



**Works  
Credit  
Union**  
Co-operative  
Society  
Limited

**2020**

Annual Report

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# Delivering in Challenging Times

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## MISSION STATEMENT

*“Works Credit Union is committed to the service and upliftment of its members/owners by providing them with convenient and competitive financial services, together with enriching social and educational programmes within the Co-operative philosophy, while promoting thrift and prudently managing its resources”.*

## VISION STATEMENT

*“Works Credit Union aims to be recognized as a leading Financial Co-operative within the Caribbean region”.*

# TABLE OF CONTENTS

	<i>Page</i>
Notice	3
Agenda	4
Standing Orders	5
Election Procedures	7
Profiles	8
Minutes	11
Report of The Board Of Directors	22
Report of The Credit Committee	30
Report of The Supervisory Committee	33
Report of The Education Committee	37
Report of The Tobago Advisory Committee	40
Independent Auditors Report	42
Resolutions	61
Nomination Committee Report	62
Nominees	64

## NOTICE

Notice is hereby given that the 62nd Annual General Meeting of Works Credit Union Co-operative Society Limited will take place on Saturday 21st August 2021 beginning promptly at 1:00 p.m. The Meeting will be held virtually, and members are invited to register online at the link provided on the Society's website [www.workscu.com](http://www.workscu.com).

This meeting is being held for the following purposes:

1. To receive the reports of the Board of Directors, the Statutory Committees and the Audited Financial Statements of the Society for the year ended December 31st, 2020
2. To elect officers for the new term 2021/2022.
3. To appoint Auditors for 2021.
4. To declare Dividends and Honoraria for 2020.
5. To receive any other business of the Credit Union.

Please note the meeting duration is ninety (90) minutes therefore members are required to familiarize themselves with the Annual Report brochure contents and submit any relevant questions in advance via the pre-registration portal no later than Wednesday 18th, 2021.

By Order of the Board of Directors



PATRICE DE SORMEAUX  
SECRETARY

## AGENDA

1. NATIONAL ANTHEM
2. INVOCATION
3. CREDENTIAL COMMITTEE'S REPORT
4. NOTICE OF MEETING
5. ADOPTION OF AGENDA
6. ADOPTION OF STANDING ORDERS
7. PRESIDENT'S ADDRESS
8. MINUTES OF THE 61ST A.G.M - August 15, 2020
  - Adoption
  - Matters Arising
9. AUDITOR'S REPORT
10. FINANCIAL STATEMENT 2020
11. PRESENTATION OF REPORTS:
  - Board of Directors
  - Credit Committee
  - Supervisory Committee
  - Education Committee
12. NOMINATION COMMITTEE REPORT
13. ELECTIONS
14. RESOLUTIONS
15. RESULTS OF ELECTION
16. ADJOURNMENT



Patrice De Sormeaux  
Secretary

## STANDING ORDERS

1. Members shall keep their microphones muted for the duration of the meeting, except where permitted by the Chairman for making contributions to the meeting.
2. The videos of all participating members shall remain off unless addressing the Chairman.
3. All members are asked to keep their cell phones on silent mode, as the vibrate setting can cause disruptions. If you must take urgent calls, please ensure that your microphone is muted.
4. A member shall ONLY address the meeting when called upon by the Chairman to do so.
5. Members shall use the prescribed method as instructed on the Virtual Platform to submit their questions/contribution to the Chairperson.
  - (a) Members must identify themselves when addressing the Chairman/submitting a contribution.
  - (b) The AGM Moderator will collate and transmit submissions to the Chairman.
  - (c) The Chairperson will address each relevant contribution subsequently.
6. No member shall address the meeting except through the Chairman. Speeches shall be clear and relevant to the specific subject before the meeting.
7. On any agenda item, a member shall not exceed two (2) minutes on his/her contribution except with the permission of the Chairman.
8. A member may not speak twice on the same subject except:
  - (a) The mover of a motion, who has the right of reply,
  - (b) To object or explain, (with the permission of the Chair)
9. The Mover of a “Procedural Motion” (Adjournment, Lay on the Table, Motion to Postpone) shall have no right of reply.
10. No speeches shall be made after the “Question” has been put and carried.
11. A member rising on a “Point of Order” shall state the point clearly and concisely. (A point of order must have relevance to the Standing Orders).

12. A member shall not “call” another member “to order” but may draw the attention of the Chairman to a “Breach of Order”
13. In no event can a member call the Chairman “to order”.
14. A question shall not be put to the vote if a member desires to speak on it or move an amendment to it, except that a “Procedural motion: The Previous Question” Proceed to the Next Business” or the Closure: That the “Question be Now Put” may be moved at any time.
15. Only one amendment shall be before the meeting at one and the same time.
16. When a motion is withdrawn, any amendment to it fails.
17. The Chairman shall have the right to a “casting vote”.
18. If there is an equality of voting on an amendment and if the Chairman does not exercise his casting vote, the amendment is lost.
19. The Chairman shall make provision for protection from vilification (personal abuse).
20. No member shall impute improper motives against another.
21. No form of recording of the proceedings shall be allowed without the permission of the Chairman.
22. All members are reminded to conduct themselves in a professional manner. Please refrain from sharing any explicit, violent, or inappropriate content.
23. Any member who has been admonished on two (2) occasions and persist to ignore the admonishment will not be permitted to speak for the remainder of the meeting.
24. No sitting member of the Board shall question or take issue with any matter stated in the Annual Report Brochure.
25. No sitting member of the Board of Directors shall be allowed to address the Chairperson from the floor.
26. All reports are to be considered as read and presented by the Secretary of the Board of Directors.

## ELECTION PROCEDURES

1. Nominations shall proceed in accordance with Bye Law No. 24 (a)-(f).

### NOMINATION COMMITTEE

- (a) The Board shall appoint a Nomination Committee comprising of not more than five (5) members of the Society whose duty shall be the selection of qualified members who are willing to be considered for election to the Board, Supervisory or Credit Committee by the Annual General Meeting.
  - (b) **There shall be no nominations from the floor** except in case where such nomination is deemed necessary for the proper constitution of the Board or Committees.
  - (c) **To present suitable members** who are willing to be considered for election to the Board and the Committees by the Annual General Meeting.
  - (d) To report to the Annual General Meeting
  - (e) All members seeking nominations shall be nominated through the Nomination Committee
  - (f) **A member shall be disqualified from being nominated to hold office** if he;
    - (i) Has a delinquent account at least six (6) months before the Annual General Meeting.
    - (ii) **Has a dormant or inactive share or deposit account for six (6) months** and over. In each case, the member must reactivate and maintain his account for six (6) months before the Annual General meeting and thereafter.
    - (iii) **Is a new member within the new six (6) month period of application for membership.**
    - (iv) Is serving as a Director or a new member of any Statutory and/or Standing Committee at another Credit Union Co-operative Society Limited.
    - (v) Is an outgoing member of staff. He/She shall not be eligible for nominations as an Officer of the society until a full year has passed since his resignation/retirement or any other reason for his separation.
2. On completion of the Nomination process, members shall vote in accordance with the directive of the Returning Officer.
  3. The Returning Officer shall declare when the election process is open.
  4. Voting shall be done via electronic voting card system.
  5. The appointed persons will count the ballots while the Meeting is in progress.
  6. The results will be announced immediately upon completion of the count.



## **PROFILES: Board and Committee**

### **BOARD OF DIRECTORS**

Fitzroy Ottley	President
Patrice De Sormeaux	Secretary
Augustus Thomas	Vice President
Dawn De Souza	Assistant Secretary
Ricardo Herbert	Ordinary Executive Member
Peter Gardiner	Director
Gillian Cooper	Director
Sherwin Thomas	Director
Tricia Gilbert-Bain	Director
Gerald Greaves	Director
Kwame Sealey	1st Alternate
Unice Webster	2nd Alternate
Cherisse Durrant	Director ( <i>suspended w.e.f. August 15, 2020</i> )
Maria Baptiste	Director ( <i>suspended w.e.f. August 15, 2020</i> )

### **CREDIT COMMITTEE**

Kathy Ann Holder	Chairperson
Cheryl Ann Durrant	Secretary
Jo'Anne Murphy-Conliffe	Member
Indra Mathura	Member
Kathy-Ann Stewart	Member
Cornelius Valdez	1st Alternate

### **SUPERVISORY COMMITTEE**

Marlene Riley-Mohammed	Chairperson
Afyia Mitchell	Secretary
Carlene Williams	Member
Paula Herbert	1st Alternate
Arleena Spencer	2nd Alternate

### **EDUCATION COMMITTEE**

Ricardo Herbert	Convenor
Neville Warner	Secretary
Petra Pierre	Member
Indra Mathura	Member
Melissa James	Member
Nissi Monsegue	Education Officer
Renée Julien	Ex-Officio (Marketing)
Alexander Gomes	Coopt (Youth Arm)
Joan Scott	Coopt (Liaison Officers)

## **TOBAGO ADVISORY COMMITTEE**

Nadette Solomon	Chairperson
Ethlyn Chance	Vice Chairperson
Juliana Henry-King	Secretary
Beverly Alleyne	Ordinary Member
Naydine Frank	Ordinary Member

## **PROFILES : STAFF**

### **HEAD OFFICE**

Karimah Knights	General Manager
Crystal Hinkson	Professional Assistant to the General Manager

### **HUMAN RESOURCE DEPARTMENT**

<i>(Vacant)</i>	Human Resource Officer
Melaine Oliver	HR Administrative Assistant

### **MARKETING DEPARTMENT**

Binny Lashley	Customer Service/Marketing Supervisor
Renée Julien	Marketing Assistant

### **INFORMATION TECHNOLOGY DEPARTMENT**

Jaustin Campbell	Information Technology Officer
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### **ACCOUNTS DEPARTMENT**

Rachael Gardner	Manager - Accounts
June Allert-Hagley	Assistant Accountant
Noella Anthony	Accounts Technician

### **CREDIT DEPARTMENT**

Ian Sagar	Manager Credit
Keela Alexis	Business Credit Development Officer
Deon Jadoo	Business Credit Development Officer
Mc Kindi Glasgow	Business Credit Development Officer
Akil Granderson	Recoveries Officer
Curtis Mc Kain	Recoveries Officer

**OPERATIONS DEPARTMENT**

Wilis Rush	Operations Manager
Pricilla Chickoree	Administrative Officer
Lily Farrell	Project Co-ordinator - GreenWorks

**PORT OF SPAIN BRANCH**

Sherry Ann Applewhite	Branch Supervisor
Clarence McCarter-White	Member Service Representative
Rachael D. Jackson	Member Service Representative
Esther Alexander	Member Service Representative
Terese Ann Cherrie	Member Service Representative
Ryan Barthol	Driver/Courier
Lisa Quamina	Office Attendant/Messenger
Asalia Wilkinson	Janitorial/Hospitality Attendant

**ARIMA BRANCH**

Adrienne Samuel	Branch Supervisor (Acting)
Ava Regis	Business Credit Development Officer (Acting)
Jeaneil Lowe	Member Service Representative
Melissa Ragoonanan	Member Service Representative
Roxanne Cielto	Office Attendant/Messenger

**SAN FERNANDO BRANCH**

Dana Pelchier	Branch Supervisor
Tabitha Learmont	Business Credit Development Officer
Sharon Bascombe	Member Service Representative
Neisha Alexander	Member Service Representative
Kizzy Andrews	Office Attendant/Messenger

**TOBAGO BRANCH**

<i>(Vacant)</i>	Branch Supervisor
Kiselle Thomas	Business Credit Development Officer
Lauren Phillips	Member Service Representative
Adrian Tito Lewis	Office Attendant/Messenger
Sonia Smart-Jerome	Administrative (Lead) Farm Technician (GreenWorks)
Darrel Adolphus Trim	Farm Technician (GreenWorks)
Lorenzo Samuel Peters	Farm Technician (GreenWorks)

**MINUTES OF THE 61ST ANNUAL GENERAL MEETING OF WORKS CREDIT UNION CO-OPERATIVE SOCIETY LIMITED HELD ON SATURDAY, AUGUST 15, 2020 AT THE BOUGAINVILLEA HALL OF DR. JOAO HAVELANGE CENTRE OF EXCELENCE, 17A MACOYA ROAD, TUNAPUNA**

**1.0 COMMENCEMENT**

The meeting was called to order at 10:10 a.m. The National Anthem was played, followed by the invocation and recitation of the Credit Union Prayer. One minute silence was observed for the members of the Midstreamer's Club who went on the boat cruise and passed from COVID-19.

**2.0 1ST CREDENTIALS COMMITTEE'S REPORT**

A Credentials Committee Report, undertaken at 10:10 a.m. showed 136 members, 2 guest and 1 staff were present.

**3.0 NOTICE OF MEETING**

The Notice and Agenda of the Annual General Meeting was read by the Secretary, Ms. Patrice De Sormeaux.

**4.0 AMENDMENT AND ADOPTION OF STANDING ORDERS**

The Secretary read the Standing Orders and Mr. Newellyn Fitzroy Ottley moved a motion to amend same to accommodate members online. The motion, which was seconded by Dr. Cornelius Valdez was unanimously agreed by the members present.

**5.0 PRESIDENT'S ADDRESS**

The President, Mr. Augustus Thomas, welcomed all present at the meeting. He noted that he was addressing the membership for the first time as President and was delighted to inform them that during the period under review, the organization's assets grew by 9% and its total income was \$35,238,485.00, \$6 million more than the previous year. He said that he was even more delighted to inform the membership, that the Credit Union had acquired a new building to house its San Fernando Office during his tenure as President. He acknowledged that the preliminary works to acquire the building was put in by previous Boards.

He informed members that the Board had ensured that a fully operational Tobago Advisory Committee was established. However, despite those achievements, he had lost pride in the conduct of certain Board members who fell short of their moral responsibility by failing to adhere to the Credit Union's Bye Laws and more importantly, their fiduciary responsibility to the Society.

He further informed the membership that as Chairman of the Board, he reported at least three (3) Directors to the Supervisory Committee because they incurred expenses without obtaining the Board's approval. He advised that when presented with the facts, a pre-action protocol letter was served on the Board threatening to take the Board to court for defamation of character should the Supervisory Committee's reports be included in the Annual General Meeting (AGM) brochure. He advised, that while he was of the view that whatever happens in the Society's boardroom is the business of the membership, as a practising Attorney at Law he did not believe it was prudent to include the reports in the Brochure. Notwithstanding, copies of the reports were circulated for members information.

## **MINUTES cont'd**

He advised members seeking election to the Board and Statutory committees, that self-aggrandizement cannot and should not take precedent over their fiduciary responsibility to the organization, and by extension, its members.

In closing, he advised the membership, that in keeping with the theme of the AGM, he hoped that members will do the right thing for the sake of everyone and not allow persons who do not deserve to hold office to take charge of their affairs.

### **6.0 ACCEPTANCE OF ANNUAL REPORT/BROCHURE**

A motion for the acceptance of the Brochure was moved by Dr. Cornelius Valdez and seconded by Ms. Jo'Anne Murphy-Conliffe. The motion was put to the floor and was unanimously accepted.

### **7.0 AUDITORS' REPORT**

Ms. Shanna Ramnarace of H M Montgomery & Company, Chartered Accountants, presented the External Auditors' report.

#### **Acceptance**

A motion was moved by Ms. Jo'Anne Murphy-Conliffe for the acceptance of the External Auditors report. The motion was seconded by Mr. Newellyn Fitzroy Ottley and was unanimously accepted by the membership.

### **8.0 FINANCIALS**

The General Manager led the meeting through the Financials. She said that the Brochure was sent out on time and therefore the Financials will be taken as read in the interest of time. She however highlighted the following:

- The total Assets: \$302,356,747
- The total Members' Funds: \$44,627,811; and
- The total Current Liabilities: \$257,728,936

She enquired as to whether there were any questions and Mr. Reynold Duncan asked, what was responsible for the decrease in the Net Surplus for 2019 when compared to 2018.

The Manager explained that the main reason for the reduction in the Net Surplus for 2019 when compared to 2018 was because of the "Provision for Loan Loss". She noted that in 2019, the Credit Union had to provide \$8.5 million for IFRS9 implementation. There were no further questions.

#### **Acceptance**

Mr. Neville Warner moved a motion for the acceptance of the Financials, including the Budget. This was seconded by Ms. Jo'Anne Murphy-Conliffe and was unanimously accepted.

### **9.0 MINUTES OF 60TH ANNUAL GENERAL MEETING – APRIL 27 and 28, 2019**

The Chairman drew members' attention to the Minutes of the 60th Annual General Meeting held on Saturday, April 27th, and Sunday 28th, April and invited comments/questions.

## **MINUTES cont'd**

### **Corrections and Omissions**

There were no corrections /omissions on the 60th Annual General Meeting.

### **Confirmation**

A motion was moved by Mr. Newellyn Fitzroy Ottley and seconded by Mr. Neville Warner, the motion was put to the members and was unanimously agreed upon. The Minutes of the 60th Annual General Meeting were confirmed.

### **Matters Arising**

The President reported that last year the Board made a commitment, firstly, that it will try to increase the Society's loans, curtail expenditure and to make the full provision for IFRS9. He reported that total income was \$35,238,485 of which \$33,797,150 can be attributed to income earned from interest on loans and the Credit Union made its full contribution of \$8.5 million towards IFRS9.

The Chairman indicated that the Aquaponics Project in Tobago has been advanced and what the Credit Union has today is a demonstration farm. The purpose of the farm is to encourage members to obtain loans to establish their own farms and sell the produce to generate a profit. The income earned from the farm can be used to repay their loans.

The Chairman further explained that when Works Credit Union went into Aquaponics, the Credit Union did not obtain the best technical advice, however the farm was built and is in operation. The Credit Union had some managerial difficulties with the farm. While the farm experienced difficulties, the Society is in a position where it cannot just leave the farm. He said that while it is costing some capital out lay and the Society has not yet reached the stage where there can be an equilibrium between what was spent and the revenue earned, there are members who have invested in the project and therefore, the Society must persevere to make the project a success.

## **10.0 MINUTES OF ADJOURNED SPECIAL GENERAL MEETING (TOBAGO) – JULY 20, 2019**

The Chairman drew members' attention to the Adjourned Special General Meeting held, in Tobago, on Saturday, July 20, 2019, as stated on pages 29 to 37, and invited questions/comments/suggestions.

He noted that the Findings/Recommendations of the Committee appointed to investigate the conduct of the Supervisory Committee during 2018/2019 Term were as follows:

1. The Committee found that there were irregularities during the tenure of the last Supervisory Committee. However, there are no rules or regulations in the bye-laws or in the Co-operative Societies Act to exercise discipline over the Supervisory Committee. The Committee admitted that the Supervisory Committee is a powerful Committee in the organization and recommended that clause 18 (t) of the bye-laws be considered so that a Disciplinary Committee can be appointed to treat with indiscipline in the organization.
2. That regular or periodical meetings between the Supervisory Committee and the external auditors were not being recorded if such meetings ever took place. The Committee recommended that the external auditors meet on a periodic basis with all Committee members and the membership determines the frequency of these meetings.

## **MINUTES cont'd**

3. That only two (2) members of the Supervisory Committee were making all the decisions, conducting all the business of the Credit Union, excluding other members. The Committee recommended that the Supervisory Committee be expanded to include five (5) members and two (2) alternates, a total of seven (7) persons so that a quorum of three (3) or four (4) will be required to conduct meetings.
4. That not all the members were adequately qualified or trained to function on the Supervisory Committee and made mention that the Credit Union has placed square pegs in round holes. The Investigative Committee recommended that the Nomination Committee conducts background checks on the previous Supervisory Committee to maintain integrity, discipline and good business practice on future Committees.

### **Tobago Advisory Committee:**

Mr. Newellyn Fitzroy Ottley suggested that, in future, there should be a report from the Tobago Advisory Committee on its own or included in the Education Committee Report.

It was revealed that the Tobago Advisory Committee was incorporated in October 2019 and in the Education Report there is a statement on the Tobago Advisory Committee. At the AGM in 2021, the Tobago Advisory Committee would have a substantive report.

A motion was moved by Mr. Newellyn Fitzroy Ottley and that the findings/recommendations included in the report be adopted/accepted by the meeting and the Board be asked to set up/appoint a special committee that will treat with the findings/recommendations. The motion was seconded by Mr. Neville Warner and was put to the floor and unanimously accepted by the membership.

### **11.0 2ND CREDENTIALS COMMITTEE'S REPORT**

A Credentials Committee Report, undertaken at 11.37 a.m showed there were 228 members, 5 guests, 1 staff and thirty-eight 38 persons online.

### **12.0 NOMINATION COMMITTEE'S REPORT**

Mr. David Thomas, Chairman of the Committee, presented the Nomination Committee's Report.

The persons nominated for election to the Board, Supervisory and Credit Committees as follows:

#### **Board of Directors**

Newellyn Fitzroy Ottley  
Dawn De Souza  
Ricardo Herbert  
Patrice De Sormeaux  
Unice Webster  
Kwame Sealey

**MINUTES cont'd**

**Credit Committee**

Devon Welch  
Elizabeth Lessey-Roberts  
Kathy Ann Holder

**Credit Committee**

Indra Mathura  
Kathy Ann Holder  
Cornelius Valdez  
Kathy Ann Stewart

**Supervisory Committee**

Marlene Riley-Mohammed  
Francis Paul  
Paula Herbert  
Afyia Mitchell  
Carlene Williams  
Margaret St. Louis  
Arleena Spencer

**Recommendations:**

The Nomination Committee reiterated certain recommendations that were made by the previous Nomination Committee as follows:

- The prompt appointment of the Nomination Committee, preferably by the second regular Board Meeting.
- The provision of continuous training for members throughout the year by the Education Committee.

A motion was moved by Mr. Ricardo Herbert that the Nomination Committee's Report be accepted by the meeting. The motion was seconded by Newellyn Fitzroy Ottley and the motion was unanimously agreed upon.

**13.0 VARIATION OF AGENDA**

The Chairman informed the meeting that the Returning Officer had not yet arrived.

A motion moved by Mr. Newellyn Fitzroy Ottley for the Agenda to be varied to deal with "BOARD OF DIRECTORS' REPORT" before the "ELECTIONS". The motion was seconded by Mr. Gerald Greaves and was voted upon. The motion unanimously carried.

**14.0 BOARD OF DIRECTORS' REPORT**

The President presented the Board of Directors' Report. He told the meeting that in the interest of time he would not be going through the report and that the report will be taken as read. He noted the highlights of the Board report were:



**MINUTES cont'd**

- Acquisition of a new building at #6 Todd Street, San Fernando as a permanent home for Works Credit Union Southern Branch.
- Full provisioning made with respect to IFRS9 (\$8.5 million).
- 9.39% increase in Total Assets to \$302,356,747.
- The rate of non-earning assets has decreased steadily.
- Total membership stood at 25,129. There were 2030 new members and only 208 resignations.
- Total revenue is \$35,238,485; and surplus after appropriations is \$5,458,124

**Acceptance**

Dr. Cornelius Valdez moved that the Board of Directors report be accepted. Mr. Newellyn Fitzroy Ottley seconded the motion. The motion was put to the floor and was unanimously agreed upon.

**15.0 3RD CREDENTIALS COMMITTEE'S REPORT**

A Credentials Committee Report was taken at 12.57 p.m. There 333 members, 6 special guests, 1 staff and 178 members online.

**16.0 ELECTIONS**

Mr. Stephen Thomas, the Returning Officer was assisted by the Secretary of the Nomination Committee in the conduct of the elections.

Mr. Thomas informed the meeting that the elections were being conducted in accordance with 24 (a) and (b) of the Bye Laws. He read the Nomination Committee's Report and read out the names of the persons who were nominated to serve on the Board and statutory committees. They were as follows:

**Board of Directors**

Newellyn Fitzroy Ottley  
Dawn De Souza  
Ricardo Herbert  
Patrice De Sormeaux  
Unice Webster  
Kwame Sealey

**Credit Committee**

Kathy Ann Holder  
Indra Mathura  
Kathy Ann Holder  
Cornelius Valdez  
Kathy Ann Stewart

**Supervisory Committee**

Marlene Riley-Mohamed  
Francis Paul  
Paula Herbert  
Afyia Mitchell  
Carlene Williams  
Margaret St Louis  
Arleena Spencer

## **MINUTES cont'd**

A letter was received from Afyia Mitchell who was nominated by the Nomination Committee but was not present at the Annual General Meeting due to a prior engagement.

Members agreed, by show of hands, that Ms. Afyia Mitchell will be considered for election.

The meeting was advised that, going forward, the names of persons outgoing from the Board, Credit Committee and supervisory Committee should be included in the Annual report/Brochure.

The meeting was informed that the following persons were outgoing:

### **Board of Directors**

Alana Augustus  
Indra Mathura  
Ricardo Herbert  
Norbert Luke

### **Credit Committee**

Kathy Ann Holder  
Elizabeth Lessey-Roberts  
Kwame Sealey

### **Supervisory Committee**

Dawn De Souza  
Yvonne Campbell  
Ramon Sealy

The voting process was explained to members by the Returning Officer. Two (2) Co-operative Officers physically monitored the elections at the venue while the other Co-operative officer had oversight of the online voting process.

*[The voting process commenced at 1.23 p.m. and ended at 2.25 p.m.]*

## **17.0 VARIATION OF AGENDA**

Mr. Ricardo Herbert moved a motion that the Agenda be varied while the ballots were being counted. The motion was seconded by Mr. Newellyn Fitzroy Ottley. The motion was unanimously agreed upon.

## **18.0 CREDIT COMMITTEE'S REPORT**

The Chairman of the Credit Committee, Ms. Kathy Ann Holder, drew members' attention to the report as stated on pages 48 to 51 of the AGM Brochure. She said that the report is being taken as read and invited comments/questions. There were no questions or comments.

### **Acceptance**

A motion was moved by Mr. Gerald Greaves for the acceptance of the Credit Committee report. The motion was seconded by Mr. Norbert Luke. The motion was put to the floor and was unanimously accepted by the meeting.

## **MINUTES cont'd**

### **19.0 EDUCATION COMMITTEE'S REPORT**

Mr. Ricardo Herbert, outgoing member of the Education Committee, drew members' attention to the report as stated on pages 55 to 58 of the Annual report/Brochure and invited comments/questions.

It was suggested that:

- In the next term, the Education Committee should place emphasis on more financial literacy training for members so that they can understand the how the economy is performing with a view to informing members spending habits; and
- There should be training in ICT for youths.

#### **Acceptance**

A motion for the acceptance of the Education Committee report was moved by Mr. Gerald Greaves and seconded by Mr. Sherwin Thomas. The motion was unanimously accepted by the meeting.

### **20.0 SUPERVISORY COMMITTEE'S REPORT**

The Chairperson of the Supervisory Committee, Ms. Dawn De Souza, drew members' attention to the report as stated on pages 52 to 54 of the Annual report/Brochure and invited comments/questions.

She pointed out the following corrections as stated on the Errata Sheet:

Page 54: Investigations

This section to be corrected as follows:

The Committee conducted three (3) investigations during our tenure:

- Non-authorized Payments to Board Members.
- Unreasonable Hotel Accommodation re: Executive Members.
- Breaches of Bye Laws, Board Policies, and Confidentiality by Elected Officers

In the Audit Plan, focus was placed on the following areas:

- Attestation of Monthly Financial Statements
- Compliance Review
- Audit of Loans
- Minute Review of all Statutory Committees
- Fixed Assets Review
- Project Review- Aquaponics

#### **Discussion**

The President told the meeting that the Directors in question agreed to refund the monies, which they obtained without the Board's approval, however they did not do so. He reiterated that the facts were contained in the reports that were circulated and members are free to be guided by same to arrive at their own conclusions.

After much discussion, the views of the membership present were as follows:

- An independent body should be appointed to treat with the matter.
- An independent body should be appointed to treat with the matter and a Special General Meeting (SGM) held thereafter.
- The members should be suspended until the matter is investigated and resolved by a Special General Meeting.

## **MINUTES cont'd**

Mr. Newellyn Fitzroy Ottley moved a motion that the Board conduct an independent review of the Supervisory Committee report together with the Supervisory Committee and that the members named in the report, as having contravened the Bye Laws, be suspended from sitting on the Board until the report is presented at a Specially convened General Meeting of the membership. The motion was seconded by Mr. Curtis Dedier. The motion was put to a vote and 31 members on the floor and 49 members online voted in favour while 8 voted against and 40 members abstained.

### **Acceptance**

A motion for the acceptance of the Supervisory Committee report was by Mr. Newellyn Fitzroy Ottley and seconded by Mr. Phillip Mc Farlane. The motion was unanimously carried.

## **21.0 VARIATION OF AGENDA**

Mr. Ricardo Herbert moved a motion for that the agenda be varied to treat with the issue of resolution. The motion was seconded by Mr. Newellyn Fitzroy Ottley. The motion was put to the floor and unanimously agreed upon.

## **22.0 RESOLUTIONS**

### **22.1 Appointment of Auditors**

Mr. David Thomas moved the following resolution:

**Whereas** Bye Law No. 13(viii) empowers the Annual General Meeting to appoint an Auditor:

**Be it resolved** that the Auditing Firm of HLB Montgomery & Co. be appointed Auditors of Works Credit Union Co-operative Society for the financial period January 01st, 2020 to December 31st, 2020.

The resolution was put to the vote and was unanimously agreed upon.

### **22.2 Allocation of Surplus**

Mr. David Thomas moved the following resolution:

**Whereas** Bye Law No, 13(iii) empowers the Annual General Meeting to allocate surplus from the previous year;

**Be it resolved** that the Net Undivided Earnings as at December 31st 2019 in the sum of Twenty-four Million, Seven Hundred and Seventy-nine Thousand and Seventy Dollars \$24,779,070.00 be divided as follows:

Dividends at 2%	\$3,477,903.15
Rebate at 1%	\$ 327,006.39
Honorarium	\$ 298,400.00
Gratuity (Liaison Officers)	\$ 30,000.00
Balance Carried Forward:	\$20,675,760.46

The resolution was put to the vote and it unanimously agreed upon.

**MINUTES cont'd**

**22.3 Motor Vehicle**

Mr. Brenan Smith moved the following resolution:

**Whereas** the Credit Union has no provision for the purchase or sale or use of a vehicle for the President:

- (i) **Be it Resolved** that no motor vehicle should be purchased for the sole use of the President of the Board.
- (ii) That any motor vehicle purchased by Works Credit Union shall bear the logo of Works Credit Union; and
- (iii) That the President be provided a monthly travelling allowance approved by the Board of Directors to offset any travelling expenses relating to his duties as Chairman of the Board.

The resolution was seconded by Mr. Reynold Duncan.

The resolution was put to a vote and eleven (11) members from the floor plus nine (9) members online voted for, twenty-one (21) members on the floor plus forty (40) members online voted against, and the rest abstained.

Therefore, the resolution failed.

**23.0 CREDENTIALS COMMITTEE REPORT**

A Credentials Committee Report taken at 3.52 p.m., revealed that 79 members were physically present and forty-nine (49) online.

**24.0 RESULTS OF ELECTIONS**

The Returning Officer announced the results of the Elections:

**Board of Directors**

<b>Officer</b>	<b>No. of Votes</b>		
	<b>Physical</b>	<b>On Line</b>	<b>Total</b>
Dawn De Souza	149	63	212
Newellyn Ottley	153	53	206
Ricardo Herbert	143	58	201
Patrice De Sormeaux	126	56	182
Kwame Sealey	120	48	168 (1st. Alt.)
Unice Webster	110	54	164 (2nd Alt.)

**Credit Committee**

<b>Officer</b>	<b>No. of Votes</b>		
	<b>Physical</b>	<b>On Line</b>	<b>Total</b>
Kathy Ann Holder	188	72	260
Indra Mathura	144	58	202
Kathy Ann Stewart	138	55	193
Cornelius Valdez	112	53	165 (Alt.)

**MINUTES cont'd**

**Supervisory Committee  
Officer**

	<b>No. of Votes</b>		
	<b>Physical</b>	<b>On Line</b>	<b>Total</b>
Afyia Mitchell	132	47	179
Marlene Riley-Mohammed	100	33	133
Carlene Williams	85	44	129
Paula Herbert	77	49	126 (1st Alt.)
Arleena Spencer	78	39	117 (2nd Alt.)
Margaret St. Louis	73	25	98
Francis Paul	64	16	80

The Returning Officer verified that, in all categories, the number of persons who were entitled to vote, did so.

**Destruction Ballots**

Mr. Newellyn Fitzroy Ottley moved a motion that the physical ballots be destroyed, and the electronic ballots be kept for seven (7) days. The motion was seconded by Mr. Gerald Greaves and accepted by the meeting.

The Returning Officer verified that the membership accepted the results of the elections by acclamation.

**25.0 GENERAL BUSINESS**

The Chairman advised members to be safe until they meet again.

**26.0 CONCLUSION**

There being no further business to discuss, the meeting ended at 4.20 p.m.

Respectfully submitted,



Patrice De Sormeaux  
Secretary

# REPORT OF THE BOARD OF DIRECTORS

The Board of Directors is pleased to present this report on its performance for the financial year 2020.

## Governance

Following the 61st Annual General Meeting held on the August 15th 2020, the Board welcomed the following newly elected Directors and Alternates: -

- Fitzroy Ottley
- Dawn De Souza
- Ricardo Herbert - (re-elected for 2nd term)
- Patrice De Sormeaux
- Kwame Sealey - (1st Alternate)
- Unice Webster - (2nd Alternate)

The Board, at its inaugural meeting held on August 19, 2020 subsequently elected the following Executive:

- Fitzroy Ottley - President
- Patrice De Sormeaux - Secretary
- Augustus Thomas - Vice President
- Dawn De Souza - Assistant Secretary
- Ricardo Herbert - Ordinary Executive Member

## ATTENDANCE

The following table shows the records of Board Member's attendance to Board meetings during the period under review, and up to the time of preparation of this report.

NAME	POSITION	PRESENT	EXCUSED	ABSENT
<b>Fitzroy Ottley</b>	<b>President</b>	<b>11</b>	-	-
<b>Augustus Thomas</b>	<b>Vice President</b>	<b>11</b>	-	-
<b>Patrice De Sormeaux</b>	<b>Secretary</b>	<b>11</b>	-	-
<b>Dawn De Souza</b>	<b>Assistant Secretary</b>	<b>11</b>	-	-
<b>Ricardo Herbert</b>	Ordinary Executive Member	<b>11</b>	-	-
<b>Peter Gardiner</b>	<b>Director</b>	<b>11</b>	-	-
<b>Gillian Cooper</b>	<b>Director</b>	<b>9</b>	-	-
<b>Sherwin Thomas</b>	<b>Director</b>	<b>11</b>	-	-
<b>Tricia Gilbert-Bain</b>	<b>Director</b>	<b>11</b>	-	-
<b>Gerald Greaves</b>	<b>Director</b>	<b>10</b>	-	-
<b>Cherisse Durrant**</b>	<b>Director</b>	-	-	-
<b>Maria Baptiste**</b>	<b>Director</b>	-	-	-
<b>Kwame Sealey*</b>	<b>1st Alternate</b>	<b>6</b>	-	-
<b>Unice Webster*</b>	<b>2nd Alternate</b>	<b>5</b>	-	-

Notes:

\*Alternates were not required to attend all meetings of the Board.

\*\* Directors were on suspension for the duration of the term under review

## **Report of The Board of Directors cont'd**

### **STRATEGIC GOALS**

The Board's pursuit of its Strategic mandate was contextualized within the developments that continue to overshadow most global and local activities.

On March 11th, 2020 the World Health Organization made a declaration that brought stillness and fear to the world by describing the virus, COVID-19 as a pandemic.

The impact of that announcement meant that the entire world was under threat and each sovereign government had a duty to take the necessary measures to protect its citizens as a priority.

The very nature of the virus and its method of transfer from person to person brought about an end to socializing as we knew it and restrictions were enforced from country to country to mitigate the spread of the virus.

The pandemic conditions subsequently impacted all formats of normalcy ranging from worship to economics to education.

Trinidad and Tobago, apart from instituting all the required new safety protocols, closed its borders whereby citizens, as well as foreigners, were now tasked with the requirement to apply for entry privileges.

The economic impact of COVID-19 has been catastrophic on various types of businesses especially the small man/woman operations. The squeeze was all around, and financial institutions were not insulated, Credit Unions included.

Works Credit Union, in its drive to meet and treat the COVID-19 challenges, conducted a successful strategic review of its goals, to this end, the Credit Union is in a better position to offer members several developmental options.

The decision to conduct such a review was based on the conviction of the Board of Directors that the Works Credit Union is more than a financial institution. The Board sees the credit union as a community of members with a common bond and shared socio-economic aspirations. Consequently, the Board felt it was imperative to consider the impact of the COVID-19 pandemic on its membership and to formulate strategies that will alleviate the negative impact of this pandemic on our members and their families.

The Board of Directors wishes to thank the Central Finance Facility for conducting the session and particularly wants to identify Dr. Patrick Watson, the main contributor who made the following observation by quoting Thomas Piketty: 'The first visible impact of the crisis we see is the violence of social inequality.' Dr. Watson also noted that the Credit Union movement has begun to experience a greater demand for loans, coupled with a significant increase in delinquency.



### **Report of The Board of Directors cont'd**

The Board has noted that many of our members have been both socially and economically displaced and our delinquency rates are rising, and members have less disposable income for savings. Our key learning from these deliberations is that no Credit Union is an island. Our conviction is that when the world and our nation are faced with challenges the capacity of a co-operative credit union, like ours to respond successfully is not on its own resources but on the collective resources of the entire cooperative credit union movement.

The Board, after careful review of its 2018 /2020 strategic plan that took into account COVID-19 impact proposes to focus on the following objective over the next twelve months period.

- That Works Credit Union will improve its position in the financial services arena by offering several new and improved services.
- We will utilize cutting-edge technology to facilitate greater ease and efficiency in enabling our members in accessing financial services.
- We will encourage, promote and finance entrepreneurship and the building of economic capacity of members.
- We will develop, educate and support members in pursuing sustainable economic projects that have the potential to earn foreign exchange.
- The Board proposes to empower members economically by engaging in joint projects with other Credit Unions through the Central Finance Facility. Identified projects include a Home Ownership Program and construction of Guest Houses that will operate under the framework of an Airbnb.
- Develop and conduct Membership Training and Advancement Programs that will increase members' capacity to earn higher income levels.

### **DELINQUENCY**

COVID 19 has created a financial chasm in Trinidad and Tobago and the world over. That impact made a serious dent in the affairs of all our members, it was more than expected that the fallout would be transferred to the Credit Union.

Our investigation revealed that the delinquency level increased by approximately two percent (2%) over the previous year. All efforts were put in place to meet and deal with the matter. Additionally, members were invited to visit our offices and were engaged in meaningful discussions to resolve the issue. In some instances, however, drastic actions were forced to be taken in our continuing drive to deal with the threat against the organization.

This ongoing exercise is expected to bring our delinquency margin closer to the international bar within the next two years.

### **GREENWORKS by WCU... THE SMARTER WAY!**

GREENWORKS by WCU was the banner that Works Credit Union started its endeavor into tropical farming in an attempt to provide an alternative way for economic benefits to members. The approach chosen was via the Aquaponics system. Though it was new, especially on a commercial scale in Trinidad and Tobago, there existed several successfully operated farms in the Caribbean as well as Europe and America.

**Report of The Board of Directors cont'd**

The Board of Directors, after consulting with four local experts, drawn from the University of the West Indies and the private sector, realized that real sharing of information and expertise were two components that were not synonymous within our environment where the emphasis is on helping the growth and development of the common man. To this end, the Board changed the operating model at our demonstrating farm and instantly struck success. Giving up at this time was not an option. The GreenWorks Smart Farming was born, not from an original concept but from trials that kept the focus on bettering the lives of our members. This approach is now in full swing at our facility in Tobago as well as at the Heights of Aripo farm. The demand for Works agriculture produce, which has already shown financial benefits, can only grow from strength to strength.

**Structural Benefits of new system**

The farm operates on a targeted nutrient system, where the crops obtain exactly the right amount of nutrients at the optimum growing time which leads to a healthier and more nutritious plants.

There is no excess nutrient run-off and as such there is no risk of contamination of surface water as with conventional farms.

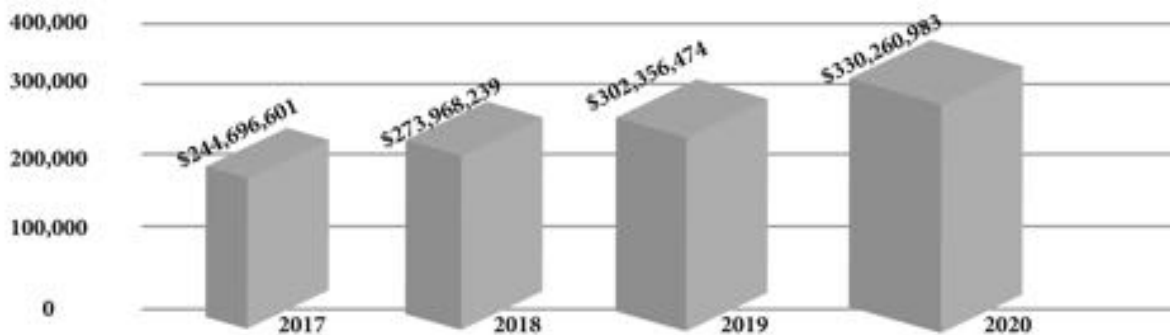
Due to the soil medium and the ability to control the growing space no harmful pesticides are used at any point during the crops' life cycle.

Main crops for sale and development under the Green Works brand

CROP	CURRENT DEMAND PER MONTH	AVERAGE SELLING PRICE	FARM PRODUCTION CAPACITY PER MONTH	POTENTIAL MARKET SIZE
Leafy Greens	800 lbs	\$5.50	1200 lbs	98,472 lbs
Shadon Beni	200 lbs	\$15.00	2000 lbs	80,000lb

**PERFORMANCE OVERVIEW**

Your Board of Directors is pleased to report that the Society's performance for the fiscal year 2020 yielded a Total Income of \$37,493,239; of which the sum of \$35,734,587 can be attributed to income earned from Interest on Loans. Additionally, the Society's Total Assets as at December 31st, 2020 now stands at a value of \$330,260,983 an increase of 9.22% from the previous year's figure.



**Report of The Board of Directors cont'd**

While the Fiscal Budget for 2020 projected revenue of \$35,863,297, our Total Revenue stood at \$37,493,239 as at December 31st, 2020 and the Surplus after Appropriation is \$10,762,391

The table below shows a breakdown of our financial performance using P.E.A.R.L.S. Ratio Standards as at the year ending December 31st, 2020: -

EFFECTIVE FINANCIAL STRUCTURE AS AT DECEMBER 31, 2020			
<b>NET LOAN TO TOTAL ASSETS</b>		<b>PEARLS RATIO STANDARD</b>	<b>ACTUAL RESULT</b>
<u>Net Loans</u>	<u>278,399,657</u>	70-80%	84.29%
Total Assets	330,260,983		
<b>SAVINGS DEPOSIT TO TOTAL ASSETS</b>			
<u>Savings Deposit</u>	<u>59,030,150</u>	6.19%	17.87%
Total Assets	330,260,983		
<b>SHARES TO TOTAL ASSETS</b>			
<u>Share Capital</u>	<u>204,724,723</u>	70-80%	62. %
Total Assets	330,260,983		
<b>INSTITUTIONAL CAPITAL</b>			
<u>Institutional Capital</u>	<u>43,094,503</u>	MIN-10%	13.04%
Total Assets	330,260,983		
ASSET QUALITY AS AT DECEMBER 31, 2020			
<b>NON EARNING ASSETS</b>			
<u>Non Earning Assets</u>	<u>37,369,235</u>	<=5%	11.31%
Total Assets	330,260,983		
<b>DELINQUENCY RATIO</b>			
<u>Total Loan Delinquency</u>	<u>28,761,600</u>	<=5%	9.58%
Gross Loan Portfolio	300,041,745		
LIQUIDITY AS AT DECEMBER 31, 2020			
<u>Cash + Investment</u>	<u>21,727,219</u>	15%	6.57%
Total Assets	330,260,983		

**Report of The Board of Directors cont'd**

**2020 Budget**

Below is the breakdown of the 2020 Budget for your review: -

	<b>ANNUAL BUDGETED TARGET</b>	<b>ACTUAL AS AT DEC 31, 2020</b>	<b>VARIANCE</b>
<b>REVENUE:</b>			
Member Loan Interest	33,039,631	35,734,587	2,694,956
Service Charges	1,212,266	1,155,036	(57,230)
Investment Income	400,000	449,456	49,456
Other revenue	720,000		(720,000)
Rental Income	140,400	17,872	(122,528)
Other income	351,000	136,288	(214,712)
<b>Total Revenue</b>	<b>35,863,297</b>	<b>37,493,239</b>	<b>1,629,942</b>
<b>EXPENSES:</b>			
Financial Costs	2,369,000	2,413,637	(44,637)
Personnel Cost	8,192,038	7,637,716	554,322
Officers' & Committee Expenses	828,000	690,733	137,267
Operational Costs	8,487,071	8,526,665	(39,594)
Annual General Meeting	832,500	812,530	19,970
Marketing	1,200,000	659,321	540,679
Provision for Bad Debt & Doubtful Loans	2,000,000	4,016,079	(2,016,079)
<b>Total Expenses</b>	<b>23,908,609</b>	<b>24,756,681</b>	<b>(848,072)</b>
<b>INCOME BEFORE APPROPRIATION</b>	<b>11,954,688</b>	<b>12,736,558</b>	<b>781,870</b>
<b>APPROPRIATIONS</b>			
Reserve Fund - 10%	1,195,469	1,273,656	78,187
Education Funds - 5%	597,734	636,828	39,094
Wendy Figaro- Hackett Fund - 0.50%	59,773	63,683	3,910

**Report of The Board of Directors cont'd**

**2021 Budget Projections**

The 2021 fiscal budget of Works Credit Union is presented below for your consideration: -

<b>Revenue:</b>	2021
Loan Interest	36,000,000
Service Charges	1,224,338
Investment Income	400,000
Other revenue (Sub. ROI Mktg act.)	
Rental Income	12,600
Other income	149,916
<b>Total Revenue</b>	<b>37,786,854</b>
<b>Expenses:</b>	
Personnel cost	9,165,259
Operational cost	8,487,071
Financial cost	2,534,318
Marketing	700,000
Provision for Bad & Doubtful Loans	5,000,000
Annual General Meeting	300,000
Officers' & Committee Expenses	828,000
<b>Total Operational Expenditure</b>	<b>27,014,648</b>
<b>Total Capital Expenditure</b>	
Income before Appropriations	10,772,206
<b>Appropriations</b>	
Reserve Fund -10%	1,077,221
Education Fund - 5%	538,610
Wendy Figaro- Hackett Fund - %0.50	53,861
<b>Surplus After Appropriations</b>	<b>9,102,515</b>

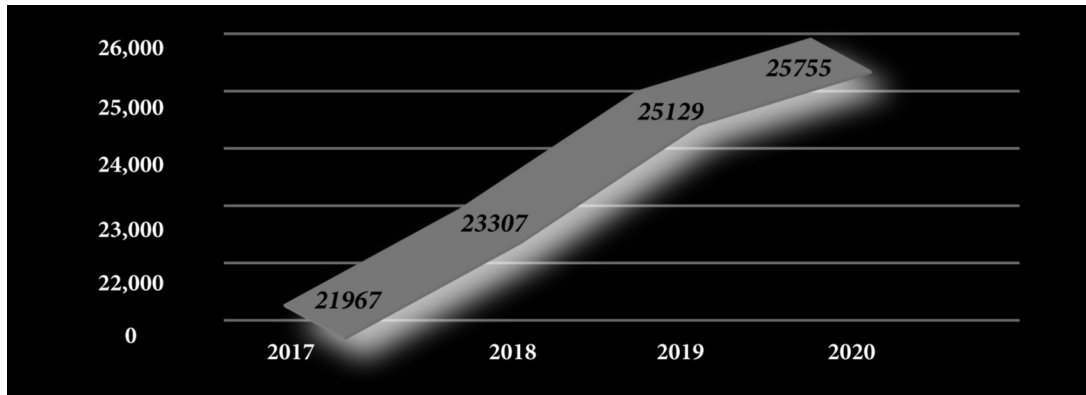
**Notes to the Budget:**

- Revenue has been projected at \$37.7 M and Operational expenses at \$27M.
- Projected Surplus before Appropriations is thus \$10.7 M and after Appropriations, \$9.1M.
- Operational focus resulting in capital expenditure includes further Software upgrades to the existing IT structure and building upgrades.

**Report of The Board of Directors cont'd**

**MEMBERSHIP**

AS at December 31st, 2020, our Works family total membership stood at 25755 as there were a total of 869 new members who joined us in 2020. There were also 180 resignations and 63 deceased members (reported) during the period.



**OBITUARIES**

The Board extends sincerest condolences to the bereaved on the passing of their loved ones during the period under review.

**CONCLUSION**

The Board of Directors, Management, Staff, and elected officers of Works Credit Union over the past year, had to find alternative ways to fulfill their different duties, especially under the strained and difficult national health restrictive conditions.

We are still faced with an array of almost insurmountable economic and social challenges, but we remain committed to you, our cherished and devoted membership.

We, the members of the Board of Directors, are thankful for your loyalty and support and look forward to 2021, and beyond as we strive to provide the highest level of commitment and dedicated service to you.

Respectfully submitted

PATRICE DE SORMEAUX  
SECRETARY

# REPORT OF THE CREDIT COMMITTEE

## INTRODUCTION

The Credit Committee is privileged to report to the membership for the year under review and at the same time express our respect granted to serve during such time.

The Committee was elected by the membership in accordance with the Co-operative Societies Act Chapter 81:03 and Section 20 of the Credit Union Bye-Laws.

An inaugural meeting was held on the August 18th , 2020 to elect a Chairperson and Secretary from among those elected by the membership at the 61st Annual General Meeting. The composition of the Credit Committee that had overall responsibility of the Credit Portfolio is as follows:

Ms Kathy Ann Holder	Chairperson
Ms Cheryl Ann Durrant	Secretary
Ms. Jo'Anne Murphy-Conliffe	Member
Ms Indra Mathura	Member
Ms. Kathy Ann Stewart	Member
Mr. Cornelius Valdez	1st Alternate

The Credit Committee's mandate as outlined in the Works Credit Union Co-operative Society's Loan Policy is to prudently manage the loans portfolio which is the primary source of revenue for the organisation.

The table hereunder outline the attendance record of the current Credit Committee members from August 18th to December 17th 2020.

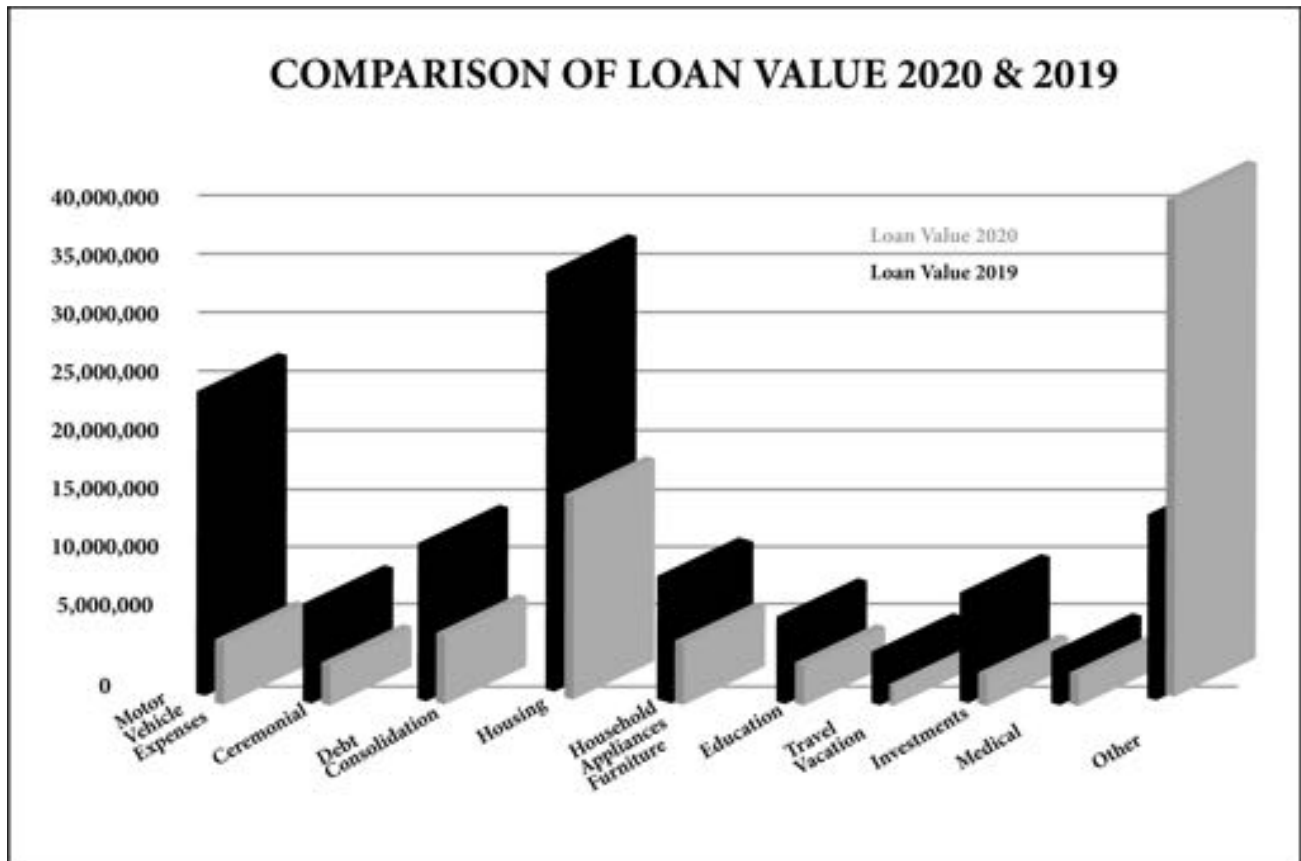
NAME	POSITION	PRESENT	EXCUSED	ABSENT
<i>Kathy Ann Holder</i>	<i>Chairperson</i>	<i>20</i>	<i>Nil</i>	<i>Nil</i>
<i>Cheryl Ann Durrant</i>	<i>Secretary</i>	<i>20</i>	<i>Nil</i>	<i>Nil</i>
<i>Jo'Anne Murphy-Conliffe</i>	<i>Member</i>	<i>20</i>	<i>Nil</i>	<i>Nil</i>
<i>Indra Mathura</i>	<i>Member</i>	<i>19</i>	<i>2</i>	<i>Nil</i>
<i>Kathy Ann Stewart</i>	<i>Member</i>	<i>20</i>	<i>Nil</i>	<i>Nil</i>
<i>Cornelius Valdez</i>	<i>1st Alternate</i>	<i>19</i>	<i>1</i>	<i>Nil</i>

**Report of The Credit Committee cont'd**

**LOAN ADMINISTRATION**

The table hereunder provides a year on year comparison of the approved loans for the last two (2) years, 2019 and 2020.

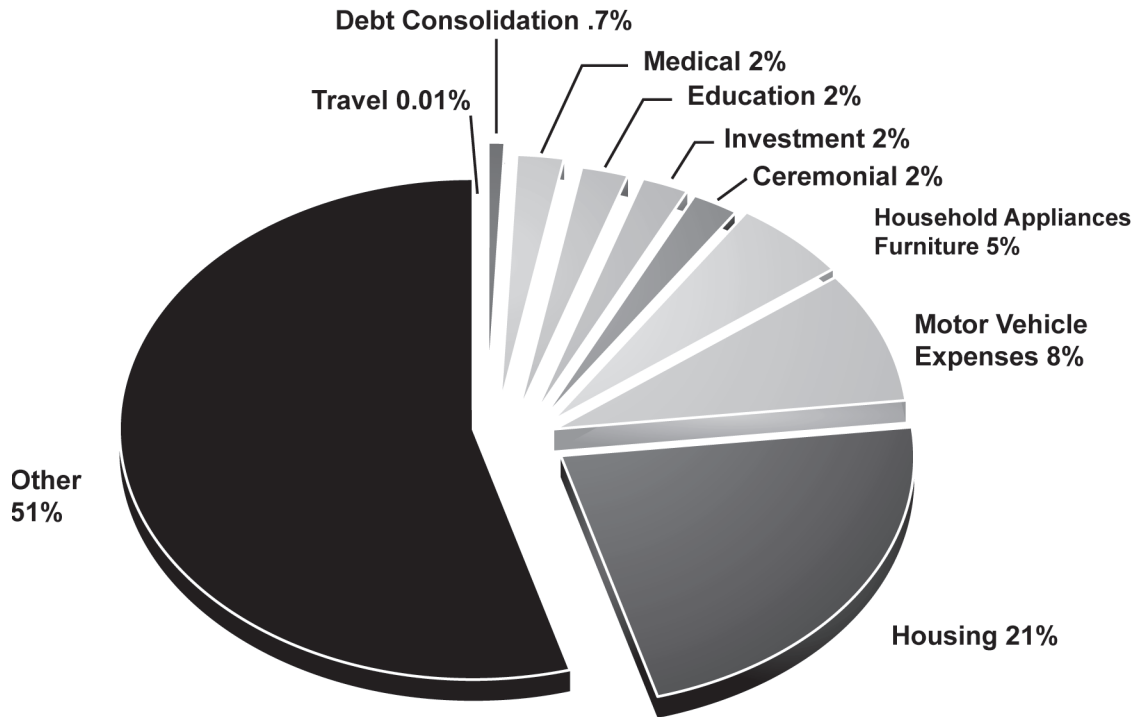
<i>LOAN CATEGORY</i>	<i>LOAN VALUE 2020</i>	<i>LOAN VALUE 2019</i>
Motor Vehicle Expenses	7,585,744	27,044,191
Ceremonial	1,736,063	7,659,982
Debt Consolidation	6,796,136	13,193,271
Housing	19,888,843	38,158,628
Household Appliances / Furniture	4,402,791	10,147,717
Education	1,494,979	6,673,837
Travel / Vacation	588,611	4,312,853
Investments	1,658,701	8,838,465
Medical	1,490,407	3,245,693
Other	45,398,263	13,737,784
<i>Total</i>	<i>91,040,538</i>	<i>133,012,421</i>





**Report of The Credit Committee cont'd**

This comparison shows that while there was a significant decrease in borrowing activities throughout 2020 in most categories there was, however, a complete reversal in the “other” category comparatively.



**RECOMMENDATIONS**

Members are encouraged to approach the Credit Union as their first choice for financial assistance, guidance and competitive interest rates. Members who are experiencing challenges with meeting their financial commitments to the Credit Union are reminded to visit one of our branches to discuss a way forward. The Credit Union Philosophy is noted here, where members are advised to borrow prudently while continuing to save and invest on a regular basis as benefits redound to all.

**ACKNOWLEDGEMENTS**

I will like to thank the members of this Committee for their dedication throughout the year. The Committee’s sincere gratitude is extended to the Board, Management and Staff for their assistance rendered throughout the year. To you, the Members, the Committee is grateful for the trust and confidence that you placed in us. The Committee looks forward to continuing to work for you, the Members.

Co-operatively,

**KATHY ANN HOLDER  
CHAIRPERSON**

# REPORT OF THE SUPERVISORY COMMITTEE

## INTRODUCTION

The Supervisory Committee, which was elected by the membership at the 61st Annual General Meeting, held on August 15, 2020 for the term 2020/2021, is pleased to present its report to the 62nd Annual General Meeting. At the Annual General Meeting held on August 15th, 2020, the following members were elected to serve on the Supervisory Committee:

- Marlene Riley-Mohammed
- Afyia Mitchell
- Carlene Williams
- Paula Herbert                      First Alternate
- Arleena Spencer                      Second Alternate

In accordance with Works Credit Union Co-operative Society Bye-Laws 22.1 (iii), the inaugural meeting of the Committee was held on August 18, 2020. At this meeting the following persons were selected for the respective posts:

- Marlene Riley-Mohammed      Chairperson
- Afyia Mitchell                      Secretary
- Carlene Williams                      Member

The Supervisory Committee is appointed by the membership as its “watchdog” over all aspects of governance and financial stewardship of the Works Credit Union Co-operative Society Limited. The Supervisory Committee’s primary responsibility is the assessment of the financial and operational areas of the Credit Union for compliance to the Co-operative Societies Act Chapter 81:03, the Co-operative Societies Act Regulations, and the Works Credit Union Co-operative Society Bye-Laws.

In the performance of its assessment, the Supervisory Committee reviewed the Act, the Regulations, Bye-Laws and Policies from which a checklist was created of the areas to be assessed. With this checklist in hand the Supervisory Committee commenced with assessing the Port-of- Spain, Arima, San Fernando and Tobago Branches. The Committee always ensured that a Quorum of at least two (2) members were present in conducting audits, in accordance with Bye-Law 22.1 (iv).

## COMMITTEE ATTENDANCE

The table below outlines the attendance records of the current Committee Members for the term under review up to the date of submission of this report:

NAME	POSITION	PRESENT	EXCUSED	ABSENT
<b>Marlene Riley-Mohammed</b>	<b>Chairperson</b>	<b>31</b>	<b>-</b>	<b>-</b>
<b>Afyia Mitchell</b>	<b>Secretary</b>	<b>28</b>	<b>3</b>	<b>-</b>
<b>Carlene Williams</b>	<b>Member</b>	<b>29</b>	<b>2</b>	<b>-</b>
<b>Paula Herbert</b>	<b>1st Alternate</b>	<b>6</b>	<b>3</b>	<b>-</b>
<b>Arleena Spencer</b>	<b>2nd Alternate</b>	<b>6</b>	<b>2</b>	<b>-</b>
<b>Total Meetings held: 31</b>				<b>-</b>

**Report of The Supervisory Committee cont'd**

**AUDIT PLAN** - for the period under review 2020-2021, the Supervisory Committee formulated an Audit Plan which outlined key areas of assessment: -

1. Attestation of Monthly Financial Statements
2. Cash Count, Petty Cash and Treasury
3. Loans
4. Delinquency
5. Fixed Assets
6. Daily Operations /Sharetec
7. Aquaponics Project
8. Minutes of The Board
9. Compliance Review
10. External Auditor's Management Letter
11. Training
12. Investigation

**ATTESTATION OF MONTHLY FINANCIAL STATEMENTS**

In accordance with Bye-Law 22.2 (iii), the Committee attested the monthly financial statements submitted by the General Manager for the period January 2020 to December 2020. The monthly financial statement was examined to ensure that income and expenditure of the Credit Union was accurately accounted for. Also, that all expenditure incurred for the set period under review, was to the benefit of the Credit Union.

**CASH COUNT, PETTY CASH AND TREASURY**

Cash count, petty cash and treasury, audits were conducted at all the Credit Union branches. The Committee found that Branch Supervisors and Tellers were knowledgeable in conducting their duties and adhered to the policies of the Credit Union.

**LOANS** - Loan Audits were divided into two parts:

- Loans - random sampling methodology was utilized in selecting members' loans files. The Committee examined the files to ensure that all relevant documents and signatures required for loan application was submitted prior to disbursement of loans to members in accordance with Loan Policy 3 (i) to (viii) or 4 (i) - (iv). It was found that greater adherence to the Loan Policy is needed in disbursement of loans to members. Policy anomalies were brought to the attention of the General Manager and Credit Committee for rectification. The Committee is pleased to report that these anomalies were rectified in a timely manner.
  
- Elected Members' Loans - files of elected members were requested, the files presented to the Committee were examined.

**DELINQUENCY**

In light of the Covid-19 pandemic the committee expected that the delinquency ratio would have increased from subsequent years. With this view in mind, the committee met with the General Manager to ensure that Credit Union Delinquency Policy measures were being implemented in accordance with the Credit Union Bye-Laws.

## **Report of The Supervisory Committee cont'd**

### **FIXED ASSETS**

The Fixed Asset Register exposed major areas of weaknesses. The Committee submitted a report to Management on its findings and recommendations for improvement.

### **DAILY OPERATIONS/SHARETEC**

The Credit Union recently implemented the Sharetec software with the intent of improving its operations, financial accountability, fiduciary responsibility and improving customer service. It is the observation of this committee that though the implementation of the system was initially fraught with difficulties, it has benefited the Credit Union day to day operations by allowing members the flexibility to access information at their fingertips. Thus creating a better Credit Union experience through a comprehensive approach to financial management and service.

### **AQUAPONICS PROJECT**

The Committee conducted site visits to view the operations of the Aquaponics project. This project has been faced with many challenges since inception. Presently, the revamping of the project is in effect. The Committee, therefore, recommends tighter control systems and continuous monitoring of the project to ensure success for the Credit Union.

### **MINUTES OF THE BOARD**

The Committee was invited and attended Board meetings during the term. The minutes of the Board of Directors meetings were reviewed to ensure that the policies and operational decisions being taken by the Board were kept. This was also done to ensure that the Board was in compliance with the Bye-Laws, the Co-operative Societies Act, Regulations and Policies.

### **COMPLIANCE REVIEW**

A review of the Credit Union compliance programme was conducted as it relates to the Financial Intelligence Unit (FIU) obligations, Anti-Money Laundering and Combatting the Financing of Terrorism AML/CFT policies and procedures. In addition, the Audit Reports for the years 2019 and 2020 were also examined.

### **EXTERNAL AUDITOR'S MANAGEMENT LETTER**

The Committee reviewed the external auditor's findings. The areas of weaknesses and recommendations presented by the auditor were discussed with the General Manager. In discussion the Manager explained how, why and what steps the Credit Union will be taking in rectifying and improving the operations of the Credit Union.

### **TRAINING**

Training workshops on Internal Audit and Officers Responsibilities, Understanding Financial Statements and Compliance as regulated by the Financial Intelligence Unit of Trinidad and Tobago (FIUTT) was afforded to the Committee members by the Credit Union.

**Report of The Supervisory Committee cont'd**

**INVESTIGATION**

A Board Member requested the Supervisory Committee to investigate allegations of misconduct against a Member of the Board in the granting of a share withdrawal to a member of the Society. The Supervisory Committee agreed unanimously to undertake the investigation. In the conduct of the investigation the Supervisory Committee perused various documentary and electronic records of the Society and interviewed members of the Board, Senior Management and the Credit Committee.

The Supervisory Committee found that the Board Member in question facilitated the share withdrawal in breach of the Bye-Laws of the Society and section 36 of the Co-operatives Societies Act, Chapter 81:03. The Act, the Regulations and the Bye-Laws creates a statutory duty on the part of all officers and employees of the Society and directs the conduct of the affairs of the Society. These rules ought to be within the contemplation of the all functionaries as they perform their duties. Additionally, officers and employees have a fiduciary duty and an obligation to observe due diligence in the performance of their function and the exercise of authority.

After careful consideration of the facts and the rules, the Supervisory Committee has agreed to suspend the Board Member pursuant to Bye-Law 22.2(iv) for breaches of the Bye-Laws and section 36 of the Act.

**REGARDS**

The Supervisory Committee for the term 2020-2021 would like to extend our gratitude to everyone and the members of the Society. Thank you for allowing us to serve!

Respectfully submitted,

**MARLENE RILEY-MOHAMMED**  
**CHAIRPERSON**

# REPORT OF THE EDUCATION COMMITTEE

The Education Committee for the term 2020 to 2021 comprised of the following members:

Mr. Ricardo Herbert	Convenor
Mr. Neville Warner	Secretary
Ms. Petra Pierre	Member
Ms. Indra Mathura	Member
Ms. Melissa James	Member
Mr. Alexander Gomes	Co-opt (Youth Arm)
Ms. Joan Scott	Co-opt (Midstreamers Club)
Ms. Renée Julien	Marketing Department (ex-officio)
Ms. Nissi Monsegue	Education Officer

The following bodies are under the purview of the Education Committee:

## **Continuing Bursary and SEA Scholarship**

It was a challenging year for the Education Committee. The COVID 19 pandemic took a toll on the 2020 Education Committee's activities. However, in our commitment to Works Credit Union's young members, the Education Committee authorized a laptop computer presentation ceremony to all forty-three (43) SEA applicants and Continuing Bursary Scholarship disbursement to all twenty-two (22) applicants. The Committee recognized two Continuing Bursary applicants' who received a special achievement award that included a laptop computer.

## **Youth Arm**

During this period the Youth Arm was given special attention to bring the group back into alignment with the original mandate under which the group was formulated. In recent times it became evident that the group's function and activities needed to be revisited to restore structure and purpose in direction for the group going forward. As such, a three (3) member sub-committee comprising Ms. Melissa James, Mr. Alexander Gomes, and Ms. Renée Julien was formulated with the sole task to develop ideas to re-vamp the Youth Arm.

The sub-committee first took steps to clearly define the purpose and mandate of the Youth Arm as follows:

1. To educate and empower young members to ensure sustainable growth and success within Works Credit Union.
2. To encourage our young members to become more actively involved in the Credit Union.
3. To ensure the adoption of the Co-operative principles, philosophies, and practices.
4. To highlight and equip our young members with skills for a successful future.

### **Report of The Education Committee cont'd**

5. To provide hands-on opportunities for learning the fundamentals of money management, including Personal Financial Management and Financial Responsibilities.

To achieve the mandate as outlined, one of the main activities proposed was a Vacation Camp with a Difference for youth members.

The camp will be further segmented into age groups where each group will have activities geared towards their specific developmental needs and requirements.

Segmentation of Membership by Age Group:

1. Adolescent ages 12 - 17.
2. Tertiary students & entry-level/First time workers Ages 18 - 24.
3. Young professionals ages 25 - 30.

Key Area of Focus will include:

1. Education: Financial Literacy (Personal Financial Management, Financial Responsibility, Entrepreneurship, Business Planning).
2. Personal Development: Skills Development, Volunteerism, and Career Planning.
3. Mentorship: Dual purpose programs relate both to the reinvestment of skills and knowledge within the group itself and learning opportunities through mentorship from Works Credit Union's membership.
4. Succession Planning: Preparation and progression pathway for the future service of elected officials.

### **Midstreamers Club**

At a meeting with Midstreamers Club Executive, it was quite evident that the Education Committee has a vital role to play in ensuring that the Midstreamers Club resumes its activities as they are a vital arm of Works Credit Union. As such, the Education Committee, renewed its full commitment to the group. The Education Committee continues to assist with payments of the Trinidad and Tobago Association of Retired Persons (TTARP) cards. We extend our condolences to the members we lost upon their return from the 2020 cruise and those we lost in 2021.

### **Liaison Officers**

The Education Committee met with the Liaison Officers' Executive and unearthed some interesting facts. Before the COVID 19 pandemic, the Chairman, Mr. Oswald Brereton, indicated experiencing difficulties getting a quorum to hold a meeting. The Liaison Officers were given several extensions over two years to hold their individual elections (per the Liaison Officers Policy); not every Officer complied with this directive.

Several recommendations were made to the Board of Directors by the Education Committee to revamp the Liaison Officer's original mandate.

**Report of The Education Committee cont'd**

**Educational Programmes**

The Education Committee also embarked on a series of educational programmes geared towards ALL elected members and the wider members. Some of these programmes were in collaboration with the Nominations Committee, the Co-operative Division, and the Co-operative Credit Union League of Trinidad & Tobago. The youth of Works Credit Union virtually attended the North west Regional Chapter's World of Works seminar as well.

**Acknowledgements**

The outgoing Education Committee wishes to thank the Board of Directors, Management, Staff, The Education Officer, Ms. Nissi Monsegue, Youth Arm, Tobago Advisory Council, Midstreamers Club, Liaison Officers, and the outgoing members of this Committee for their full support during this last year. Though activities were limited because of the COVID 19 pandemic, the Committee looks forward to a full and productive 2021 - 2022 term.

Submitted by

A handwritten signature in black ink, appearing to read 'R. Herbert', with a stylized flourish at the end.

**RICARDO HERBERT  
CONVENOR**



## **REPORT OF THE TOBAGO ADVISORY COMMITTEE**

The Tobago Advisory Committee was adopted by a Special General Meeting of Works Credit Union and operates under a Charter. Its main role includes:

- a. The promotion of the objectives of the Education Committee for and behalf of the members in Tobago.
- b. To support the implementation of the activities related to the approved education program.
- c. To assist in promoting the core values of WCU.
- d. To actively engaged in the recruitment of new members to WCU.

The following members were elected to form the 1st official committee under the charter:

- Ms Nadette Solomon - Chairperson
- Ms. Ethlyn Chance - Vice Chairperson
- Ms. Juliana Henry-King - Secretary
- Ms. Beverly Alleyne - Ordinary Member
- Ms. Naydine Frank - Ordinary Member

This committee held its first meeting on Friday 25th October 2019 at the Tobago branch of Works Credit Union. The members of the committee meet once (1) per month except where upcoming activity planning requires additional meetings. The Tobago Advisory Committee works directly with the Education Committee of Works Credit Union.

### **Annual Children's Christmas Party**

Under the stewardship of the Tobago Advisory Committee the Tobago branch of the Works Credit Union held its 2nd and 3rd Children's Christmas Party. The Children's Christmas Party took place on Sunday 15th December, 2019 at the Gazebo on the Esplanade. Approximately two hundred and fifty (250) children and one hundred (100) adults/parents attended this event.

### **Hamper Distribution**

The Tobago Advisory Committee also co-ordinated a Hamper Distribution drive for bonafide members of Works Credit Union who were experiencing financial difficulties. This distribution took place at the 2nd and 3rd Children Christmas Party which was held at the Tobago branch of the Works Credit Union.

With the successful execution of the previous events the Tobago Advisory Committee looked forward to 2020 plans with much enthusiasm and vigour, however due to the Covid-19 Pandemic and the subsequent restrictions implemented by the Government of Trinidad and Tobago to curtail the spread of the virus the calendar of events and ac planned by the members of the committee were put on hold until further notice.

## **Report of The Tobago Advisory Committee cont'd**

### **Members Appreciation Week**

The Tobago Advisory Committee hosted a Members Appreciation Week from the period Monday 14th December, 2020 to Friday 18th December, 2020. This event was mainly geared towards celebrating the members of the Tobago branch of Works Credit Union. As a committee we were also able to meet one on one with members and thank them for their continued support as members of the credit union. Also as a result seventeen (17) new members joined Works Credit Union.

### **Proposed Upcoming Events for the period 2021-2022**

In accordance with the charter for the Tobago Advisory Committee, we as the committee members, would like to continue promoting the core values of Works Credit Union among existing and new members through the following proposed events: -

- Mobile Membership Drive Caravan
- Creation of the Tobago Advisory Committee Logo and Uniform
- Set up a Women's Arm and Men's Arm, as well as the Tobago units for the Youth Arm and Senior Citizen Arm of the Works Credit Union
- Business Expo of all Self Employed members of the Works Credit Union
- Training Workshops for members of the Works Credit Union
- "Market Day Expo" for all members who is involved in Agriculture and Agro-Processing
- Establish an in-house calendar of events for the Tobago Advisory Committee
- Children's Christmas Party
- Members Appreciation Week

### **Conclusion**

It is the aim of the members of the Tobago Advisory Committee to create and transform the Tobago branch of Works Credit Union into a holistic entity for the members both in Tobago and Trinidad. Forging ahead with great positivity and energy the Tobago Advisory Committee would like to offer thanks to staff of the Tobago branch of the Works Credit Union for always availing and assisting us every step of way.

The members of the Tobago Advisory Committee would also like to extend thanks to the Operations Manager, Mr. Rush, for always availing himself and working with us.

We would also like to extend thanks to the Education Committee for assisting and working with us with progress in mind. Most importantly we would like to thank the Board of Directors for all they have done to encourage unity and equity in the operations of the Tobago Advisory Committee and finally you the members of Works Credit Union for giving us the opportunity to serve YOU!!

God's richest blessings to you all.

Submitted by,



**JULIANA HENRY-KING**  
**SECRETARY**

# INDEPENDENT AUDITOR'S REPORT

## To The Members of Works Credit Union Co-operative Society Limited

### Opinion

We have audited the financial statements of Works Credit Union Co-operative Society Limited, which comprise the Statement of Financial Position as at 31st December 2020, the Statement of Profit or Loss and Other Comprehensive Income, the Statement of Changes in Members' Funds and the Statement of Cash Flows 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 Credit Union as at 31<sup>st</sup> December 2020, 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 of Trinidad and Tobago.

### 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 Credit Union in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code). 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.

### Other information

Management is responsible for the other information. The other information comprises the Annual Report, but does not include the financial statements and our auditor's report thereon. The Annual Report was not made available to us before the date of this Auditor's Report.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

Not having read the Annual Report, we are unable to ascertain whether there are any material misstatements therein.

### Responsibilities of Management and those charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements that give a true and fair view in accordance with IFRSs, and for such internal controls 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 Credit Union'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 Credit Union or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Credit Union'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 International Standards of Auditing (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.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ▶ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ▶ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Credit Union's internal control.
- ▶ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ▶ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Credit Union's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Credit Union to cease to continue as a going concern.
- ▶ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

HLB Montgomery & Co  
 HLB MONTGOMERY & CO  
 6th August 2021  
 118 Abercromby Street  
 Port of Spain  
 Trinidad & Tobago

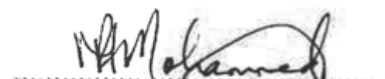
**STATEMENT OF FINANCIAL POSITION**  
As at 31st December 2020

		<b>31ST DECEMBER 2020</b>	
<b><u>Assets</u></b>	<b><u>Notes</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
<b><u>Non-Current Assets</u></b>			
Property, Plant and Equipment	5	26,264,859	19,583,084
Members' Loans	6	278,399,657	260,813,753
		<b>304,664,516</b>	<b>280,396,837</b>
<b><u>Current Assets</u></b>			
Accounts Receivable and Prepayments	7	3,869,248	957,209
Investments	8	14,402,091	16,295,957
Cash at Bank and in Hand	9	7,235,128	4,706,744
		<b>25,506,467</b>	<b>21,959,910</b>
<b>TOTAL ASSETS</b>		<b>\$330,260,983</b>	<b>\$302,356,747</b>
<b><u>MEMBERS' FUNDS AND LIABILITIES</u></b>			
<b><u>Members' Funds</u></b>			
Retained Earnings		27,700,775	20,720,614
Reserve Fund	10	15,393,728	14,120,072
Education Fund	11	990,928	619,322
Building Fund	12	1,623,999	1,623,999
Revaluation Reserve	13	7,353,227	7,353,227
Wendy Figaro Fund	14	258,725	190,577
		<b>53,321,382</b>	<b>44,627,811</b>
<b><u>Current Liabilities</u></b>			
Members' Shares	15	204,724,723	194,619,901
Members' Deposits	16	59,030,150	53,578,396
Bank Overdraft	17	-	644,521
Accounts Payable and Accruals	18	13,184,728	8,886,118
		<b>276,939,601</b>	<b>257,728,936</b>
<b>TOTAL MEMBERS' EQUITY AND LIABILITIES</b>		<b>\$330,260,983</b>	<b>\$302,356,747</b>

The accompanying Significant Accounting Policies and notes on pages 7 to 19 form an integral part of these Financial Statements. On August 6, 2021 the Board of Directors Authorised these Financial Statements for issue.

  
Board Member

  
Treasurer/Manager

  
Member - Supervisory Committee

**STATEMENT OF PROFIT OR LOSS AND  
OTHER COMPREHENSIVE INCOME  
For the year ended 31st December 2020**

<u>Income</u>	<u>Notes</u>	<u>2020</u>	<u>2019</u>
Members' Loan Interest		35,734,587	33,797,150
Investment Income		449,456	400,315
Commissions		136,288	107,185
Service Fees and Charges		1,155,036	880,345
Rental Income		17,872	53,490
		<hr/>	<hr/>
<u>Total Income</u>		<u>\$37,493,239</u>	<u>\$35,238,485</u>
		*****	*****
<u>Expenditure</u>			
Personnel Cost	19	7,637,716	8,838,873
Officers and Committee Expenses	20	690,733	919,779
Finance Costs	21	2,413,637	2,387,776
Operational Costs	22	9,185,986	6,427,552
Provision for Loan Loss		4,016,079	8,537,383
Annual General Meeting Costs		812,530	1,067,804
		<hr/>	<hr/>
<u>Total Expenditure</u>		<u>\$24,756,681</u>	<u>\$28,779,167</u>
		<hr/>	<hr/>
<u>Net Surplus for the Year</u>		<u>\$12,736,558</u>	<u>\$6,459,318</u>
		<hr/>	<hr/>
<u>Appropriations</u>			
Reserve Fund – 10%		1,273,656	645,932
Education Fund – 5%		636,628	322,968
Wendy Figaro Fund – 0.50%		63,683	32,296
		<hr/>	<hr/>
		<u>\$1,974,167</u>	<u>\$1,001,194</u>
		<hr/>	<hr/>
<u>Surplus after Appropriations</u>		<u>\$10,762,391</u>	<u>\$5,458,124</u>
		*****	*****

**STATEMENT OF CHANGES IN MEMBERS' FUNDS**  
**For the year ended 31st December 2020**

	<u>Retained Earnings</u>	<u>Reserve Fund</u>	<u>Education Fund</u>	<u>Building Fund</u>	<u>Revaluation Reserve</u>	<u>Wendy Figaro Fund</u>	<u>Total</u>
Balance as at December 31, 2018	21,110,931	13,474,140	867,546	1,638,999	4,519,662	153,925	41,765,203
Surplus for the Year	6,459,318	-	-	-	-	-	6,459,318
Reserve Fund – 10%	(645,932)	645,932	-	-	-	-	-
Education Fund – 5%	(322,966)	-	322,966	-	-	-	-
Dividends and Rebate	(5,502,348)	-	-	-	-	-	(5,502,348)
Honorarium/Gratuity	(346,093)	-	-	-	-	-	(346,093)
Fund Disbursements	-	-	(571,190)	(15,000)	-	-	(586,190)
Revaluation of Property	-	-	-	-	2,833,565	-	2,833,565
Wendy Figaro Fund	(32,296)	-	-	-	-	32,296	-
Transfer to Wendy Figaro Fund from Board Member Shares	-	-	-	-	-	4,356	4,356
<b>Balance as at December 31, 2019</b>	<b>/\$20,720,614</b>	<b>\$14,120,072</b>	<b>\$619,322</b>	<b>\$1,623,999</b>	<b>\$7,353,227</b>	<b>\$190,577</b>	<b>\$44,627,811</b>
Surplus for the Year	12,736,558	-	-	-	-	-	12,736,558
Reserve Fund – 10%	(1,273,656)	1,273,656	-	-	-	-	-
Education Fund – 5%	(636,828)	-	636,828	-	-	-	-
Dividends and Rebate	(3,491,965)	-	-	-	-	-	(3,491,965)
Honorarium/Gratuity	(290,265)	-	-	-	-	-	(290,265)
Fund Disbursements	-	-	(265,222)	-	-	-	(265,222)
Wendy Figaro Fund	(63,683)	-	-	-	-	63,683	-
Transfer to Wendy Figaro Fund from Board Member Shares	-	-	-	-	-	4,465	4,465
<b>Balance as at December 31, 2020</b>	<b>\$27,700,775</b>	<b>\$15,393,728</b>	<b>\$990,928</b>	<b>\$1,623,999</b>	<b>\$7,353,227</b>	<b>\$258,725</b>	<b>\$53,321,382</b>

**STATEMENT OF CASH FLOWS**  
For the year ended 31st December 2020

<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
Net Surplus for the Year	12,736,558	6,459,318
Adjustment for Items not Involving the Movement of Funds:		
Depreciation	1,290,306	690,391
Provision for Loan Loss	4,016,079	8,537,383
Loss on Sale of Asset	156,536	61,332
	<hr/>	<hr/>
Operating Surplus before Changes in Working Capital	18,199,479	15,748,424
<b><u>CHANGES IN WORKING CAPITAL</u></b>		
Increase in Accounts Receivable and Prepayments	(2,912,039)	(134,479)
Increase in Accounts Payable and Accruals	4,298,610	2,457,622
	<hr/>	<hr/>
Net Cash Provided by Operating Activities	19,586,050	18,071,567
	<hr/>	<hr/>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>		
Purchase of Property, Plant and Equipment	(8,128,617)	(423,689)
Proceeds from Sale of Asset	-	22,500
Members' Loans	(21,270,027)	(42,575,109)
Decrease/(Increase) in Investments	1,803,866	1,261,010
	<hr/>	<hr/>
Net Cash Used in Investing Activities	(27,594,778)	(41,715,288)
	<hr/>	<hr/>
<b><u>CASH FLOW FROM FINANCING ACTIVITIES</u></b>		
Members' Deposits	5,451,754	12,623,271
Members' Shares	10,104,822	9,804,842
Education Expenses Paid	(265,222)	(571,190)
Building Expenses Paid	-	(15,000)
Dividends and Honorarium Paid	(4,109,721)	(5,848,441)
	<hr/>	<hr/>
Net Cash Provided by Financing Activities	11,181,833	15,993,482
	<hr/>	<hr/>
Net Increase/(Decrease) in Cash and Cash Equivalents	3,172,905	(7,650,239)
<b><u>CASH AND CASH EQUIVALENTS:</u></b>		
Balance at the Beginning of the Year	4,062,223	11,712,462
	<hr/>	<hr/>
Balance at the end of the Year	\$7,235,128	\$4,062,223
	<hr/>	<hr/>
<b><u>REPRESENTED BY</u></b>		
Cash in Hand and at Bank	7,235,128	4,706,744
Bank Overdraft	-	(644,521)
	<hr/>	<hr/>
	\$7,235,128	\$4,062,223
	<hr/>	<hr/>



## NOTES TO THE FINANCIAL STATEMENTS

### For the year ended 31st December 2020

#### 1. REGISTRATION AND OBJECTIVES

The Society is registered under the Co-Operative Societies' Act 1971, Chapter 81:03. Its objectives are to promote economic and social welfare of its members, encouraging the spirit and practice of thrift, self-help and co-operation and to promote the development of co-operative ideas.

#### 2. SIGNIFICANT ACCOUNTING POLICIES

##### (a) Basis of Financial Statements Preparation

These Financial Statements are prepared in accordance with the International Financial Reporting Standards, and are stated in Trinidad and Tobago Dollars. These Financial Statements have been prepared on the historical cost basis, except for the measurement at fair value of available-for-sale investments and the properties.

##### (b) Use of Estimates

The preparation of Financial Statements in conformity with IFRSs requires the use of certain critical accounting estimates and requires Management to exercise its judgment in the process of applying the Society's accounting policies. It also requires the use of assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the Financial Statements and the reported amounts of revenues and expenses during the reporting period. Although these estimates are based on the Management's best knowledge of current events and actions, actual results may ultimately differ from those estimates.

##### (c) Adoption of New and Revised IFRSs and IFRICs

During the current year, the Society adopted all the new and revised International Financial Reporting Standards (IFRS) and International Financial Reporting Interpretations (IFRICs) which are relevant to its operations and are effective for accounting periods commencing on or before 1<sup>st</sup> January 2020. The adoption of these standards did not have a material effect on the Financial Statements. At the date of authorisation of these Financial Statements, some standards were in issue but not yet effective. The Board of Directors expects that the adoption of these standards in future periods will not have a material effect on the Financial Statements.

##### (d) Property Plant and Equipment

The Properties are stated at the revalued amounts and Plant and Equipment are stated at historical cost less accumulated depreciation. Depreciation is provided on the reducing balance method, except for building and computers, which are depreciated on the straight-line basis.

The following rates considered appropriate to write off the costs of the assets over their estimated useful lives are applied:

Building and building improvements	-	2%
Computer equipment and software	-	25%
Office furniture and equipment	-	10%
Motor vehicles	-	25%
Other assets	-	10%

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31st December 2020

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### (e) Investments

The Society has classified all investments into the following categories:

##### Available-for-sale

These securities are intended to be held for an indefinite period of time but may be sold in response to the needs of 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 reserve account.

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 transaction costs necessary to realize the investment. For investments where there is no quoted market price, the carrying value is deemed to approximate fair value. All "regular way" purchase and sales are recognised at settlement date.

##### Held-to-maturity

These are securities which are held with the positive intention of holding them to maturity and are stated at amortised cost less provisions made for any permanent diminution in value. Amortised cost is calculated using the effective interest rate method, whereby any premium or discounts on acquisition are accounted for over the period of maturity.

#### (f) Financial Instruments

Financial assets and financial liabilities are recognised on the Society's Statement of Financial Position when the Society becomes a party to the contractual provisions of the instrument.

##### Cash and Cash Equivalents

Cash and cash equivalents consist of highly liquid investments with original maturities of three months or less and are carried at cost, which approximates market value.

##### Trade Receivables

Trade receivables are measured at initial recognition at cost. Appropriate allowances for estimated irrecoverable amounts are recognized in profit or loss when there is objective evidence that the asset is impaired.

##### Loans to Members

Loans to members are stated at principal amounts outstanding net of a provision for loan losses.

##### Trade Payables

Trade payables are initially measured at fair value, and are subsequently measured at amortised cost, using the effective interest rate method.

##### Members' Deposits

Members' deposits are stated at the principal amounts invested by members together with any capitalized interest. Members' deposits bear interest at rates that are not significantly different from current market rates and are assumed to have discounted cash flow values which approximate carrying values.

##### Members' Shares

Members' shares are classified as current liabilities and stated at fair value.

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31st December 2020

### 2. **SIGNIFICANT ACCOUNTING POLICIES**

#### (g) **Revenue Recognition**

##### Loan Interest

Interest charged on all loans to members is calculated on the monthly outstanding balance at interest rates ranging from 0.50% to 2.5% on a monthly basis.

For non-performing loans, specific provisions are made for the unsecured portion of the loan. The amount of the provision is based on IFRS 9.

##### Investment Income

Income from investments is accounted for on the accruals basis except for dividends, which are accounted for on a cash basis, consistent with International Accounting Standard #18.

#### (h) **Dividends Payable to Members**

Dividends are computed on the basis of the average value of shares in issue throughout the year, the average being determined on the basis of the value of shares held at the end of each month. Dividends that are proposed and declared after the Statement of Financial Position are not shown as a liability in accordance with IAS#10 but are disclosed as a note to the Financial Statements.

#### (i) **Foreign Currency**

Monetary assets and liabilities denominated in foreign currencies are expressed in Trinidad and Tobago dollars at rates of exchange ruling at the Statement of Financial Position date. As at December 31, 2020 US Dollar denominated bank and investment balances were converted at the First Citizens Bank Limited's Buying and Selling mid-rate of TT\$6.7993 to US\$1.00. All revenue and expenditure transactions denominated in foreign currencies are translated at the average rate and the resulting profits and losses on exchange from these trading activities are recorded in the Statement of Profit or Loss and Other Comprehensive Income.

#### (j) **IFRS 9 - Financial Instruments**

IFRS 9 sets out requirements for recognizing and measuring financial assets, financial liabilities and some contracts to buy or sell financial items. The standard replaces IAS 39, Financial Instruments: Recognition and Measurement.

IFRS 9 replaces the 'incurred loss' model set out in IAS 39 with a forward-looking 'expected credit loss' (ECL) model. This would require considerable judgment about how changes in economic factors will affect ECLs, which will be determined on a probability-weighted basis.

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31st December 2020

### 3. Financial Risk Management

#### Financial Risk Factors

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 below:

#### (a) Interest Rate Risk:

Interest rate risk is the risk that the fair value or 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 fluctuations in the prevailing levels 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 fifteen (15) years. These are funded mainly from member deposits and shares.

#### (b) Credit Risk:

Credit risk arises whereby failure by counter parties 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 Loan Policy 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 the 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 institution.

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

#### (c) 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 assets and by having available an adequate amount of committed credit facilities.

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

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31st December 2020

### 3. Financial Risk Management

#### (c) Liquidity Risk Continued

##### 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 generating sufficient cash from new and renewed members' deposits and shares.

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

#### (d) 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 transactions and recognized 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.

#### (e) 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.

#### (f) 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 Commissioner of the Co-operative Development, as well as by the monitoring controls applied by the Society.

#### (g) 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 a reduction of its clientele, reduction in revenue and legal cases against the Society. The Society engages in public social endeavours to engender trust and minimize this risk.

##### Fair Value Estimation

The fair values of the Society's financial assets and liabilities approximates to their carrying amounts at the Statement of Financial Position date set out in the significant policies Note 2 (f)

### 4. Critical Accounting Estimates and Judgments:

The preparation of Financial Statements in accordance with International Financial Reporting Standards requires management to make judgments, estimates and assumptions in the process of applying the Society's accounting policies.

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The Society makes estimates and assumptions concerning the future. However, actual results could differ from those estimates as the resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

## NOTES TO THE FINANCIAL STATEMENTS

### For the year ended 31st December 2020

#### 4. Critical Accounting Estimates and Judgments Continued

Changes in accounting estimates are recognized in the Statement of Income in the period in which the estimate is changed, if the change affects that period only, or in the period of the change and future periods if the change affects both current and future periods.

The critical judgments, apart from those involving estimations, which have the most significant effect on the amounts recognized in the financial statements, are as follows:

- (i) Whether investments are classified as held to maturity investments or loans and receivables.
- (ii) Which depreciation method for plant and equipment is used.

The key assumptions concerning the future and other key sources of estimation uncertainty at the Statement of Financial Position date (requiring management's most difficult, subjective or complex judgments) that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

##### (i) Impairment of Assets

Management assesses at each Statement of Financial Position date whether assets are impaired. An asset is impaired when the carrying value is greater than its recoverable amount and there is objective evidence of impairment. Recoverable amount is the present value of the future cash flows. Provisions are made for the excess of the carrying value over its recoverable amount.

##### (ii) Plant and Equipment

Management exercises judgment in determining whether future economic benefits can be derived from expenditures to be capitalised and the useful lives and residual values of these assets.

#### 5. PROPERTY PLANT AND EQUIPMENT

<u>Cost/Valuation</u>	<u>Land and Building</u>	<u>Motor Vehicles</u>	<u>Computer Equipment</u>	<u>Furniture &amp; Fittings</u>	<u>Office Equipment</u>	<u>Total</u>
Balance as at 1 <sup>st</sup> January 2020	17,805,444	463,862	2,709,314	1,413,040	2,652,685	25,044,345
Additions	5,660,784	585,700	1,486,054	196,815	199,264	8,128,617
Disposals	(210,166)	(27,765)	-	-	-	(246,931)
<b>Balance as at 31<sup>st</sup> December 2020</b>	<b>23,247,062</b>	<b>1,021,797</b>	<b>4,195,368</b>	<b>1,609,855</b>	<b>2,851,949</b>	<b>32,926,031</b>
<b>Accumulated Depreciation</b>						
Balance as at 1 <sup>st</sup> January 2020	615,560	292,293	2,381,102	733,383	1,438,923	5,461,261
Charge for the Year	319,600	187,678	563,026	85,943	134,059	1,290,306
Write back on Disposals	(69,185)	(21,209)	-	-	-	(90,395)
<b>Balance as at 31<sup>st</sup> December 2020</b>	<b>865,974</b>	<b>458,762</b>	<b>2,944,128</b>	<b>819,326</b>	<b>1,572,982</b>	<b>6,661,172</b>
<b>Net Book Value – 31<sup>st</sup> December 2020</b>	<b>\$22,381,088</b>	<b>\$563,035</b>	<b>\$1,251,240</b>	<b>\$790,529</b>	<b>\$1,278,967</b>	<b>\$26,264,859</b>

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31st December 2020

**5. FIXED ASSETS – LEAD SCHEDULE**

<u>Cost/Valuation</u>	<u>Land and Building</u>	<u>Motor Vehicles</u>	<u>Computer Equipment</u>	<u>Furniture &amp; Fittings</u>	<u>Office Equipment</u>	<u>Total</u>
Balance as at 1 <sup>st</sup> January 2019	15,167,405	758,971	2,648,589	1,413,040	2,615,407	22,603,412
Additions	325,686	-	60,725	-	37,278	423,689
Disposals	-	(295,109)	-	-	-	(295,109)
Revaluation	2,312,353	-	-	-	-	2,312,353
<b>Balance as at 31<sup>st</sup> December 2019</b>	<b>17,805,444</b>	<b>463,862</b>	<b>2,709,314</b>	<b>1,413,040</b>	<b>2,652,685</b>	<b>25,044,345</b>
<b>Accumulated Depreciation</b>						
Balance as at 1 <sup>st</sup> January 2019	978,900	446,380	2,106,417	659,759	1,311,903	5,503,359
Charge for the Year	157,872	57,190	274,685	73,624	127,020	690,391
Write Back on Disposals	(521,212)	(211,277)	-	-	-	(732,489)
<b>Balance as at 31<sup>st</sup> December 2019</b>	<b>615,560</b>	<b>292,293</b>	<b>2,381,102</b>	<b>733,383</b>	<b>1,438,923</b>	<b>5,461,261</b>
<b>Net Book Value – 31<sup>st</sup> December 2019</b>	<b>\$17,189,884</b>	<b>\$171,569</b>	<b>\$328,212</b>	<b>\$679,657</b>	<b>\$1,213,762</b>	<b>\$19,583,084</b>

**6. LOANS TO MEMBERS**

	<b><u>2020</u></b>	<b><u>2019</u></b>
Loan Principal	300,041,745	278,771,718
Provision for Doubtful Loans	(21,642,088)	(17,957,965)
<b>Balance as at 31<sup>st</sup> December</b>	<b>\$278,399,657</b>	<b>\$260,813,753</b>
<b>Provision for Doubtful Debts</b>		
	<b><u>2020</u></b>	<b><u>2019</u></b>
Balance Brought Forward	17,957,965	9,420,583
Provision for Loan Loss charged to Surplus	4,016,079	8,537,382
Loans Written off in Year	(331,956)	-
<b>Balance as at 31<sup>st</sup> December</b>	<b>\$21,642,088</b>	<b>\$17,957,965</b>

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31st December 2020

<b>7. ACCOUNTS RECEIVABLE AND PREPAYMENTS</b>	<b>2020</b>	<b>2019</b>
CUNA Receivables		133,848
Other Receivables	523,487	103,506
Prepayments	2,657,224	719,855
	688,537	
	<hr/>	<hr/>
	<b>\$3,869,248</b>	<b>\$957,209</b>
	<hr/>	<hr/>
<b>8. INVESTMENTS</b>	<b>2020</b>	<b>2019</b>
Unit Trust Corporation of Trinidad & Tobago – 2 <sup>nd</sup> Scheme	29,340	1,025,520
Unit Trust Corporation of Trinidad & Tobago – 1 <sup>st</sup> Scheme	22,131	1,140,118
Unit Trust Corporation of Trinidad & Tobago – 1 <sup>st</sup> Unit Scheme	139,436	1,406,354
Central Finance Facility	545,066	541,928
Central Finance Facility – Shares	725,000	725,000
Central Finance Facility – Hibiscus Fund	1,000,000	1,000,000
Firstline Securities	2,218,704	2,070,992
Firstline Oil Notes	1,278,278	1,235,051
CMMB - Calypso Portfolio	710,148	714,782
Bourse Securities – Savinvest Capital Growth Fund	561,202	623,452
Republic Bank Caribbean Equity Fund	2,520,581	2,990,278
Guardian Life	2,000,000	-
	<hr/>	<hr/>
	<b>11,749,856</b>	<b>13,473,475</b>
	<hr/>	<hr/>
<b>Shares Held:</b>		
Co-operative Credit Union League – Shares	5,000	5,000
Neal and Massy Holdings Ltd	45,803	45,811
ANSA McAl Limited	160,500	165,600
Guardian Holdings Ltd	37,223	38,559
Angostura Holdings Ltd	164,000	162,000
Trinidad Cement Ltd	20,520	16,416
Saglor Financial Corporation	58,871	58,871
First Caribbean International Bank	38,240	42,913
Grace Kennedy and Company Ltd	40,896	42,020
First Citizens Bank Ltd	2,171,122	2,245,292
	<hr/>	<hr/>
	<b>2,742,235</b>	<b>2,822,482</b>
	<hr/>	<hr/>
	<b>\$14,492,091</b>	<b>\$16,295,957</b>
	<hr/>	<hr/>
<b>9. CASH AND CASH EQUIVALENTS</b>	<b>2020</b>	<b>2019</b>
Cash in Hand	702,939	1,321,275
Unit Trust Corporation – Deposit Account	89,631	674,776
First Citizens Bank Ltd – Current Account – San Fernando	373,270	-
First Citizens Bank Ltd – Current Account – Arima	162,239	-
First Citizens Bank Ltd – Super Chequing – Port of Spain	1,358,124	-
First Citizens Bank Ltd – Port of Spain	2,342,130	126,392
Central Finance Facility – Current Account	316,610	316,610
JMMB	1,659,671	278,414
Paria US Fund	230,514	1,989,277
	<hr/>	<hr/>
	<b>\$7,235,126</b>	<b>\$4,706,744</b>
	<hr/>	<hr/>



**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

<b>10. RESERVE FUND</b>		<b><u>2020</u></b>	<b><u>2019</u></b>
	Balance Brought Forward	14,120,072	13,474,140
	Appropriation – 10% of Surplus	1,273,656	645,932
		<hr/>	<hr/>
		<b>\$15,393,728</b>	<b>\$14,120,072</b>
		=====	=====

In accordance with Bye Law 31 of the Society, the Co-operative Society's Act of 1971 requires that not less than 10% of the net surplus for the year is transferred to the reserve fund. This reserve may be used in the business of the Society only with the approval of the Commissioner.

<b>11. EDUCATION FUND</b>		<b><u>2020</u></b>	<b><u>2019</u></b>
	Balance Brought Forward	619,322	867,546
	Appropriation – 5% of Surplus	636,828	322,966
	Fund Disbursements	(265,222)	(571,190)
		<hr/>	<hr/>
		<b>\$990,928</b>	<b>\$619,322</b>
		=====	=====

In accordance with Bye Law 31 of the Society, an amount of not less than 5% of the net surplus for the year is transferred to the education fund. The fund is used for educational purposes.

<b>12. BUILDING FUND</b>		<b><u>2020</u></b>	<b><u>2019</u></b>
	Balance Brought Forward	1,623,999	1,638,999
	Fund Disbursements	-	(15,000)
		<hr/>	<hr/>
		<b>\$1,623,999</b>	<b>\$1,623,999</b>
		=====	=====

No funds were appropriated in 2019 and 2020.

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

<b>13.</b>	<b><u>REVALUATION RESERVE</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
	Balance as at 31 <sup>st</sup> December	\$7,353,227 =====	\$7,353,227 =====

The revaluation reserve represents the changes in the revaluation of land and property situated at Lot# 8-10 Dundonald Street, Port of Spain and Lot# 35 Edward Street, Port of Spain. The last revaluation was done in 2019 by C.B. Lawrence & Associates Limited.

<b>14.</b>	<b><u>WENDY FIGARO HACKETTE FUND</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
	Balance Brought Forward	190,577	153,925
	Appropriation – 0.05% of Surplus	83,683	32,296
	Transfer of Shares from Board and Committee	4,465	4,356
		-----	-----
		\$258,725 =====	\$190,577 =====

An appropriation of 0.05% of surplus was agreed upon by the membership in 2017 going forward.

<b>15.</b>	<b><u>MEMBERS' SHARES</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
	Balance as at 31 <sup>st</sup> December	\$204,724,723 =====	\$194,619,901 =====

According to the Bye Laws of the Society, the capital shall be comprised of an unlimited number of shares valued at \$5.00 each.

<b>16.</b>	<b><u>MEMBERS' DEPOSITS</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
	Balance as at 31 <sup>st</sup> December	\$59,030,150 =====	\$53,578,396 =====

<b>17.</b>	<b><u>BANK OVERDRAFT</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
	First Citizens Bank Ltd – Current Account -San Fernando	-	177,939
	First Citizens Bank Ltd – Current Account – Arima	-	459,312
	First Citizens Bank Ltd – Super Chequing – Port of Spain	-	7,270
		-----	-----
		\$- =====	\$644,521 =====

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

<b>18. <u>ACCOUNTS PAYABLE AND ACCRUALS</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
Accounts Payable and Accrued Expenses	1,172,416	1,169,816
Bonus and Backpay Payable	2,362,984	1,862,980
Central Finance Facility – Fixed Deposit	4,000,000	4,000,000
Cuna Insurance Payable	58,317	164,445
Cuna LPS Payable	-	242,073
Disaster Relief Fund	227,997	145,887
Inspection Fees	25,652	25,012
Liason Officer Club	8,997	7,629
Mid-streamers Club – Port of Spain	20,356	227,664
Mid-streamers Club – Rio Claro	7,000	7,000
Mid-streamers Club- San Fernando	20,509	21,109
Motor Critic Insurance Payable	-	1,482
Mortgage Loan – San Fernando Building	3,976,941	-
Overages	2,572	1,036
Payroll Suspense	54,188	51,694
Severance & Gratuity Payable	1,111,132	863,071
Special Interest Group Fund – Liason Officer Club	74,519	74,519
Staff Medical Insurance	-	6,143
Transunion Dues	60,529	11,939
Youth Arm Club	2,619	2,619
	\$13,184,728	\$8,888,118
	=====	=====
<b>19. <u>PERSONNEL COSTS</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
Back Pay and Bonus	500,002	1,553,244
Medicare	24,647	22,233
National Insurance	462,559	379,654
Salaries and Wages	4,886,997	4,643,242
Severance Benefit	1,206,000	1,206,000
Staff Training and Development	143,623	534,973
Staff Uniforms	346,897	90,006
Stipends, Subsistence and Travel for Staff	66,991	409,521
	\$7,637,716	\$8,838,873
	=====	=====
<b>20. <u>OFFICER AND COMMITTEE EXPENSES</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
Cellular Phone Allowances	40,186	28,504
Group Life Insurance	1,392	6,843
Officers Allowance	455,044	509,739
Refreshments	87,370	171,978
Travelling and Subsistence	11,334	142,370
Training	95,407	60,345
	\$690,733	\$919,779
	=====	=====

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31st December 2020

<b>21. <u>FINANCE COSTS</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
Bank Charges	160,327	136,153
CUNA Loan Protection and Life Saving Coverage	867,709	882,043
Interest on Members' Fixed Deposit	1,345,916	1,330,618
Interest on Members' Saving Deposit	39,685	38,962
	<u>\$2,413,637</u>	<u>\$2,387,776</u>
	=====	=====
<b>22. <u>OPERATIONAL COSTS</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
Christmas Function	-	8,978
Consultancy Fee	474,620	-
Computer Expenses	749,785	296,053
Co-operative Activities	-	51,647
Courier Service	31,800	85,598
Depreciation	1,290,306	690,391
Donations	43,093	55,840
Electricity, Rates and Taxes	133,037	141,324
External Audit and Consultancy Fees	408,169	617,337
Fair Value Adjustments	461,700	(949,776)
Gifts and Tokens for Members	21,404	78,916
Green Fund Levy	-	351,739
Insurance	99,678	58,907
League Dues	48,516	48,516
Legal and Professional Fees	800,722	104,313
Loss on Disposal of Fixed Assets	156,536	61,332
Marketing Research and Development	659,321	958,048
Meetings and Conferences – Regional	9,370	160,915
Miscellaneous	1,020	750
Office Refreshments	193,498	156,847
Overages and Shortages	887	-
Planning Session	3,125	94,077
Printing and Stationery	308,962	351,503
Property Maintenance	224,908	228,498
Rent – Arima office	220,500	204,750
Rent – San Fernando Office	49,891	136,565
Rental of Equipment	54,543	68,830
Repairs and Maintenance – Equipment	98,728	66,121
Repairs and Maintenance – Motor Vehicle	53,336	75,812
Security Services	1,064,522	923,137
Special General Meeting	-	336,294
Subscriptions	891,958	418,284
Telephone Expenses	345,197	234,281
Tobago Expenses	286,854	313,725
	<u>\$9,185,986</u>	<u>\$6,427,552</u>
	=====	=====

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

**23. RELATED PARTY TRANSACTIONS**

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial decisions.

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

A number of transactions are entered into with related parties in the normal course of business. These transactions were carried out on commercial terms at market rates.

Balances and transactions with related parties and Key Management Personnel during the year were as follows:

<b>Assets</b>	<b><u>2020</u></b>	<b><u>2019</u></b>
Loans to Directors and Key Management Personnel and related parties	<b>\$5,672,211</b> =====	<b>\$6,688,016</b> =====
 <b>Deposits and other Liabilities</b>		
Deposits held by Directors and Key Management and related parties	<b>\$208,686</b> =====	<b>\$165,199</b> =====
Shares held by Directors and Key Management	<b>\$1,818,381</b> =====	<b>\$2,781,379</b> =====

# RESOLUTIONS

## Resolution #1

WHEREAS Bye Law No. 13(viii) empowers the Annual General Meeting to appoint an Auditor;

BE IT RESOLVED that the Auditing Firm of HLB Montgomery & Co. be appointed Auditors of Works Credit Union Co-operative Society Limited for the financial period January 01st 2021 to December 31st, 2021.

## Resolution #2

WHEREAS Bye Law No. 13(iii) empowers the Annual General Meeting to allocate surplus from the previous year;

BE IT RESOLVED that the Net Undivided Earnings as at December 31st, 2020 in the sum of Twenty-Seven Million, Seven Hundred Thousand, Seven Hundred and Seventy Five Dollars (\$27,700,775.00) be divided as follows: -

Dividend at 4%:	\$7,889,816.70
Rebate at 2%:	\$658,596.15
Honorarium:	\$350,000

## **REPORT OF THE NOMINATION COMMITTEE**

The Nomination Committee was convened by the Board of Directors on September 23rd, 2020. The Committee's mandate is governed by Bye-Law #24 of the Works Credit Union Co-operative Society Limited which states that the committee has as its duty "the selection of qualified and suitable members who are willing to be considered for election to the Board, Supervisory or Credit Committee by the Annual General Meeting (AGM) and to report to the AGM.

The following persons were appointed to the Committee:

- Mr. David Thomas - Chairperson
- Mr. Neville Warner - Secretary
- Mr. Phillip McFarlane - Member
- Mr. Roger Parris - Member
- Ms. Grace Popplewell - Member

### **Holding of Meetings**

The Committee met regularly as required, with one member in particular making use of the virtual technology to ensure participation at challenged meeting times. Minor adjustments were made to both the Nomination form and the Guidelines to Nomination.

A request was made to the Education Committee to organise the hosting of a training program for the membership on the roles of the Board, Credit Committee and Supervisory Committee. This was both effectively organised by the Education Committee and conducted virtually on December 5th, 2020 by the Office of the Commissioner for Co-operative Development.

### **Applications for Nominations**

Applications for Nominations opened on January 4, 2021 and closed on January 29, 2021. At the end of this process the Committee received twenty-two (22) applications – five (5) for the Credit Committee, eight (8) for Supervisory and nine (9) for the Board of Directors. After preliminary analysis of applications received in accordance with the requirements of Byelaw 24(f), (i) to (iii), this number was reduced initially to sixteen (16) and finally to fourteen (14) applications – four (4) for the Credit Committee, five (5) for the Supervisory Committee and Five (5) for the Board of Directors. In order to bring applicants up to speed with their expected roles and functions, three (3) training sessions were held on February 27th, March 6th and March 13th, 2021 respectively.

## Commendation

The Nomination Committee wishes to commend the Board for its early appointment of this Committee and our involvement in training sessions and seminars organised by the Board as well as the cordial engagement with Committee members throughout the 2020/21 period.

Submitted




DAVID THOMAS  
Chairman



NEVILLE WARNER  
Secretary



PHILLIP MC FARLANE  
Member



ROGER PARRIS  
Member



GRACE POPPLEWELL  
Member



## 2021 NOMINEES Board of Directors

as recommended by the Nomination Committee for the 2021/2022 term: -  
Nominees are listed in alphabetical order of first name.



**NAME:** AUGUSTUS THOMAS  
**PLACE OF WORK:** Private Practice  
**OCCUPATION:** Attorney at Law  
**QUALIFICATION:** LLB, BA HRM  
**CREDIT UNION EXPERIENCE:** Outgoing Vice President, Board of Directors – WCU (2020-2021), Former President, Board of Directors – WCU (2019-2020), Extensive Experience Served as Assistant Sec and Secretary to the Board.

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**NAME:** Darwin Robain  
**PLACE OF WORK:** Ministry of Education  
**POSITION:** *Coordinator* – Maintenance and Repair  
**QUALIFICATION:** MSc. Facilities Management. BSc. Construction Project Management. Certified in Budget Proposals and Financial Planning  
**CREDIT UNION EXPERIENCE:**

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**NAME:** Kwame Sealey  
**PLACE OF WORK:** Ministry of Works and Transport  
**POSITION:** Labourer  
**QUALIFICATION:** Certificate Tech & Audio Engineering - UTT  
**CREDIT UNION EXPERIENCE:** Outgoing Alternate, Board of Directors - WCU. Former member of the Credit Committee - WCU (2019-2020). Training in Credit Risk

## 2021 NOMINEES Board of Directors *Cont'd*

as recommended by the Nomination Committee for the 2021/2022 term: -  
Nominees are listed in alphabetical order of first name.



**NAME:** Peter Gardiner

**PLACE OF WORK:** N/A

**POSITION:** Retiree

**QUALIFICATION:** BA Labour Studies, Ministerial Diploma

**CREDIT UNION EXPERIENCE:** Outgoing Member, Board of Directors - WCU. Vice -Chairman of WCU Midstreamers



**NAME:** Unice Webster

**PLACE OF WORK:** N/A

**POSITION:** Retiree

**QUALIFICATION:** -

**CREDIT UNION EXPERIENCE:** Outgoing Alternate, Board of Directors - WCU. Served as WCU Liaison Officer. Has previously attended CU related training sessions & FIU Compliance Training as provided by WCU.

## 2021 NOMINEES Credit Committee

as recommended by the Nomination Committee for the 2021/2022 term: -  
Nominees are listed in alphabetical order of first name.



**NAME:** Janelle Gay  
**PLACE OF WORK:** Judiciary of Trinidad and Tobago  
**OCCUPATION:** Business Operations Assistant II  
**QUALIFICATION:** Certificate in Marketing and Project Management  
**CREDIT UNION EXPERIENCE:** None

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**NAME:** Kathy Ann Stewart  
**PLACE OF WORK:** Ministry of Works and Transport  
**POSITION:** Checker  
**QUALIFICATION:** -  
**CREDIT UNION EXPERIENCE:** Outgoing Member of Credit Committee (2020-2021). Served as 2nd alternate of the Credit Committee – WCU (2019-2020). Credit Assessment Training as provided by WCU.

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**NAME:** Letisha Jacobs  
**PLACE OF WORK:** Ministry of Youth Development and National Service  
**POSITION:** Human Resource Analyst  
**QUALIFICATION:** Certificate in Conflict Resolution and Diploma in IR  
**CREDIT UNION EXPERIENCE:** -

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**NAME:** Shirla Murray  
**PLACE OF WORK:** Private Practice  
**POSITION:** Registered Architect  
**QUALIFICATION:** BA Architecture, Post Graduate Diploma Construction Engineering and Management  
**CREDIT UNION EXPERIENCE:** -

## 2021 NOMINEES Supervisory Committee

as recommended by the Nomination Committee for the 2021/2022 term: -  
Nominees are listed in alphabetical order of first name.



**NAME:** Afyia Mitchell  
**PLACE OF WORK:** Ministry of Works And Transport  
**OCCUPATION:** Checker  
**QUALIFICATION:** Associates Degree in Marketing, BA Business Management  
**CREDIT UNION EXPERIENCE:** Outgoing Secretary of Supervisory Committee (2020-2021). Former member of the WCU Human Resources Committee. Training in Internal Audit and Officer Responsibility, Understanding Financial Statements

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**NAME:** Carlene Williams  
**PLACE OF WORK:** Ministry of Works and Transport  
**POSITION:** Accounting Assistant (Acting)  
**QUALIFICATION:** BSc. Management Studies w/ Minor in International Studies, ABE - Advanced Diploma, MSC in Strategic Leadership and Management  
**CREDIT UNION EXPERIENCE:** Outgoing Member of Supervisory Committee (2020-2021). Training in Internal Audit and Officer Responsibilities, Understanding Financial Statements

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**NAME:** Cheryl Ann Durrant  
**PLACE OF WORK:** N/A  
**POSITION:** Retiree  
**QUALIFICATION:** GCE O' Levels  
**CREDIT UNION EXPERIENCE:** Outgoing Secretary of Credit Committee. Training in Internal Audit Functions and Officer Responsibility, Interpretation of Financial Statements, Emerging Trends in Credit Administration. Served as WCU Liaison Officer

## 2021 NOMINEES Supervisory Committee *Cont'd*

as recommended by the Nomination Committee for the 2021/2022 term: -  
Nominees are listed in alphabetical order of first name.



**NAME:** Marlene Riley-Mohammed  
**PLACE OF WORK:** Ministry Of National Security  
**POSITION:** Business Operations Coordinator  
**QUALIFICATION:** BA General Business, Public Sector Procurement and Contract Management ISO9001, 2000 Compliance-Internal Auditor. Training in Internal Audit and Officer Responsibility, Understanding Financial Statements  
**CREDIT UNION EXPERIENCE:** Outgoing Chairman of Supervisory Committee

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**NAME:** Paula Herbert  
**PLACE OF WORK:** Ministry of National Security  
**POSITION:** Police Officer  
**QUALIFICATION:** -  
**CREDIT UNION EXPERIENCE:** Outgoing Alternate of the Supervisory Committee. Training in Internal Audit and Officer Responsibilities, Understanding Financial Statements



**Works Credit Union**  
Co-operative Society Limited

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