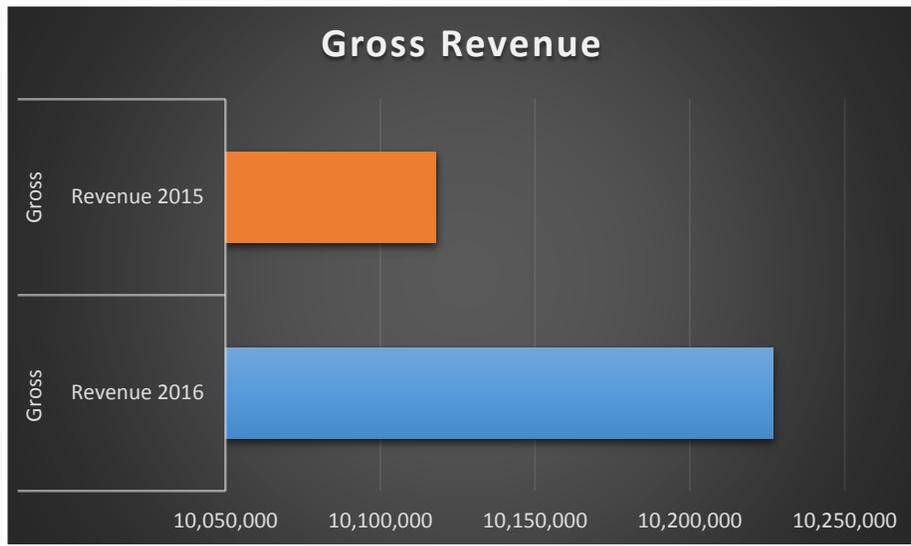
According to the Central Bank, activities in the energy sector decreased by 12.6 per cent in the second quarter of 2016, while the non-energy sector decreased by 5.4 per cent. Within the non-energy sector declines were recorded in construction (23.5 per cent), distribution (3.7 per cent) and manufacturing (6.3 per cent). These trends pose serious threats to our business as some of our members are aligned to these industries and have been laid off, and are now experiencing difficulties in servicing their loans. Despite our positive overall performance, we have seen a reduction in the growth of our loan portfolio and an increase in our non-performing loans which the Board and management team continue to monitor and develop new strategies to counteract.



FINANCIAL PERFORMANCE 2016

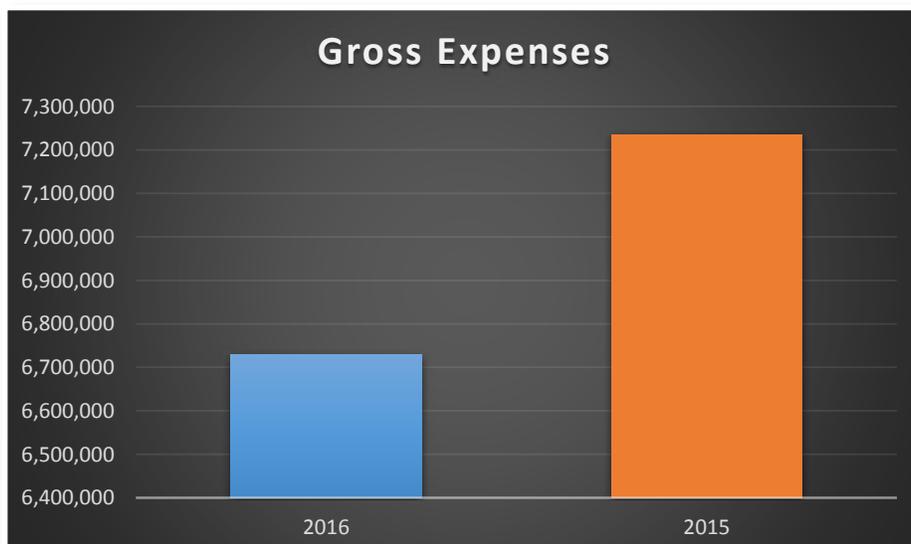
For the financial year ended December 2016, we were able to generate gross income of \$10,226,752 as compared to \$10,118,064 in 2015, representing a 1.07% increase. This increase was 7.8% higher than our budgeted projections for the same fiscal period.

Graph 1 Comparative Analysis Gross Revenue 2016 vs 2015



The total expenditure for the period was \$6,729,271 compared to 7,236,750 in 2015, a reduction of 7%. This was approximately 0.2% above or budgeted figure.

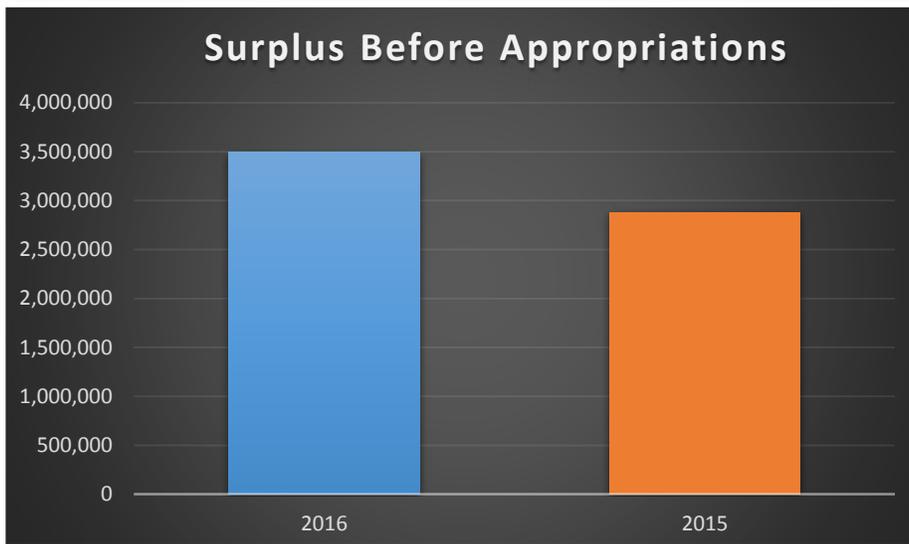
Graph 2 Comparative Analysis Gross Income 2016 vs 2015





Our surplus before appropriations was \$3,497,481 compared to \$2,881,314 in 2015 representing an increase of 21.38%. Our budgeted surplus exceeded our forecast by \$730,210 or 26.38%. As a result \$349,784 and \$174,874 would be transferred to the Statutory Reserved Fund and the Education Reserved Fund respectively in keeping with our Bye-Laws and the Co-operative Society's Act.

Graph 3 Comparative Analysis Surplus before Appropriations 2016 vs 2015



Our net Surplus for the period ended was \$2,972,823 compared to \$2,449,117 representing an increase of \$523,706 or 21.38%.

Graph 4 Comparative Analysis Net Surplus 2016 vs 2015

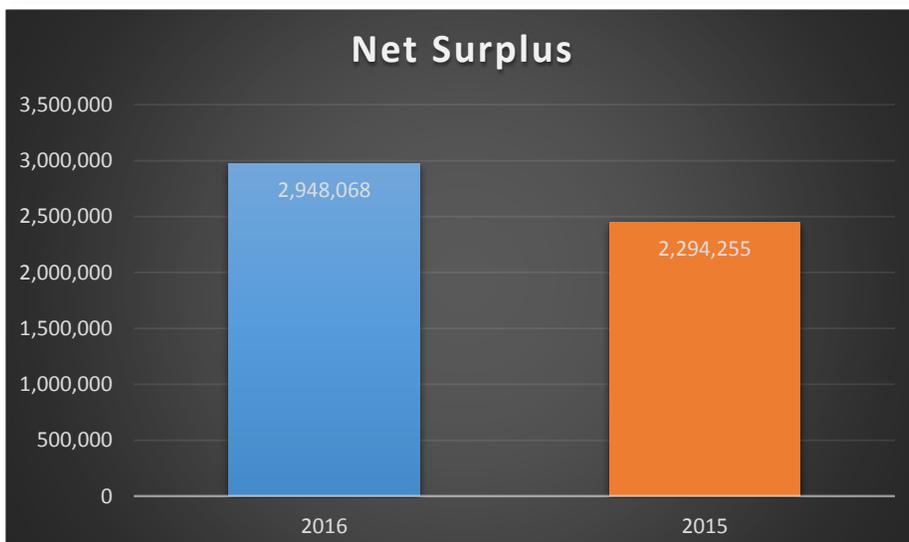


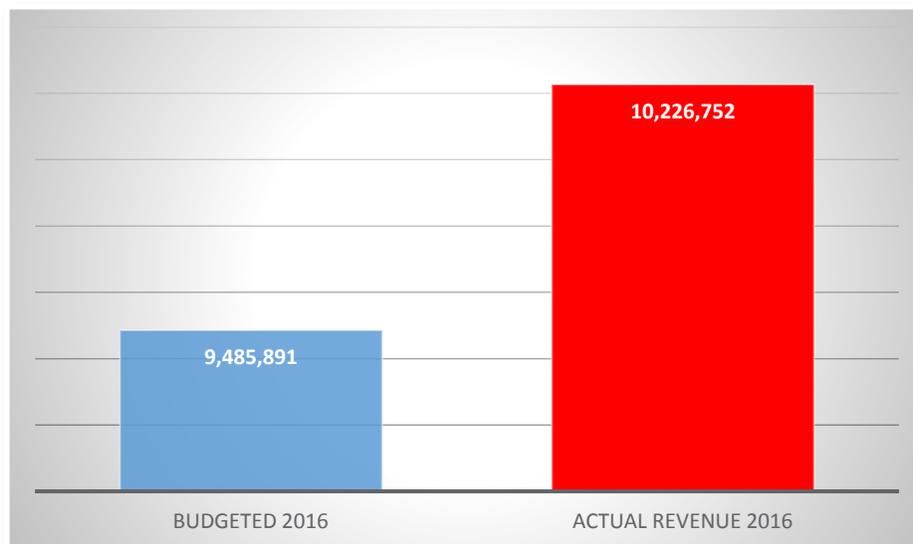
Table 1 Income Expenditure Comparative Analysis 2016 vs 2015

Particulars	Gross Revenue 2016	Gross Revenue 2015	Increase / Decrease	Percentage Increase / Decrease
Gross Revenue	10,226,752	10,118,064	108,688	1.07%
Gross Expenses	(6,729,271)	(7,236,750)	(507,479)	-7%
Net Surplus Before Appropriations	3,497,481	2,881,314	616,167	21.38%
Appropriations	524,658	432,197	92,461	21.39
Net Surplus	2,948,068	2,294,255	653,813	28.49%

Table 2 Variance Analysis - Budgeted vs Actual Performance 2016

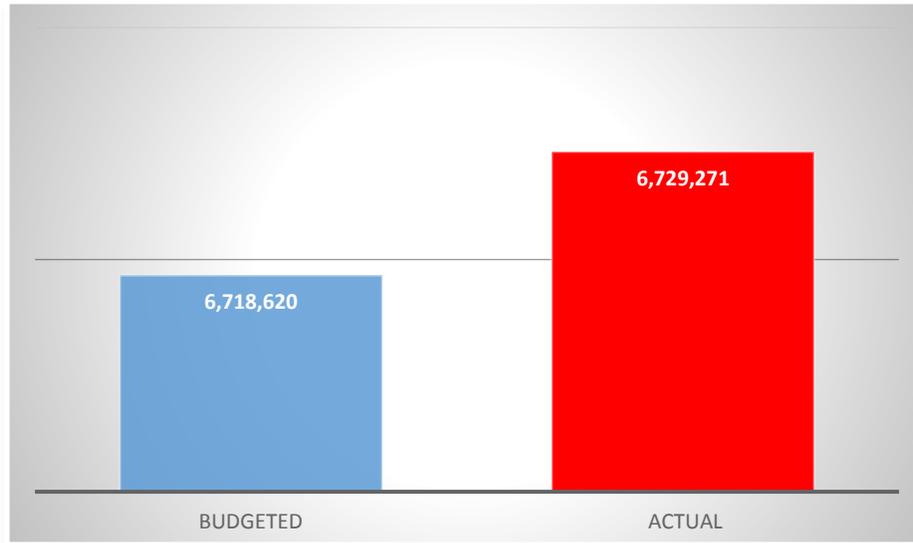
Particulars	Budgeted 2016	Actual Revenue 2016	Variance	Percentage Increase / Decrease
Gross Revenue	9,485,891	10,226,752	740,861	7.8%
Gross Expenses	6,718,620	6,729,271	(10,650)	(1.58%)
Net Surplus	2,767,271	2,948,068	180,797	6.5%

Graph 5 Budget Analysis Gross Revenue – Budgeted VS Actual

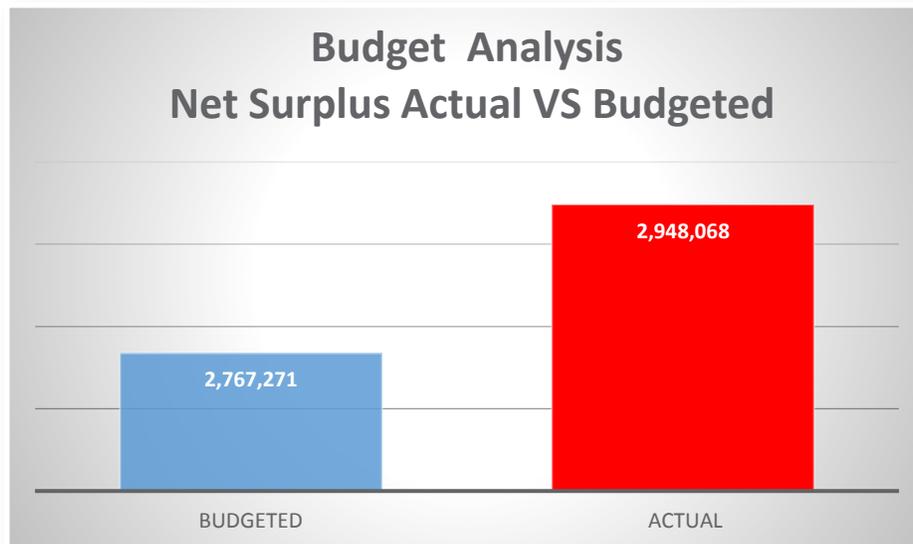




Graph 6 Budgeted Analysis Gross Expenditure – Budgeted vs Actual



Graph 7 Budgeted Analysis Net Surplus – Budgeted vs Actual



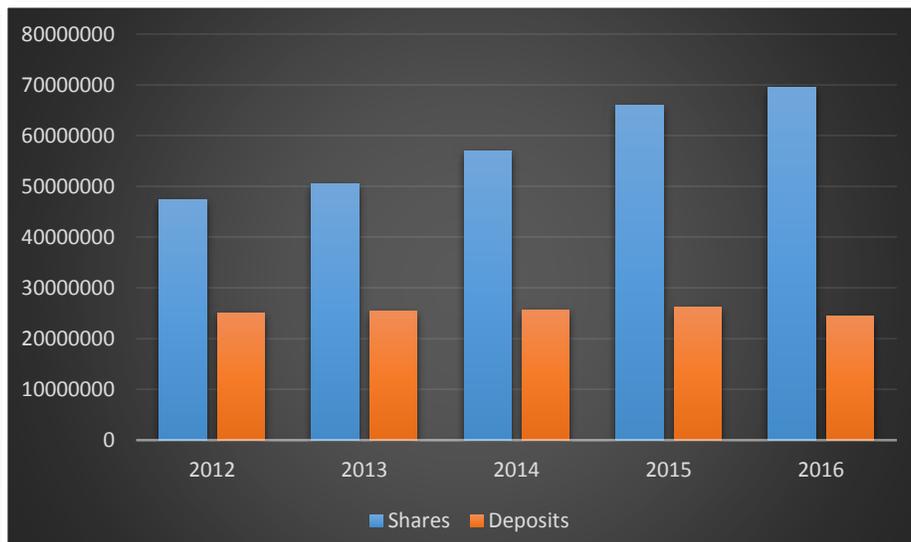
OTHER SOURCES OF REVENUE

Our Investment Portfolio continues to perform reasonably well when one considers the current investment climate we are operating within. This portfolio experienced 29% increased moving from \$441,924 in 2015 to \$569,924 in 2016.

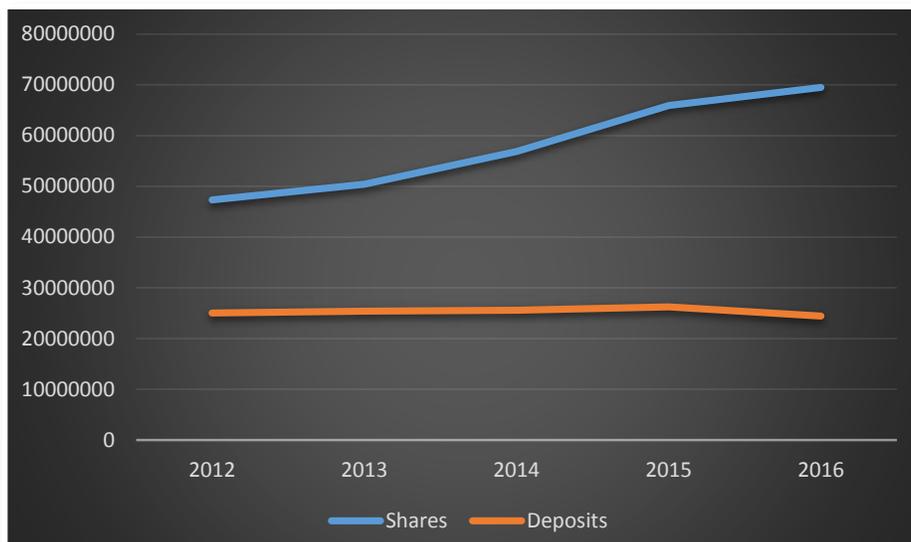
MEMBERS SHARES AND DEPOSITS

Members shares grew to \$69,485,130 compared to \$65,913,564 in 2015, a 5.41% increase, while deposits experience a net decline closing off at \$25,450,271 compared to \$26,267,154 at the end of the fiscal year 2015 or -3.01%.

Graph 8 Growth in Shares and Deposits 2012 to 2016



Graph 9 Five Year Growth Trend Analysis in Shares and Savings Deposits

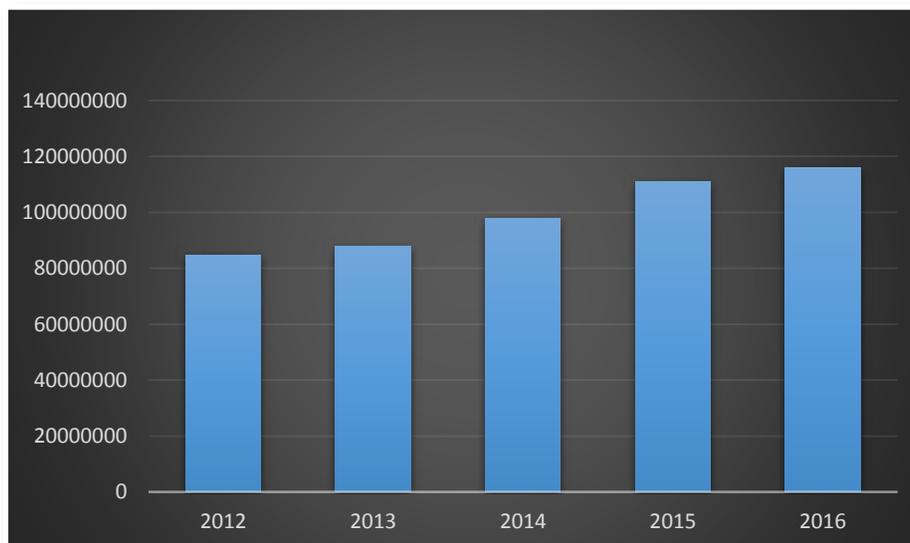




GROWTH IN ASSETS

SFCCU total assets grew by \$5,011,883 or 4.5% and now stands at \$116,071,681 compared to \$111,059,798 at the end of 2015. There was a net decreased in our loan portfolio and loan term investments of \$1,296,893 and \$366,605 respectively. These were netted off by increases in our short term investment and cash at bank by \$4,003,516 and \$2,333,330 respectively.

Graph 10 Growth Of Assets from 2012 to 2016



DELINQUENCY

The growth in none performing accounts has overshadowed the otherwise strong performance of fiscal 2016. We have seen a sharp rise of our delinquency rate from 10.68% in 2015 to 23% as at the end of 2016. This is due mainly to slow down in the energy and construction sectors that provides employment to a significant catchment of our members. We continue to work assiduously to reduce the rate of delinquency. We recognize that this is a major threat to the Society, especially in the light of the current economic environment we are operating within.

The Board, working together with the Credit Committee, has employed several initiatives to combat this treat. In February we have brought on a consultant to make a comprehensive assessment of our loans administrations. This exercise was completed in mid-March and the report is being studied with a view to implementing some of the recommendations that were put forward. Some of which are training for the Credit Committee members and Staff, review of the lending policy.

We have added more resources to the Recoveries Department and, while closer collaborations is taking place with the Credit Committee on restructuring the loans of members who are experiencing challenges to service their accounts. We are confident that we would be able to turn around this within the medium to long term as the majority of the affected members are cooperating with us to regularize their accounts.

As the economy continues to contract and the realities of recession become more, our members would be faced with more retrenchments, reduction and loss of income. SFCCU would remain vigilant in our analysis when granting loan while at the same time, we, not forgetting the founding principles of the Co-Operative movement and that our members matter most. We remind members that the Society is willing to meet with all who may be experiencing difficulty in servicing their accounts and we will do what is possible to assist members where and when possible.

PROPERTIES

The Board is currently engaging service providers for designs and upgrading of the building purchased in 2015 for the Point Fortin Office. We anticipate that this project will commence in the second quarter of 2017 and be completed by December 2017. The property at Chaguanas remains on the market for sale.

GASPARILLO SUB OFFICE

The Board having reviewed the operations at Gasparillo took the decision to close this branch and redeploy its resources to head office. This decision was taken in light of the low level of activities and low signs of growth.

Table 3 SFCCU PEARLS RATIOS ANALYSIS 2016

AREA	PEARL	RATIO	SFCCU	INDUSTRY
			RESULTS	STANDARDS
PROTECTION	P1	Allowance for Loan Losses / Delinquency \geq 12 months (Loan & Interest)	28%	100%
	P2	\leq 12 months (Loan & Interest)	35%	35%
	P6	Solvency 1: Total Assets / Total Share & Deposit	122%	\geq 111%
EFFECTIVE FINANCIAL STRUCTURE	E1	Net Loans / Total Assets	70%	70-80%
	E2	Liquid Investments (Total Short Term Asset - Current Account Balance) / Total Assets	13%	\leq 16%
	E3	Financial Investments (Total Long Term Investment) / Total Assets	4%	\leq 2%
	E4	Non-Financial Investment (Point Fortin Property) / Total Assets	2%	0%
	E7	Members' Share Capital / Total Assets	60%	\leq 20%
	E8	Institutional Capital / Total Assets	12%	\geq 10%



ASSET QUALITY	A1	Total Loan Delinquency (Total Loan & Interest Outstanding) / Gross Loan Portfolio	23.39%	<=5%
	A2	Non-Earning Assets (Point Fortin Property & Accounts Receivable) / Total Assets	2%	<=5%
RATES OF RETURN & COSTS	R8	Total Gross Income / Total Assets	9%	3-10%
	R9	Total Operating Expenses / Total Assets	6%	<=5%
	R12	Net Income / Total Assets	3%	Min. 10%
LIQUIDITY	L2	Liquid Resrve / Savings Deposits	33%	10%
	L3	Non-Earning Liquid Assets (Cash in Hand & Bank) / Total Assets	4%	<1%
SIGNS OF GROWTH	S1	Growth in Loans to Members	-2%	70-80%
	S2	Growth in Liquid Investments	37%	Max. 20%
	S3	Growth in Financial Investments	-7%	Max. 10%
	S4	Growth in Non-Financial Investments	1%	0%
	S5	Growth in Savings Deposits	-3%	70-80%
	S6	Growth in External Credit	0%	Max. 5%
	S7	Growth in Share Capital	5%	10-20%
	S8	Growth in Institutional Capital	13%	Min. 10%
	S10	Growth in Membership	5%	> 12%
	S11	Growth in Total Assets	5%	> Inflation 3.1%

CONCLUSION

On behalf of the Board of Directors and Management and Staff, I have presented to you a comprehensive assessment of the 2016 performance. The Board continues to work with a strategic plan to carry the organization forward. We are mindful of the challenges within the economy and will remain vigilant throughout our stewardship. This being my final year on the Board, I would like to thank you, the members for giving me the opportunity to serve you, and I do wish my fellow Board members a successful future.

Co-operatively yours,

IVAN THOMAS
Treasurer

Education Committee Report 2016/2017

INTRODUCTION

With pleasure I hereby present the Education Committee Report of activities for 2016/2017.

The Committee was duly commissioned by the Board of Directors to serve for the period May 2016 to April 2017.

Appointed members were as follows:

• Mrs. Alicia Phillip-Pollard	-	Chairman
• Mrs. Joan Hinds	-	Secretary
• Ms. Atisha Hudlin	-	Member
• Mrs. Joezeth Best-Morgan	-	Member
• Mr. Alfred Singh	-	Member
• Mr. Ernest Manuel-Boland (Jr.)	-	Co-opted

The Inaugural meeting of the Education Committee was held on 15th July, 2016. Subsequently, the Committee held several meetings throughout the period to strategize and execute several initiatives.

TERMS OF REFERENCE

The Education Committee is guided by SFCCU Credit Union Co-operative Society Limited Bye Law No. 41 (page 29-30), which gives the Committee responsibility for:

- i. the education and training programmes and in particular education and training in Co-operative principles;
- ii. the holding of seminars and conferences;
- iii. the provision of education materials and assisting in the provision of library facilities for use by members.

The Education Committee's activities for the 2016/2017 term were focused mainly on providing relevant information to the membership.

THE ACTIVITIES FOR 2016 / 2017 WERE AS FOLLOWS:

SFCCU Bursary Awards 2016

The Bursary Awards is an ongoing programme which seeks to recognize the academic achievements of members' children and young members seeking to advance their career. The theme of the award for 2016 was 'the sky is the limit so keep moving'.



The award ceremony was held on Saturday 8th October, 2016 at the City Hall Auditorium San Fernando, where a total of forty nine (49) bursaries were awarded. Twenty one (21) bursaries were awarded for Secondary Education Assessment (SEA); eight (8) bursaries were awarded for Secondary Continuing Education; eight (8) bursaries were awarded for Caribbean Secondary Education Certificate (CSEC), four (4) bursaries for Caribbean Advance Proficiency Examination (CAPE) and eight (8) for tertiary education. Each awardee also received a share deposit as part of the bursary award.

The motivational speech was delivered by Mr. David Arthur, who served in the past as Director, Treasurer and President of SFCCU Credit Union Co-operative Society Limited. Mr. Frederick Thomas (Jnr.) received a special award at the Bursary Award Ceremony for his academic achievement. He attempted the Caribbean Secondary Education Certificate (CSEC) O'Level Mathematics exam at age twelve (12) and successfully attained Grade 1 with distinctions.

New Member Orientation

New member orientation sessions were held. The first session was held on the 2nd December, 2016 at the SFCCU Head Office and was facilitated by Ms. Jacqueline Henry, Credit Supervisor. Another session was held on Friday 10th, February, 2017 at the Point Fortin branch and facilitated by Point Fortin Branch Supervisor Ms. Janelle Rankine, and staff members, Ms. Shirlana Lawrence and Mrs. Rawlissa-Anatol Morgan. New members were officially introduced to SFCCU Credit Union Co-operative Society Limited. The orientation provided details of SFCCU history, guidance on accessing the various products and services available, the credit union principles and philosophies, and information related to members rights and responsibilities.

Wills and Probates

This seminar was held on February 11th 2017 at SFCCU Head Office. Facilitated by SFCCU member and Attorney at Law, Ms. Abayomi Ajene. Information shared with members included the importance of preparing Wills, methods of securing their assets held, and the rules governing their assets in relation to their estates after their unfortunate demise.

Understanding Financial Statements

This was held at SFCCU Head Office on 4th March, 2017. This segment was facilitated by the Treasurer of SFCCU, Mr Ivan Thomas. The financial statements were thoroughly explained and members were not shy in asking questions when they required further clarity.

The understanding financial statements seminar was strategically scheduled close to the SFCCU 2016 Annual General Meeting. This sought to provide guidance to the membership that will enable them to have a better understanding of the financial statements presented at that meeting. They will be enlightened as to how the figures were derived and their respective implications.

The Committee collaborated with the Nominations Committee to include applicants who have offered themselves to be nominated to serve on the Credit and Supervisory Committee and the Board of Directors for the 2017/2018 period, to participate in this session as part of their training.

Electrical Safety

Due to the number of house fires reported in Trinidad and Tobago recently, the Education Committee thought this topic was relevant in assisting members to better protect their homes to avoid these untimely catastrophes. The presenter, Mr. Nigel Charles, Customer Liaison Officer at the Trinidad and Tobago Electricity Commission (T&TEC) provided critical information that included: electrical standards, unsafe electrical conditions, overloaded circuits and the implications of these, procedures involved in attaining some of the services from T&TEC, and ways of safeguarding your homes against an electrical fire. The Electrical Safety seminar was held on 11th March 2017 at Head Office.

Consumers, know your rights

The facilitators were Ms. Anisha Ramadhar (Consumer Advocate) and Mr. Dexter Morgan (Director, Consumer Guidance and Protection), from the Ministry of Trade and Industry, Consumer Affairs Division. At this session, members not only received information concerning their rights as consumers, but their responsibilities as well. This seminar was held on March 18, 2017.

Generally

The sessions were well attended and members were appreciative of the information received.

Newsletter

The Committee produced a newsletter which will be distributed at the 2016 Annual General Meeting. The Committee thanks those who contributed articles.

History of SFCCU

The Education committee is compiling a document, to highlight the history of this Credit Union. The objective is to provide information in the form of a video and documentations, concerning the beginning of SFCCU to the current SFCCU that we know today. This project commenced in November 2016 and is ongoing, therefore it will be handed over to the 2017/2018 Education Committee.

Introduction to Co-operative Studies

The Introduction to Co-operative Studies (10 Saturday) programme offered by the Cipriani College of Labour and Co-operative Studies, is available to staff, members of the Board of Directors and Committee members. The course commenced on 1st October 2016, and the following participants successfully completed the program:





• Alicia Alexander	-	Staff Member
• Jacqueline Henry	-	Staff Member
• Sharaza Ramnath	-	Staff Member
• Michelle Worrell-Morris	-	Staff Member
• Caroline Walker	-	Staff Member
• Judith Douglas-Davis	-	Credit Committee Member
• Ena Donaldson	-	Credit Committee Member
• Kevon Mitchell	-	Credit Committee Member
• Kirk Pantin	-	Credit Committee Member
• Glen J. Jemmott	-	Director

SFCCU Website and Social Media

SFCCU continues to provide up to date information concerning the products and services being offered to the membership on the SFCCU website (www.sfccu.com), through the SFCCU Facebook, Twitter and Instagram accounts. Special thanks to SFCCU staff for keeping these means of communication up to date.

ACKNOWLEDGEMENTS

The Education Committee wishes to thank the Board of Directors for being afforded the opportunity to serve. Heartfelt gratitude and appreciation is extended to all those who contributed towards making the activities of the Committee a success, particularly the Board of Directors, Committee members, Management and staff of SFCCU. Thanks for your continued support and most importantly a special thank you to the membership.

CONCLUSION

The Education Committee continues to fulfil its mandate of education and training for the membership. We encourage all young members to continue to strive for excellence in all areas of life. We urge you the members to encourage your children to become members of SFCCU and also to get them involved in the credit union movement. It was indeed an honour and a privilege to serve. A special thanks to my fellow Committee members who worked assiduously to get the job done. They demonstrated true team spirit and dedication. May God continue to bless you all and I wish you all success in your future endeavours.

Co-operatively yours,

ALICIA PHILLIP-POLLARD (Mrs.)

Chairman

Education Committee



Education Committee Events: Bursary Awards, Training & Orientation Sessions





Nominations Committee Report 2016/2017

COMMITTEE MEMBERS

The following members were nominated by the SFCCU Board of Directors to serve on the Nominations Committee for the 2016/2017 term: Ms. Arlene Bynoe-Maillard, Mr. Irving Durity, Ms. Elvilara James, Mr. Keith Samuel and Mr. John Thompson. The Committee experienced a significant delay in becoming operational, owing to challenges in respect of its constitution.

By letter dated 16th November, 2016 Ms. Elvilara James who had previously served the Nominations Committee as Secretary – having decided to offer herself for election - declined nomination. Ms. James was replaced Ms. Delia Toppin-Lopez who, by letter dated 25th January, 2017 also resigned from the Nominations Committee for personal reasons.

The vacant position on the Nominations Committee was subsequently filled by the SFCCU Board of Directors with the appointment of Mr. Thakoor Moonan to serve with effect from 25th February 2017. Members of the Committee elected to perform the duties of Secretary, as required

The Nominations Committee for the 2016/2017 term was finally constituted as follows:

Ms. Arlene Bynoe- Maillard	-	Chairman
Mr. Irving Durity	-	Vice Chairman
Mr. Thakoor Moonan	-	Member
Mr. Keith Samuel	-	Member
Mr. John Thompson	-	Member

TERMS OF REFERENCE

The Nominations Committee is mandated by SFCCU Credit Union Co-Operative Society Limited Bye-Law 42 (Clause 3) to recommend “ ...qualified members who are willing to be considered for election to the Board, Credit and Supervisory committees ...”

This exercise was conducted in accordance with the process prescribed by established policy.

NOMINATIONS PROCESS

Consistent with policy and practice, members were invited to apply through advertisements – placed in the newspapers, the southern radio station WACK 90.1 and notices which were prominently displayed in all SFCCU offices.



At the closing date, twenty (20) applications were received, as follows: Board of Directors (8), Credit (7) and Supervisory (5). One member who applied for both the Board of Directors and Credit Committee expressed a preference for service on the Board of Directors and was considered accordingly. Three (3) applicants were not recommended. Candidates were assessed on the five (5) selection criteria and key performance indicators as follows:

- Interviews
- Fit and Proper Criteria
- Skill Based Assessment
- Reference Check and
- Attendance at Credit Union meetings and training programmes

DEVELOPMENT OF THE NOMINATIONS PROCESS

With the inauguration of the nomination process in the 2011/2012 term successive Nomination Committees have sought to effect continuing improvements to the process based on the experience of each year.

The 2016/2017 Nominations Committee is the beneficiary of the work of predecessor Committees, who have ensured that the process was fully documented and approved as policy by the SFCCU Board of Directors on 21st February, 2015. Today, the Nominations Committee stands on the foundation established by these visionary and proactive leaders, who served SFCCU as "trailblazers" in formulating a model which other Credit Unions have sought to follow.

The Nominations Committee has responded to the need to prepare members who lack Credit Union knowledge or experience for participation in the nomination process by facilitating orientation and training. In this regard, the collaboration of the Education Committee in facilitating training sessions jointly with the Nominations Committee in the current term is commended.

The involvement of the Cooperative Division and the Supervisory Committee of the South East Regional Chapter of the Cooperative Credit Union League of Trinidad and Tobago has also provided for transparency, verification and greater credibility of the Nomination process.

CONSTRAINTS TO THE NOMINATIONS PROCESS

In the 2016/2017 term the Nominations Committee faced a number of constraints to its work. These included:

- Delay in the inauguration of the Committee – alluded to earlier in this report.
- Inadequate time available to the committee to complete its work.
- The limited number of members volunteering to serve the organization, given the size of our membership.



MEMBER RECOMMENDATIONS

The valuable insights and recommendations from members, which emerged at the interview phase of the Nominations process, were compiled into a summary report which was submitted to the SFCCU Board of Directors for its attention and relevant action.

COMMITTEE RECOMMENDATIONS

The Committee submits, for the approval of the membership, the following:

- That the Credit Union engage in succession planning.
- That the recommendations made by nominees during the nominations process will inform the policies, programmes and projects embarked upon in the coming term, and contribute to improving organizational impact and effectiveness.
- That the Credit Union develop, promote and actively pursue a structured programmes of recruitment and training of volunteers and incumbent Board and Committee members to service future organizational needs.
- That the Credit Union operationalize its Committees and facilitate appropriate orientation and training within the first quarter following the Annual General Meeting.
- That there be continued collaboration between the Education and Nominations Committees facilitating member orientation, education and training programmes throughout the year.

CONCLUSION

We give thanks to God Almighty for His enabling grace, and to the SFCCU Board of Directors for the confidence reposed in members of this Committee

We express thanks to the Officers of the Commissioner's Department, Representative of the Supervisory Committee, South East Regional Chapter of the Cooperative Credit Union League, Training Facilitators, the SFCCU General Manager and staff for supporting the work of this Committee. Sincere thanks to you, the membership of SFCCU, for the opportunity to serve.

Co-operatively yours,

ARLENE BYNOE-MAILLARD (Mrs.)
Nominations Chairperson

Supervisory Committee NOMINATION 2016/2017



ATISHA HUDLIN

Atisha Hudlin is a resident of Gasparillo and is currently employed as a Caribbean Vocational Qualification (CVQ) Assistant in the area of Home Economics at San Fernando East Secondary School through the OJT programme. Ms. Hudlin holds an Associate Degree in Culinary Management from Trinidad and Tobago Hospitality and Tourism Institute.

Ms. Hudlin has been a member of SFCCU Credit Union Co-operative Society Ltd for over twenty (20) years and has served on the Education Committee.

Proposer and Seconder in good standing: Yes No



CARLA MC EACHRANE

Carla Mc Eachrane graduate of the University of the West Indies and holder of a Certificate in Human Resource Management, Associate Degree in Business Management and a Certificate in Local Government. Moreover, I am the incumbent Personnel Relation Officer of the La Romaine Land Tenants Association (NGO).

Further I am presently serving as a Municipal Police Officer under the Ministry of National Security for the past twenty-five (25) years. During my tenure I have competently supervised about eight (8) officers in my post of Acting Sergeant. My main objective is to serve the people and assist them to achieve their goals and those of the organization in an efficient and effective manner.

Proposer and Seconder in good standing: Yes No



Supervisory Committee NOMINATION 2016/2017 cont'd



LLOYD KERR

Lloyd Kerr is a resident of Princes Town and is employed with the Ministry of National Security as an Office Support Assistant. He has over thirty (30) years' experience in the T.T.P.S. During this time, he pursued courses in Management and Administration, Bailiff Regulations Professional Development and Performance Appraisal Management. He has been the recipient of several awards from the Ministry of National Security and other organization.

Mr. Kerr has been a member of SFCCU Credit Union Co-operative Society for the past thirty eight (38) years and is currently serving on the Supervisory committee.

Proposer and Seconder in good standing: Yes No



CAROL MODESTE

Carol Modeste is a resident of Pleasantville and a retired Teacher with over thirty-five years of experience at both the Primary and Secondary school levels. She is the holder of a Teacher's Diploma and is currently pursuing a Bachelor's Degree in Psychology at COSTAATT.

Mrs. Modeste has served SFCCU Credit Union Co-operative Society Limited as a member of the Supervisory Committee, the Credit Committee, the Education Committee. She is currently the Chairman of the Supervisory Committee.

Proposer and Seconder in good standing: Yes No

Credit Committee NOMINATION 2016/2017



ENA DONALDSON

Ena Donaldson is a resident of Pleasantville and is employed as a Customs Clerk with Clifford's Customs Brokers Ltd. Ms. Donaldson previously an employee at the SFCCU Credit Union Co-operative Society Limited for nineteen (19) years where she served as an Administrative Assistant, Loans Officer and Supervisor.

Ms. Donaldson is the holder of a Custom Clerk Grade 3 licence and has certificates in Advanced Typewriting and Shorthand. Ms. Donaldson has served on the SFCCU Credit Union Co-operative Society Limited Credit Committee for the 2015/2016 term. She has attended numerous Credit Union training sessions including Anti-Money Laundering and Counter Financing of Terrorism and Issues on Loan Administration.

Proposer and Seconder in good standing: Yes No



JUDITH DOUGLAS-DAVIS

Judith Bernadette Douglas Davis is a resident of Springlands, Gasparillo and is a Secretary by profession. She was employed with the Ministry of Education attached to the San Fernando East Secondary School. Mrs Douglas Davis after serving 34 years at the school retired on the 31st December, 2014. Ms. Douglas-Davis is the holder of an Associate Degree in Food Technology.

Proposer and Seconder in good standing: Yes No



KEVON MITCHELL

Kevon Deon Mitchell is a resident of New Grant. He is a registered nurse with the South West Regional Health Authority. Mr. Mitchell holds an Association Degree in Basic General Nursing from COSTAATT and a certificate in Social Work from the University of the West Indies. Mr. Mitchel has been a member of SFCCU Credit Union Co-operative Society Limited for the last year and is currently serving on the Credit Committee.

Proposer and Seconder in good standing: Yes No



Credit Committee NOMINATION 2016/2017 cont'd



AVAR BROWN

Avar Brown is a resident of New Grant. She is retired Secondary School Teacher with over thirty-eight years of service. In addition to holding a Technical Teachers' Diploma, Ms. Brown received Certificates in Human Resource Management and Guidance and Counselling from UWI Open Campus. Ms. Brown has also been a tutor in the Life-Long Learning Programme for many years. Avar Brown has been a member of SFCCU Credit Union Society Limited since 1985. She has served as a Member and Secretary of the Supervisory Committee for the past three (3) years.

She attended several workshops and training sessions hosted by the Credit Union.

Proposer and Secunder in good standing: Yes No



ARLENE WRIGHT-GITTENS

Arlene Wright-Gittens is a resident of Union Hall and a Registered Nurse at the San Fernando General Hospital. She possesses a Bachelor Degree in Nursing and also has certification in Intensive Care Nursing. Her training and certification include Introduction to Co-operative Management, Supervisory Management and FIU.

Mrs. Wright-Gittens has served SFCCU Credit Union Co-operative Society Limited on the Credit Committee from 2009 to 2012, Chairman of the Supervisory Committee for the 2012/2013 term and on the Credit Committee in 2013/2014.

Proposer and Secunder in good standing: Yes No



JOYCE JOHNSON BLACKMAN

Joyce Johnson Blackman is a resident of Point Fortin and is a retired Banker with 25 yrs experience. She is the holder of a certificate in Theology, certificates in infant and child care ordinary and advance, and certificate of excellence.. She is currently a member of the board at Bethel Pentecostal Tabernacle the President of Women's Ministry and the owner /manager of Divine Keepers Daycare.

Proposer and Secunder in good standing: Yes No

Board Of Directors NOMINATION 2016/2017



ALICIA PHILLIP-POLLARD (FCCA, CA, MBA)

Alicia is the current Vice President on the Board of Directors of SFCCU Credit Union, as well as the current Chairperson of the Education Committee and the Risk Management Committee. Credit Union experience also includes: Treasurer and Chairman of the Finance and Investment Committee for 4 years, Vice President, Education Committee Chairperson and Risk Management Committee Chairperson for the past two (2) years, Tender Committee Chairperson for three (3) years.

She is an accountant by profession and is currently employed as the Senior Internal Auditor at Caribbean Airlines Limited. She holds a Masters in Business Administration (MBA) from Heriot Watt University, is a Fellow Member of the Association of Chartered Certified Accountants (FCCA), Member of the Institute of Chartered Accountants of Trinidad and Tobago (CA) and Member of the Institute of Internal Auditors (IIA).

Alicia has over 10 years of combined experience in accounting and finance, internal and external audit which also includes extensive experience in the financial sector.

Proposer and Seconder in good standing: Yes No



ALFRED SINGH

Alfred Singh is a resident of Point Fortin. He is a Computer Specialist by profession and is also a Commissioner of Affidavits and a lecturer at UWI Open Campus, Point Fortin. Mr. Singh holds a BSc. Degree in Occupational Safety and Health from the University of Greenwich. He also hold certifications in Agricultural Enterprise, Administrative Management, Business Management and Occupational Health and Safety, among others. Mr. Singh is presently the 2nd alternate to the Credit Committee.

Proposer and Seconder in good standing: Yes No



Board Of Directors NOMINATION 2016/2017 cont'd



FRANKLYN GITTENS

Franklyn is the Principal Consultant at FMG Consulting-an Entrepreneurial and Small Business Advisory and Support enterprise. He was formerly a Senior Business Development Officer with the National Entrepreneurship Development Company Ltd responsible for the counselling, training, mentoring and financing of startups and existing small business ventures. He is also the holder of an MBA in Entrepreneurship and Business Venturing from the University of Stirling, Scotland, a certified Human Behaviour Consultant, and a co-author of the textbook-Entrepreneurship for Caribbean Student (a textbook for CAPE Students).

Franklyn has served on the Board of Directors, the Supervisory, Finance and Investments, Policy and Bye Laws, Human Resource and several other committees of SFCCU. His combination of knowledge, education, training and experience affords him an opportunity to join the team as it prepare and position SFCCU to progress to new levels of success for the general membership.

Proposer and Secunder in good standing: Yes No



REANNE SLATER

Reanne Slater is a resident of Siparia and employed with the Ministry of Tourism for nine (9) years. Ms Slater holds the position of a Research Officer 1 in the Investment Facilitation and Monitoring Unit.

Reanne Slater possess a Master's of Business Administration from the University of Anglia Ruskin University, Bachelors of Science in Occupational Safety, Health, and Environmental from the University Of Greenwich, Associate in Apply Science Degree in Occupational Safety and Health and Diplomas in Safety Management and Human Resource Management from the Institute Of Commercial Management. Ms. Slater has served on the Finance and Investment Committee for the past two (2) years.

Proposer and Secunder in good standing: Yes No

Board Of Directors NOMINATION 2016/2017 cont'd



MAURISA ALLOYSHA PAUL

Maurisa Alloysa Paul is currently employed by the Ministry of Education and is assigned to Pleasantville Secondary School as a Teacher III.. She holds a Bachelor of Arts Degree in Literatures in English with a Minor in Linguistics. She completed the Ten Saturdays Co-operatives Studies at Cipriani College of Labour and Co-operative Studies. She also completed FIU Training, Financial Training, Professional Leadership Training and Etiquette Training obtained through the Co-operative Credit Union League of Trinidad and Tobago and other medium.

Ms. Paul has being serving the SFCCU Credit Union Co-operative Society Limited for the past thirteen (13) years. She served as both Chairman and Secretary on Credit and Supervisory Committee and Secretary on Education Committee. With her wealth of knowledge and experience of SFCCU Credit Union Co-operative Society Limited she eagerly and humbly submits her nomination for a position on the Board of Directors.

Proposer and Seconder in good standing: Yes No



ELVILARA JAMES

Ms Elvilara James is a resident of San Fernando. She is a mother of three (3) and a grandmother of six (6). Ms James is a retired Secondary School teacher; past Acting Centre Manager for the YTEPP Programme at the Marabella Senior Secondary School. She was also a former Part-time Lecturer in the Department of Management and Entrepreneurship at the School of Business and Information Technologies, COSTAATT.

Ms James has been a member of the SFCCU Credit Union since June 6th 1984. She has served on the Board of Directors and has been a member of the Executive twice, holding the position of Assistant Secretary. Ms James also served as a member of the Nominations Committee for two (2) terms; 2014/2015 and 2015/2016. During the 2016/2017 Term, Ms James served as a member of the Policy and Procedures Committee in the capacity of Secretary. She also served on the Human Resources and Social Events Committees.

Proposer and Seconder in good standing: Yes No



AUDITED FINANCIAL STATEMENTS

(Expressed in Trinidad and Tobago Dollars)

December 31, 2016

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INDEPENDENT AUDITORS' REPORT
TO
THE MEMBERS
OF
SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

Opinion

We have audited the Financial Statements of SFCCU Credit Union Co-operative Society Limited, which comprise the Statement of Financial Position as at December 31, 2016, the Statement of Comprehensive Income, the Statement of Changes in Equity, the Statement of Cash Flows and the Receipts and Payments Account for the year then ended, and the Notes to the Financial Statements, including a summary of significant accounting policies. In our opinion, the accompanying Financial Statements present fairly, in all material respects, the financial position of the Society as at December 31, 2016, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRSs) and the Co-operative Societies Act.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Trinidad and Tobago, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRSs and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Financial Statements.



HARDYS
Chartered Accountants

March 23, 2017

San Fernando,
Trinidad, W.I.


Hardys
CHARTERED ACCOUNTANTS

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

STATEMENT OF FINANCIAL POSITION AT DECEMBER 31, 2016

ASSETS	NOTES	2016	2015
Non-Current Assets			
Property, Plant and Equipment	11	\$ 6,232,767	\$ 6,046,655
Members' Loans	7	81,626,720	82,923,613
Long Term Investments	8	4,990,341	5,356,946
Total Non-Current Assets		<u>92,849,828</u>	<u>94,327,214</u>
Current Assets			
Short Term Investments	4	14,848,232	10,844,716
Cash at Bank and in Hand	3	4,578,736	2,245,406
Receivables and Prepayments	6	668,235	515,812
Assets Held for Sale	5	3,126,650	3,126,650
Total Current Assets		<u>23,221,853</u>	<u>16,732,584</u>
TOTAL ASSETS		<u>\$ 116,071,681</u>	<u>\$ 111,059,798</u>
 MEMBERS' EQUITY AND LIABILITIES			
Members' Equity			
Reserve Fund		\$ 3,528,848	\$ 3,179,064
Education Fund		498,430	369,109
Property Revaluation Reserve		2,413,392	2,413,392
Investment Revaluation Reserve		2,768,676	2,793,431
Undivided Earnings		4,289,158	3,189,818
Total Members' Equity		<u>13,498,504</u>	<u>11,944,814</u>
Non Current Liabilities			
Members' Shares		69,485,130	65,913,564
Members' Savings and Deposit Accounts	10	25,450,271	26,267,154
Total Non -Current Liabilities		<u>94,935,401</u>	<u>92,180,718</u>
Current Liabilities			
Payables and Accruals	9	7,637,776	6,934,266
Total Liabilities		<u>102,573,177</u>	<u>99,114,984</u>
TOTAL MEMBERS' EQUITY AND LIABILITIES		<u>\$ 116,071,681</u>	<u>\$ 111,059,798</u>

These Financial Statements were approved by the Board of Directors on March 23rd, 2017 and signed on its behalf by:

 _____ President	 _____ Treasurer	 _____ Chairman, Supervisory Committee
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STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED DECEMBER 31, 2016

	2016	2015
INCOME		
Interest on Members' Loans	\$ 9,300,693	\$ 9,410,125
Interest Income	227,706	70,825
Investment Income	342,218	371,099
Miscellaneous Income	356,135	266,015
	<u>10,226,752</u>	<u>10,118,064</u>
EXPENDITURE		
Advertising	46,165	126,354
Annual General Meeting	182,125	165,483
Audit Fees	64,832	65,642
Bank and Interest Charges	32,617	31,016
Board and Committees' Expenses	202,250	166,509
Computer Expenses	27,423	36,844
Credit Union Projects	148,271	132,188
Credit Union Stabilization Fund	48,676	33,193
CUNA Insurance	470,492	374,150
Depreciation	309,226	324,715
Donation	16,620	21,060
Insurance	58,842	46,656
Interest on Members' Deposits	422,291	305,923
League Dues	49,594	49,594
Legal and Professional Fees	144,055	136,254
Loss on Foreign Exchange	-	33,257
Loss on Dissolution of Subsidiary	-	110,285
Meeting and Conferences	126,391	128,380
Motor Vehicle Expenses	30,141	12,107
Officers' Stipends	225,750	236,975
Provision for Losses	-	140,670
Rental of Premises	362,270	352,151
Repairs and Maintenance	82,237	59,462
Salaries	2,724,880	3,106,215
Staff Benefits	147,684	233,636
Security	365,446	363,612
Stationery and Postage	210,246	206,649
Telephone	138,291	147,017
Utilities	92,456	90,753
	<u>6,729,271</u>	<u>7,236,750</u>
SURPLUS OF INCOME OVER EXPENDITURE	\$ <u>3,497,481</u>	\$ <u>2,881,314</u>
APPROPRIATIONS		
Transfer to Reserve Fund (10%)	\$ 349,784	\$ 288,131
Transfer to Education Fund (5%)	174,874	144,066
TOTAL APPROPRIATIONS	<u>524,658</u>	<u>432,197</u>
NET SURPLUS AFTER APPROPRIATIONS	2,972,823	2,449,117
OTHER COMPREHENSIVE INCOME		
Unrealised Gain / (Loss) on Long-Term Investments	44,946	(154,862)
Realised (Gain) on Sale of Investments	(69,701)	-
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	\$ <u>2,948,068</u>	\$ <u>2,294,255</u>

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED DECEMBER 31, 2016

YEAR ENDED DECEMBER 31, 2016

Particulars	Reserve Fund	Education Fund	Property		Undivided Earnings	Total
			Revaluation Reserve	Investment Revaluation Reserve		
Balance at January 1, 2016	\$ 3,179,064	\$ 369,109	\$ 2,413,392	\$ 2,793,431	\$ 3,189,818	\$ 11,944,814
Adjustments						
Net Surplus for the Year	-	-	-	-	3,497,481	3,497,481
Unrealised Gain on Long-Term Investments	-	-	-	44,946	-	44,946
Realised Gain on Sale of Investments	-	-	-	(69,701)	-	(69,701)
Honorarium Paid	-	-	-	-	(131,850)	(131,850)
Dividends Paid	-	-	-	-	(1,741,633)	(1,741,633)
Transfer to Reserve Fund	349,784	-	-	-	(349,784)	-
Transfer to Education Fund	-	174,874	-	-	(174,874)	-
Funds Expenditure	-	(45,553)	-	-	-	(45,553)
Balance at December 31, 2016	\$ 3,528,848	\$ 498,430	\$ 2,413,392	\$ 2,768,676	\$ 4,289,158	\$ 13,498,504

YEAR ENDED DECEMBER 31, 2015

Particulars	Reserve Fund	Education Fund	Property		Undivided Earnings	Total
			Revaluation Reserve	Investment Revaluation Reserve		
Balance at January 1, 2015	\$ 2,890,933	\$ 270,060	\$ 2,413,392	\$ 2,948,293	\$ 2,383,150	\$ 10,905,828
Adjustments						
Net Surplus for the Year	-	-	-	-	2,881,314	2,881,314
Unrealised (Loss) on Long-Term Investments	-	-	-	(154,862)	-	(154,862)
Honorarium Paid	-	-	-	-	(131,845)	(131,845)
Dividends Paid	-	-	-	-	(1,510,604)	(1,510,604)
Transfer to Reserve Fund	288,131	-	-	-	(288,131)	-
Transfer to Education Fund	-	144,066	-	-	(144,066)	-
Funds Expenditure	-	(45,017)	-	-	-	(45,017)
Balance at December 31, 2015	\$ 3,179,064	\$ 369,109	\$ 2,413,392	\$ 2,793,431	\$ 3,189,818	\$ 11,944,814

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2016

	2016	2015
Operating Activities		
Net Surplus for the Year Before Appropriations	\$ 3,497,481	\$ 2,881,314
Adjustment For:		
Depreciation	309,226	324,715
(Gain) / Loss on Sale of Property, Plant and Equipment	<u>(69,990)</u>	<u>864</u>
Operating Surplus Before Changes in Working Capital and Reserves Components	3,736,717	3,206,893
Decrease / (Increase) in Members' Loans	1,296,893	(17,872,104)
Decrease in Related Party Receivable	-	66,714
(Increase) / Decrease in Receivables and Prepayments	(152,423)	420,299
(Decrease) / Increase in Members' Savings and Deposit Accounts	(816,883)	685,250
Increase in Payables and Accruals	<u>703,510</u>	<u>2,415,560</u>
Net Cash Generated From / (Used In) Operating Activities	<u>4,767,814</u>	<u>(11,077,388)</u>
Investing Activities		
Purchase of Property, Plant and Equipment	(495,348)	(1,971,723)
Proceeds from Sale of Property, Plant and Equipment	70,000	913
Net Change in Investments	366,605	878,367
Decrease in Investment Subsidiary	<u>-</u>	<u>50,000</u>
Net Cash (Used In) Investing Activities	<u>(58,743)</u>	<u>(1,042,443)</u>
Financing Activities		
Dividends Paid	(1,741,633)	(1,510,604)
Honorarium Paid	(131,850)	(131,845)
(Decrease) in Investment Revaluation Reserve	(24,755)	(154,862)
Education Fund Expenses	(45,553)	(45,017)
Increase in Members' Shares	<u>3,571,566</u>	<u>9,049,869</u>
Net Cash Generated From Financing Activities	<u>1,627,775</u>	<u>7,207,541</u>
Net Change For The Year	6,336,846	(4,912,290)
CASH AND CASH EQUIVALENTS AT THE BEGINNING OF THE YEAR	<u>13,090,122</u>	<u>18,002,412</u>
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	<u>\$ 19,426,968</u>	<u>\$ 13,090,122</u>
 REPRESENTED BY:-		
 Cash at Bank and in Hand	\$ 4,578,736	\$ 2,245,406
Short Term Investments	<u>14,848,232</u>	<u>10,844,716</u>
	<u>\$ 19,426,968</u>	<u>\$ 13,090,122</u>

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED DECEMBER 31, 2016

RECEIPTS	2016	2015	PAYMENTS	2016	2015
Accounts Receivable	\$ 40,999	\$ -	Accounts Receivable - Recoveries	\$ 3,635	\$ 4,513
Accounts Receivable - Recoveries	-	500	Accrued Expenses	-	4,600
Accrued Expenses (Others)	-	10,000	Advertising	44,120	107,442
Admin Fees on Same Day Loans	350	2,140	Annual General Meeting	137,225	140,526
Building Contributions	8,189	384	Audit Fees	64,832	65,642
Cash Overs / Shorts	525	175	Bank and Interest Charges	31,848	29,924
CUNA Death Claim	391,139	551,135	Board and Committee Expenses	75,460	91,154
CUNA Death Claim Benefit	23,210	61,012	Christmas Events Expenses	-	41,617
CUNA FIP Admin Fees	131,307	108,295	Computer Expenses	26,198	32,250
Due from Subsidiary	-	6,429	Credit Union Activity	130,594	-
Education Savings Plan	600	600	Credit Union Projects	-	83,061
Entrance Fees	1,186	764	Credit Union Stabilization Fund	48,676	33,193
Fixed Deposit	8,537	300	CUNA Death Claim	7,694	141,567
Gain on Foreign Exchange	15,730	-	CUNA Death Claim Benefit	177,972	-
Guardian Asset Management	101,334	49,034	CUNA FIP Admin Fees	9,586	8,734
Insurance Claim	703,302	519,005	CUNA Insurance	470,492	374,150
Interest on Bank	-	90	CUNA Insurance Loan Premium	608,574	471,635
Interest on FCB Investment	28,367	30,757	Donation	21,151	41,060
Interest on Members' Loans	3,656,114	3,395,412	Education Fund	15,675	14,843
Investment Income	323,639	359,943	Family Indemnity Plan	1,721,914	1,409,647
Investment Revaluation Reserve	181,003	74,753	Fixed Deposit Interest	6,537	528
Members' Deposits	6,076,250	4,032,141	Health Surcharge	11,237	11,567
Members' Loan Repayment	9,088,959	8,005,547	Insurance	58,842	39,193
Members' Receipts	35,991,921	45,104,237	Insurance Claim	443,751	346,752
Membership I.D Cards	618	1,144	Interest on Members' Loans	18,202	35,490
Miscellaneous Income	5,203	7,197	Interest Payment	-	15,235
Motor Vehicle	25,954	7,778	Investment Revaluation Reserve	236,031	27,115
Prepayment	60,603	-	Leadership Conference	25,788	142,875
Sale of Photo Copies	970	-	Legal and Professional Fees	85,318	78,586
Sale of Rule and Pass Books	322	593	League Dues	49,594	49,594
Service Charges	3,375	2,835	Loss on Foreign Exchange	-	5,616
Shares	3,379,706	3,112,371	Members' Deposit	8,784,123	8,029,082
Undivided Earnings	-	3,500	Members' Loan Disbursement	25,525,540	42,897,820
Unit Trust Investment	-	2,637	Members' Withdrawal	7,004,341	7,539,903
US \$ Roytrin Money Market Fund	-	699,308	Motor Vehicle Allowance	4,500	-
			Motor Vehicle Expenses	44,050	9,939
			National Insurance	279,575	228,763
			Office Expenses	166,262	203,199
			PAYE	298,380	313,930
			Property, Plant and Equipment Additions	176,463	1,897,100
			Rental of Premises	342,270	342,951
			Repairs and Maintenance	80,139	49,365
			Retained Earnings	-	4,000
			Revaluation Reserve	-	2,624
			Salaries	874,289	1,008,267
			Security	344,741	363,112
			Service Charge	-	22,648
			Share Redemption	4,826,962	3,407,760
			Staff Benefits	-	2,000
			Staff Gratuity	111,787	108,750
			Staff Training	23,302	15,394
			Staff Travelling	915	941
			Staff Uniforms	-	64,503
			Subsistence	1,600	1,056
			Sundry Creditors	47,751	240,351
			Telephone	128,920	157,420
			Transunion Credit Reports	66,014	70,440
			Undivided Earnings	131,850	131,445
			Union Dues	16,020	17,640
			Utilities	101,827	83,795
	-----	-----		-----	-----
	\$ 60,249,412	\$ 66,150,016		\$ 53,912,567	\$ 71,062,307
Cash at the beginning of the year			Cash at the end of the year		
Cash at Bank and in Hand	\$ 2,245,406	\$ 1,393,024	Cash at Bank and in Hand	\$ 4,578,736	\$ 2,245,406
Short Term Investment	10,844,716	16,609,388	Short Term Investment	14,848,232	10,844,716
	-----	-----		-----	-----
	\$ 73,339,534	\$ 84,152,428		\$ 73,339,534	\$ 84,152,428

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

1. INCORPORATION AND PRINCIPAL ACTIVITIES

The Society was registered under the Credit Union Society Ordinance No. 18 of 1945 and operates under the Co-operatives Societies Act of 1971.

The Society was formed in order to provide economic welfare to its members, encourage the spirit and practice of thrift, self-help and co-operation and to promote the development of co-operative ideas.

The Society's registered Office and principal place of business is at #16 Irving Street, San Fernando. It has two branch offices located at Shop #7 Montano Plaza, High Street, San Fernando and #26 Aventure Road, Point Fortin and a sub office located at shop #4 Gasparillo Mall, 19-21 Bonne Adventure Road, Gasparillo.

2. SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Preparation

These Financial Statements have been prepared in accordance with the International Financial Reporting Standards issued by the International Accounting Standards Board. They are prepared on the historical cost fair value and revaluation basis and presented in Trinidad and Tobago dollars.

(i) New and amended standards adopted by the society

A number of new standards and amendments to standards and interpretations are effective for annual periods beginning after January 01, 2016. However, the society was not required to change its accounting policies or make retrospective adjustments as a result of adopting these standards.

(ii) New and amended standards effective but not early adopted by the society

IFRS 9 Financial Instruments, addresses the classification, measurement and derecognition of financial assets and liabilities and introduces new rules for hedge accounting. The standard does not need to be applied until January 01, 2018 but is available for early adoption.

While the society has yet to undertake a detailed assessment of the classification and measurement of its financial assets, it would appear that they would satisfy the conditions for classification as at fair value through other comprehensive income and hence there will be no change to the accounting for these assets.

Accordingly, the society does not expect the new guidance to have a significant impact on the classification and measurement of its financial assets.

(iii) Impact of Standards and interpretations not effective

A number of new standards and amendments to standards and interpretations have been published that are not mandatory for December 31, 2016 reporting periods and have not been early adopted by the society.

IFRS 15 Revenue from contracts with customers is a new standard that has been issued by the IASB for the recognition of revenue. This will replace IAS 18 which covers revenue arising from the sale of goods and the tendering of services and IAS 11 covers construction contracts.

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

(iv) Impact of Standards and interpretations not effective (continued)

The new standard is based on the principle that revenue is recognised when control of a good or service transfers to a customer so the notion of control replaces the existing notion of risks and rewards.

The standard permits either a full retrospective or a modified retrospective approach for the adoption. The new standard is effective for first interim periods within annual reporting periods beginning on or after January 01, 2018 and will allow early adoption.

b) Property, Plant and Equipment

Plant and equipment are stated at historical cost less accumulated depreciation while property is stated at fair value. Depreciation is charged on the straight line basis at various rates sufficient to write off the cost of the assets over their estimated useful lives, except for freehold land and work-in-progress, which is not being depreciated.

The depreciation rates used are:

Building	-	5%
Furniture and Fixtures	-	10%
Computer Equipment	-	33 1/3% - 40%
Office Equipment	-	10%
Motor Vehicle	-	15% - 25%

If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of an asset, the depreciation of that asset is revised prospectively to reflect the new expectations.

Increases in the carrying amount arising on revaluation of land and building are credited to Revaluation Reserve in Equity. Decreases that offset previous increase of the same asset are charged against reserves directly in equity, all other decreases are charged to the Statement of Comprehensive Income.

c) Impairment of Assets

At each reporting date plant and equipment are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared with its carrying amount. If estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount and any impairment loss is recognised in the Statement of Comprehensive Income.

d) Use of Estimates

The preparation of Financial Statements in conformity with IFRS requires the use of certain critical accounting estimates and requires management to exercise its judgement in the process of applying the Credit Union's accounting policies. It also requires the use of assumptions that affect the reported amounts of income and expenditure during the reporting period. Although these estimates are based on management's best knowledge of current events and actions, actual results may ultimately differ from these estimates.

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

e) Financial Instruments

Financial Instruments are contracts that give rise to a financial asset of one entity and a financial liability on equity instrument of another entity.

Financial assets and financial liabilities are recognised on the Credit Union's Statement of Financial Position when the Credit Union becomes party to a contractual provision of the instruments.

(i) Financial Assets

The Society classifies its financial assets into the following categories : loans and receivables, cash and cash equivalents, accounts receivables and loans to members. The classification is determined by management at initial recognition and depends on the purpose for which the investments were acquired.

- Loans to Members are stated at principal amounts outstanding net of allowances for loan losses. Specific provisions are made for potential loan losses on non – performing loans on the basis of net realisable value. Loans are secured by various forms of collateral, including charges over tangible assets, certificates of deposits and assignments of funds held with other financial institutions.
- Cash and Cash Equivalents includes cash on hand, demand deposits and other short – term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position.
- Accounts Receivable are measured at cost. Appropriate allowances for estimated irrecoverable amounts are recognised in the Statement of Income and Undivided Earnings when there is objective evidence that the asset is impaired.

(ii) Impairment of Financial Assets

The Society assesses at each Statement of Financial Position date whether there is objective evidence that a financial asset or group of financial assets are impaired.

A financial asset or group of financial assets is impaired and impairment losses are incurred if and only if, there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a “loss event”) and that event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

Objective evidence that a financial asset or group of financial assets are impaired includes observable data that comes to the attention of the Society about the following loss events:

- Significant financial difficulty of the issuer or obliger.
- A breach of contract, such as default or delinquency in interest or principal payments. It is becoming probable that the borrower will enter into bankruptcy or other financial difficulties.
- The disappearance of an active market for that financial asset because of financial difficulties.

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

d) Financial Instruments (continued)

(iii) Impairment of Financial Assets (continued)

- Observable data indicating that there is a measurable decrease in the estimated cash flows from a group of financial assets since the initial recognition of these assets, although the decrease cannot yet be identified with individual financial assets in the group, including adverse changes in the payment status of borrowers in the Society or national or economic conditions that correlate with defaults on assets in the Society. The Society first assesses whether objective evidence or impairment exists individually for financial assets that are individually significant. If the Society determines that no objective evidence of impairment exists for an individually assessed financial asset, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is or continues to be recognised are not included in a collective assessment of impairment.

(iv) Financial Liabilities

When financial liabilities are recognised initially, they are measured at fair value of the consideration given plus transaction costs directly attributable to the acquisition of the liability. Financial liabilities are re-measured at amortised cost using the effective interest method. Financial liabilities are derecognised when they are extinguished, that is, when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability extinguished and the consideration paid is recognised in the Statement of Comprehensive Income.

- Members' Deposits are stated at the principal amount invested by members together with any capitalised interest. Members' deposits bear interest at rates not significantly different from current market rates and are assumed to have discounted cash flow values with approximate carrying values.
- Members Shares are classified as equity and stated at fair value.
- Accounts Payable are initially measured at fair value and are subsequently measured at amortised cost, using the effective interest rate method.

f) Investments

The Society has classified all of its investments as available-for-sale. Available-for-sale securities are those intended to be held for an indefinite period of time but may be sold in response to the needs for liquidity or changes in interest rates, exchange rates or equity prices. After initial recognition, available-for-sale investments are measured at fair value with unrealised gains or losses recognised in the Investment Revaluation Reserve.

For actively traded investments, fair value is determined by reference to Stock Exchange quoted market prices at the Statement of Financial Position date, adjusted for any transaction costs necessary to realise the investment. For Investments where there is no quoted market price, the carrying value is deemed to approximate fair value.

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

g) Assets Classified as Held for Sale

The asset classified as held for sale are assets that are available for immediate sale. The asset represents a parcel of land located at Caparo Valley Road, Palmiste, Chaguanas.

h) Provisions

Provisions are recognised when the Society has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation and a reliable estimate of the obligation can be made.

i) Statement of Cash Flows

The Statement of Cash Flows include the movement of cash through the operating bank account and the Short Term Investments. Accordingly, the term cash and cash equivalents is used to include cash balances and short term investments.

j) Reserve Fund

In accordance with the Bye Laws of the Credit Union at least 10% of the net surplus of each year is transferred to the reserve fund. The reserve fund is indivisible and no member is entitled to any specific share thereof.

Under Section 47 of the Co-operative Society Act, the reserve fund may with the approval of the Commissioner be applied to meet bad debts or losses sustained through extraordinary circumstances over which the Credit Union has no control.

k) Education Fund

In accordance with the Bye Laws of the Credit Union, 5% if the net surplus of each year is transferred to the education fund.

l) Appropriation of Surplus

Dividends and other appropriations of surplus are recommended by the Board of Directors and approved at the annual general meeting.

m) Dividends

Dividends payable are not accounted for until they have been ratified at the Annual General Meeting. Dividends proposed in respect of 2015 amount to a total of \$1,741,633 was paid and accounted for in the 2016 Financial Statements. These Financial Statements do not reflect 2016 dividends payable, which will be accounted for in the year ending December 31, 2017.

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

n) **Foreign Currency Transactions**

Transactions in foreign currencies are translated into Trinidad and Tobago dollars at the exchange rates ruling at the time they were recorded. Assets and liabilities in foreign currencies are translated into Trinidad and Tobago dollars at the rates of exchange ruling at the Statement of Financial Position date and differences arising are reflected in the Statement of Comprehensive Income.

o) **Financial Risk Management**

The Society is exposed to interest rate risk, credit risk, liquidity risk, currency risk, operational risk, compliance risk, and reputation risk arising from the financial instruments that it holds. The risk management policies employed by the society to manage these risks are discussed as follows :

(i) **Interest Rate Risk**

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Society is exposed to interest rate risk through the effect of fluctuation in the prevailing level of interest rates on interest bearing financial assets and liabilities, including investments in bonds, loans, customer deposits and other funding instruments.

The exposure is managed through the matching of funding products with financial services and monitoring market conditions and yields.

Loans

The Society generally invests in fixed rate loans for terms not exceeding five year, these are funded mainly from members' deposits and shares.

(ii) **Credit Risk**

Credit Risk arises when failure by a counter party to discharge their obligations could reduce the amount of future cash inflows from financial assets on hand at the Statement of Financial Position date. The Society relies heavily on a written Credit Policies, Procedures and Guidelines Manual, which sets out in detail the current policies governing the lending function and provides a comprehensive framework for prudent risk management of the credit function. Adherence to these guidelines is expected to communicate the society's lending philosophy; provide policy guidelines to team members involved in lending, establish minimum standards for credit analysis documentation, decision making and post-disbursement administration; as well as create the foundation for a sound credit portfolio.

The Society's loan portfolio is managed and consistently monitored by the Credit Committee and is adequately secured by collateral and where necessary provisions have been established for potential credit losses on delinquent accounts.

Cash balances are held with high credit quality financial institutions and the Society has policies to limit the amount of exposure to any single financial institutions.

The Society also actively monitors global economic developments and government policies that may affect the growth rate of the local government.

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

o) Financial Risk Management (continued)

(iii) Liquidity Risk

Liquidity Risk is the risk that arises when the maturity dates of assets and liabilities do not match. An unmatched position potentially enhances profitability, but can also increase the risk of losses. The Society has procedures with the object of minimising such losses such as maintaining sufficient cash and other highly liquid current asset and by having available an adequate amount of committed credit facilities.

The Society is able to make daily calls on its available cash resources to settle financial and other liabilities.

Risk Management

The matching and controlled mismatching of the maturities and interest rates of assets and liabilities are fundamental to the management of the Society. The Society employs various asset / liability techniques to manage liquidity gaps. Liquidity gaps are mitigated by the marketable nature of a substantial segment of the society's assets as well as generate sufficient cash from new renewed members' deposits and shares.

To manage and reduce liquidity risk the Society's management actively seeks to match cash inflows with liability requirements.

(iv) Currency Risk

Currency risk is the risk that the value of financial instruments will fluctuate due to changes in foreign exchange rates. Currency risk arises when future commercial transaction and recognised assets and liabilities are denominated in a currency that is not the Society's measurement currency. The Society is exposed to foreign exchange risk arising from various currency exposures primarily with respect to the United States Dollar. The Society's management monitors the exchange rate fluctuations on a continuous basis and acts accordingly.

(v) Operational Risk

Operational risk is the risk derived from deficiencies relating to the Society's information technology and control systems, as well as the risk of human error and natural disasters. The Society's systems are evaluated, maintained and upgraded continuously. Supervisory controls are also installed to minimise human error.

(vi) Compliance Risk

Compliance risk is the risk of financial loss, including fines and other penalties, which arise from non-compliance with laws and regulations of the state. The risk is limited to a significant extent due to the supervision applied by the Inspector of Financial Institutions at the Central Bank of Trinidad and Tobago, as well as by the monitoring controls applied by the Society.

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

o) Financial Risk Management (continued)

(vii) Reputation Risk

The risk of loss of reputation arising from the negative publicity relating to the Society's operations (whether true or false) may result in the reduction of its clientele, reduction in revenue and legal cases against the Society. The Society engages in public social endeavours to engender trust and minimise this risk.

3. CASH AT BANK AND IN HAND

The sum of \$4,578,736 is made up as follows:-

	2016	2015
Cash In Hand	\$ 90,998	\$ 50,942
Cash at Bank	4,487,738	2,194,464
	-----	-----
	<u>\$ 4,578,736</u>	<u>\$ 2,245,406</u>

4. SHORT TERM INVESTMENTS

The sum of \$14,848,232 is made up as follows:-

	2016	2015
Roytrin TT\$ Money Market Fund	\$ 68,568	\$ 63,734
Unit Trust US\$ Money Market Fund	773,253	813,053
Unit Trust TT\$ Income Fund	2,727,873	711,134
First Citizens Bank Limited TT\$ Abercombie Fund	4,102,603	2,081,921
AIC Finance Limited TT\$ Investment	3,845,455	3,845,455
Guardian Asset Management Investment	3,330,480	3,329,419
	-----	-----
	<u>\$ 14,848,232</u>	<u>\$ 10,844,716</u>

5. ASSETS HELD FOR SALE

The sum of \$3,126,650 is made up as follows:-

	2016	2015
Land – Caparo Valley Road, Palmiste, Chaguanas	\$ 3,126,650	\$ 3,126,650
	-----	-----

The Board is actively pursuing a sale of this property and accordingly the asset is classified as held for sale.

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

6. RECEIVABLES AND PREPAYMENTS

The sum of \$668,235 is made up as follows:-

	2016	2015
Interest Receivable	\$ 3,673	\$ 20,854
Staff Loans	6,000	5,700
Other Receivables and Prepayments	388,764	219,460
Accounts Receivable – Deposits Outstanding	269,798	269,798
	-----	-----
	\$ 668,235	\$ 515,812
	=====	=====

7. MEMBERS' LOANS

The sum of \$81,626,720 is made up as follows:-

	2016	2015
Ordinary Loans	\$ 44,707,954	\$ 42,167,732
Mortgage Loans	3,759,388	3,883,544
Car Loans	28,102,158	30,356,920
Other Loans	6,823,737	8,281,934
Accrued Interest Receivable	446,178	446,178
	-----	-----
	83,839,415	85,136,308
Less: Provision for bad and doubtful debts	(2,212,695)	(2,212,695)
	-----	-----
	\$ 81,626,720	\$ 82,923,613
	=====	=====

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

8. INVESTMENTS

(a) Long Term Investments

The sum of \$4,990,341 is made up as follows:-

(i) Quoted Investments	No. Of Shares	2016	No. Of Shares	2015
Ansa Merchant Bank Limited	1,216	\$ 48,762	1,216	\$ 47,375
Ansa McAl Company Limited	8,227	547,096	13,002	866,323
Angostura Holdings Limited	29,775	446,625	29,775	415,957
First Caribbean International Bank	4,950	42,075	4,950	24,800
Grace Kennedy Limited	15,300	40,851	7,100	28,755
Guardian Holdings Limited	12,167	153,913	12,167	161,213
Guardian Media Limited	7,125	135,304	7,125	140,719
Jamaica Money Market Brokers Limited	19,772	17,795	19,772	10,875
Mora Ven Holdings Limited	29,000	420,210	29,000	434,420
Massy Holdings	5,780	300,560	5,780	355,181
National Enterprises Limited	7,773	82,782	8,000	130,960
One Caribbean Media Limited	8,220	163,578	8,220	180,840
Point Lisas Industrial Port Development Co. Ltd	9,800	36,260	9,800	38,416
Republic Financial Holdings Limited	1,893	205,277	1,893	211,883
Royal Bank of Canada	905	405,140	905	317,570
Sagicor Financial Corporation	1,965	15,189	1,965	12,183
Scotia Bank T & T Limited	9,712	571,454	9,712	601,561
Trinidad Cement Limited	38,000	167,200	38,000	151,620
Unilever Caribbean Limited	970	58,045	970	66,251
WITCO	5,520	700,709	5,520	697,122
First Citizens Bank Limited	9,128	319,297	10,238	358,330
First Citizens Bank Limited US \$ Common Stock Fund CLICO Investment Fund	694	15,698	694	15,789
		----- \$ 4,893,820		----- \$ 5,268,143
		=====		=====
(ii) Non-Quoted Investments				
Trinidad and Tobago Central Finance Facility		\$ 50,000	-	\$ 50,000
Perishing LLC Cash	107	718	46	290
First Citizen Abercrombie Fund	-	39,126	-	32,916
First Citizen Bank Limited Paria Fund	998	6,677	879	5,597
		----- \$ 4,990,341		----- \$ 5,356,946
		=====		=====

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

9. PAYABLES AND ACCRUALS

The sum of \$7,637,776 is made up as follows:-

	2016	2015
Interest Payable on Members' Deposits	\$ 50,482	\$ 50,482
Accruals	109,592	461,876
CUNA Death Benefit	2,446,318	1,836,026
Other Payables	437,566	386,463
CUNA Member Loan Premium	4,593,818	4,199,419
	-----	-----
	\$ 7,637,776	\$ 6,934,266
	=====	=====

10. MEMBERS' SAVINGS AND DEPOSIT ACCOUNTS

The sum of \$25,450,271 is made up as follows:-

	2016	2015
Members' Deposits - current	\$ 10,557,983	\$ 9,861,691
Christmas Savings Plan	5,217	1,317
Holiday Savings Plan	112	1,920
Education Savings Plan	9,302	8,468
Deposit – 4 accounts	45,564	40,240
Deposit – 5 C.U. Unit Accounts	(327)	(327)
FIP Deposit Account	209,641	213,630
Money Market Gold Deposit Account	14,206,001	14,322,203
Members' Fixed Deposits	416,778	1,818,012
	-----	-----
	\$ 25,450,271	\$ 26,267,154
	=====	=====

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

11. PROPERTY, PLANT AND EQUIPMENT

(i) Year Ended December 31, 2016 - The sum of \$6,232,767 is made up as follows:-

	Leasehold & Building Improvement	Freehold Land	Building	Computer Equipment	Motor Vehicle	Office Furniture & Fixtures	Office Equipment	Total
Cost								
Balance at January 1, 2016	\$ 354,699	\$ 1,900,000	\$ 3,480,520	\$ 1,348,728	\$ 190,000	\$ 1,179,591	\$ 158,704	\$ 8,612,242
Additions	112,517	-	11,925	71,035	295,000	4,871	-	495,348
Disposals	-	-	-	(45,643)	(190,000)	-	-	(235,643)
Balance at December 31, 2016	467,216	1,900,000	3,492,445	1,374,120	295,000	1,184,462	158,704	8,871,947
Accumulated Depreciation								
Balance at January 1, 2016	29,510	-	198,333	1,225,041	135,374	893,085	84,244	2,565,587
Charge for the year	21,110	-	-	107,067	79,198	88,295	13,556	309,226
Disposals	-	-	-	(45,643)	(189,990)	-	-	(235,633)
Balance at December 31, 2016	50,620	-	198,333	1,286,464	24,582	981,380	97,800	2,639,180
Net Book Value								
Balance at December 31, 2016	\$ 416,596	\$ 1,900,000	\$ 3,294,112	\$ 87,656	\$ 270,418	\$ 203,082	\$ 60,904	\$ 6,232,767

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

11. PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

(ii) Year Ended December 31, 2015 - The sum of \$6,046,655 is made up as follows:-

	Leasehold & Building Improvement	Freehold Land	Computer Equipment	Building	Motor Vehicle	Office Furniture & Fixtures	Office Equipment	Total
Cost								
Balance at January 1, 2015	\$ 305,630	\$ 5,026,650	\$ 1,310,234	\$ 1,700,000	\$ 190,000	\$ 1,129,964	\$ 114,534	\$ 9,777,012
Additions	49,069	-	44,323	1,780,520	-	51,916	45,895	1,971,723
Disposals	-	-	(5,829)	-	-	(2,289)	(1,725)	(9,843)
Reclassification	-	(3,126,650)	-	-	-	-	-	(3,126,650)
Balance at December 31, 2015	354,699	1,900,000	1,348,728	3,480,520	190,000	1,179,591	158,704	8,612,242
Accumulated Depreciation								
Balance at January 1, 2015	12,459	-	1,135,658	113,333	106,874	807,885	72,729	2,248,938
Charge for the year	17,051	-	94,295	85,000	28,500	87,479	12,390	324,715
Disposals	-	-	(4,912)	-	-	(2,279)	(875)	(8,066)
Balance at December 31, 2015	29,510	-	1,225,041	198,333	135,374	893,085	84,244	2,565,587
Net Book Value								
Balance at December 31, 2015	\$ 325,189	\$ 1,900,000	\$ 123,687	\$ 3,282,187	\$ 54,626	\$ 286,506	\$ 74,460	\$ 6,046,655

SFCCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

12. DUE TO AND FROM DIRECTORS AND COMMITTEE MEMBERS

Key Management Personnel are those persons having the authority and responsibility for planning, directing and controlling the activities of the Society.

Assets, Liabilities and Members' Equity

	2016	2015
Due from Directors, Committee Members and Key Management Personnel	\$ 1,192,026 =====	\$ 1,669,455 =====
Due to Directors, Committee Members and Key Management Personnel	\$ 1,610,115 =====	\$ 1,307,479 =====

13. RESTATEMENT AND RE-CLASSIFICATION

Re-classification to prior year's figures have been made to match and to represent balances in conformity with the current year's reporting

Budget

Summary of Recurrent Expenditure, Fiscal year ended December 31st 2017

	2016 ACTUAL	2016 BUDGET	2016 VARIANCE	2017 BUDGETED	% of total
INCOME					
Interest on members' Loans	9,300,693.00	8,990,666.00	310,027.00	10,425,816.00	95%
Interest Income	227,706.00	15,000.00	212,706.00	4,300.00	0%
Investment Income	342,218.00	243,025.00	99,193.00	297,009.00	3%
Miscellaneous Income	356,135.00	237,200.00	118,935.00	239,300.00	2%
	10,226,752.00	9,485,891.00	740,861.00	10,966,425.00	100%
EXPENDITURE					
Marketing & Advertising Expense	46,165.00	180,000.00	133,835.00	90,000.00	1%
Annual General Meeting	182,125.00	180,000.00	(2,125.00)	190,000.00	3%
Audit fees	64,832.00	85,000.00	20,168.00	125,000.00	2%
Bank charges & Interest	32,617.00	32,000.00	(617.00)	32,000.00	0%
Board and Committees' Expense	202,250.00	150,000.00	(52,250.00)	180,000.00	2%
Computer Expenses	27,423.00	45,000.00	17,577.00	28,000.00	0%
Credit Union Events	148,271.00	120,000.00	(28,271.00)	80,000.00	1%
Credit Union Stabilization Fund	48,676.00	35,000.00	(13,676.00)	49,000.00	1%
CUNA Insurance Expense	470,492.00	375,000.00	(95,492.00)	480,000.00	7%
Depreciation Expense	309,226.00	350,000.00	40,774.00	500,000.00	7%
Donations	16,620.00	20,000.00	3,380.00	18,000.00	0%
Insurance Expense	58,842.00	69,000.00	10,158.00	60,000.00	1%
Interest on Members' deposits	422,291.00	310,000.00	(112,291.00)	430,000.00	6%
League Dues	49,594.00	49,600.00	6.00	49,594.00	1%
Legal & Professional Fees	144,055.00	137,000.00	(7,055.00)	140,000.00	2%
Leadership Conference	126,391.00	130,000.00	3,609.00	127,000.00	2%
Motor Vehicle Expenses	30,141.00	13,000.00	(17,141.00)	28,000.00	0%
Officers' Stipend	225,750.00	237,000.00	11,250.00	226,000.00	3%
Rental of Premises	362,270.00	361,200.00	(1,070.00)	319,500.00	4%
Repairs & Maintenance	82,237.00	60,000.00	(22,237.00)	80,000.00	1%
Salaries & Wages	2,724,880.00	2,722,820.00	(2,060.00)	2,746,200.00	38%
Staff Benefits	7,464.00	95,000.00	87,536.00	160,000.00	2%
Security Expense	365,446.00	370,000.00	4,554.00	366,000.00	5%
Office Supplies, Stationery & Postage	210,246.00	200,000.00	(10,246.00)	210,000.00	3%
Telephone Expense	138,291.00	145,000.00	6,709.00	139,000.00	2%
Travelling Expense	1,726.00	2,000.00	274.00	2,000.00	0%
Utilities	92,456.00	95,000.00	2,544.00	93,000.00	1%
Provision for Loan loss	-	-	-	200,000.00	3%
Staff Training	23,294.00	50,000.00	26,706.00	30,000.00	0%
Provision for Severance/Gratuity	115,200.00	100,000.00	(15,200.00)	120,000.00	2%
		-	-		
	6,729,271.00	6,718,620.00	(10,651.00)	7,298,294.00	100%
Net Surplus	3,497,481.00	2,767,271.00	730,210.00	3,668,131.00	33%
Capital Expenditure Budget	1,549,300.00	1,549,300.00	-	1,575,800.00	

Resolutions - Appointment of Auditors

WHEREAS S 51 (1) of the Co-operative Societies Act Chapter 81:03 of the Laws of Trinidad and Tobago provides that every Society shall have its accounts audited annually by the Commissioner or some other person authorized by him, or in accordance with regulations made by the Minister in that behalf, by an auditor selected by the Society and approved by the Commissioner.

AND WHEREAS the Board of Directors pursuant to S 51 (1) of the Cooperative Societies Act Chapter 81:03, has selected **Hardy's Chartered Accountants, on behalf of the Society.**

AND WHEREAS the said **Hardy's Chartered Accountants** has been approved by the Commissioner for Cooperatives.

BE IT RESOLVED that this 56th Annual General Meeting of the Society has approved the selection of the said **Hardy's Chartered Accountants.**

And be it further resolved that the said **Hardy's Chartered Accountants** has been appointed Auditors for the purpose of conducting the annual audit of the Society's accounts for the year ending December 31st 2017.

Seconded by:

Resolutions - Dividends

WHEREAS S46 of the Co-operative Societies Act Chapter 81:03 of the Law of Trinidad and Tobago provides inter alia, that a Society may pay a dividend on share capital to its members.

AND WHEREAS S47 of the said Co-operatives Societies Act Chapter 81:03, provides that at least one-tenth of the net surplus of a society each year as ascertained by the annual audit shall be credited to the reserve fund.

AND WHEREAS S48 of the said Co-operatives Societies Act Chapter 81:03, provides that any balance of the surplus of a Society, after making the prescribed provision for the reserve fund, may together with any available surplus of past years, be distributed among its members to the extent and under the conditions prescribed by the regulations and the Bye-Laws of the Society.

AND WHEREAS the net surplus of the Society for the financial year ended December 31st, 2016 was ascertained by the annual sum of Three Million, Four Hundred and Ninety Seven Thousand, Four Hundred and Eighty One Dollars (\$3,497,481.00).

Be it resolved that:

A Dividend of 3% be paid to members in good standing - 1% on shares and 2% on their deposit accounts. However, in the case of delinquent members, the said dividend be credited to interest and any residue to be paid towards principal.

Seconded by:

Resolutions - Honoraria

WHEREAS S48 of the Co-operatives Societies Act Chapter 81:03, provides that any balance of the surplus of a Society, after making the prescribed provision for the reserve fund, may together with any available surplus of past years, be distributed among its members to the extent and under the conditions prescribed by the regulations and the Bye-Laws of the Society.

AND WHEREAS S22 of the Society's Bye-Laws provides for a Honoraria to be paid to Officers or other persons being members of the Society as the Board may recommend.

AND WHEREAS the net surplus of the Society for the financial year ended December 31st, 2016 was ascertained by the annual sum of Three Million, Four Hundred and Ninety Seven Thousand, Four Hundred and Eighty One Dollars (\$3,497,481.00).

Be it resolved that:

The Board of Directors hereby recommend to the Membership that a Honoraria of One Hundred and Thirty Thousand Dollars (\$130,000.00) be paid to officers of the Society.

Seconded by: