



**MINISTRY OF LABOUR AND SMALL AND MICRO
ENTERPRISE DEVELOPMENT**

**ANNUAL
ADMINISTRATIVE
REPORT
2012 - 2013**

**ADVISORY FRIENDLY SOCIETIES
COUNCIL**

Table of Contents

PAGE

List of Abbreviations and Acronyms

1.0	Introduction	1/2
2.0	Vision and Mission Statements	2
3.0	Structure of the Friendly Societies Division	3
4.0	Administrative Functions of the FSD	4
4.1	Inspections	4
4.2	Registration and Cancellation of Registration of FR.....	4
4.3	Liquidating Societies Assets	4/5
4.4	Research, Training and Development.....	5
4.5	Audit and Investigations	5
4.6	Processing of Audit Refunds.....	6
4.7	Processing of Free Card Subsidies.....	6
4.8	Youth Friendly Societies.....	7
4.9	Amalgamations	7
4.10	Amendments of Bye Laws.....	7
4.11	Meetings and Discussions	7/8
4.12	Issuance of Bonds Certificates.....	7
4.13	Attendance of Anniversaries/Elections	8
4.14	Promotions and Public Awareness.....	8
4.15	Bonus Payments.....	8
5.0	Procurement Procedures	9
6.0	The Advisory FSCouncil	9/10
6.1	Functions of the ADFSC	10/11
6.2	Jurisdiction of the ADFSC	12/13
7.0	The Registrar	13/14
7.1	Functions of the Registrar	13/14
8.0	The Friendly Societies Movement	14
8.1	Membership/Asset Base	14
9.0	Financial Operations	15
9.1	Grants for FCS	15
9.2	Grants for Audit Refund	15/16
10.0	Public and Community Relations	16
11.0	Challenges for 1/10/12 – 30/09/13	17
12.0	Policies and Development Initiatives	8/19
13.0	Conclusion	19

Appendices I -	Cancelling of Registration
Appendix II -	Panel of Auditors
Appendix III -	Payment of Audit Refund
Appendix IV -	Payment of Free Card Subsidy Grant

LIST OF ABBREVIATIONS AND ACRONYMS

AFSC	Advisory Friendly Societies Council
FS	Friendly Societies
FSD	Friendly Societies Division
FSM	Friendly Societies Movement
MOLSMED	Ministry of Labour and Small and Micro Enterprise Development
ORFS	Office of the Registrar of Friendly Societies
FCM	Free Card Members

INTRODUCTION

The Friendly Societies Division (FSD) was established in Trinidad and Tobago by the Colonial Government in 1888 as the Department of Friendly Societies, (126 years ago) to implement and carry out the provisions of the Friendly Societies Ordinance which was aimed at supervising a rapidly growing Friendly Societies Movement (FSM) in Trinidad and Tobago.

The FSD falls under the portfolio of the Ministry of Labour and Small and Micro Enterprise Development (MOLSMED). Through the Office of the Registrar of Friendly Societies (ORFS) and the Advisory Friendly Societies Council (AFSC), the FSD had assisted in the development of the social, educational and economic aspects of the FSM who brought the idea of insurance and savings to those members who might not have been challenged with fiscal planning for their future. Friendly Societies (FS) are all community based organizations and as such encourage the practice of fostering community spirit. Their main objective is that of promoting thrift through savings and to provide benefits to members in distress.

FS emerged out of the urgent need to improve and protect the socio-economic conditions of citizens through financial assistance, self-help, self reliance and a sense of autonomy and equity among members. Their leading principle was “Each One Help One” for the sustenance of human dignity. Here, thrift, self-respect, kindness, camaraderie, and other virtues were given a hallowed place where members of the community could help one another with health care, insurance, and their general welfare; these are virtues which still have good currency in Trinidad and Tobago.

FS are always welcomed and relevant in times when there is flood, earthquake, fire, hurricane and financial crises are part of our occasional experiences, and where education and training in areas such as personal finances, family life education, protocol, literacy and numeracy are lacking. In times when there is no crisis, FS should be proactive, acting as a bulwark, securing and preparing communities for betterment along an independent and sustainable path.

In this way, FS should become the primary implementers of Government’s Policy outlined in the *Framework for Sustainable Development as* “Pillar 1 – people-centered development, which advocates lifelong learning skills, poverty eradication and social justice; national and personal security; institutional strengthening; building a competitive economy and strengthening the people’s participation in good governance”.

The FSM seeks to be the buffer which protects against external shocks and strengthens and aids vulnerable communities meeting the basic needs of shelter, food and clothing for its members.

2.0 VISION AND MISSION STATEMENTS

At a Retreat held in 2009 the AFSC formulated its Vision and Mission Statements which are stated hereunder:

Vision Statement

“To facilitate and promote the growth and development of Friendly Societies as the leading providers of quality financial, social and other support services to stakeholders, while ensuring compliance with the Friendly Societies Act”.

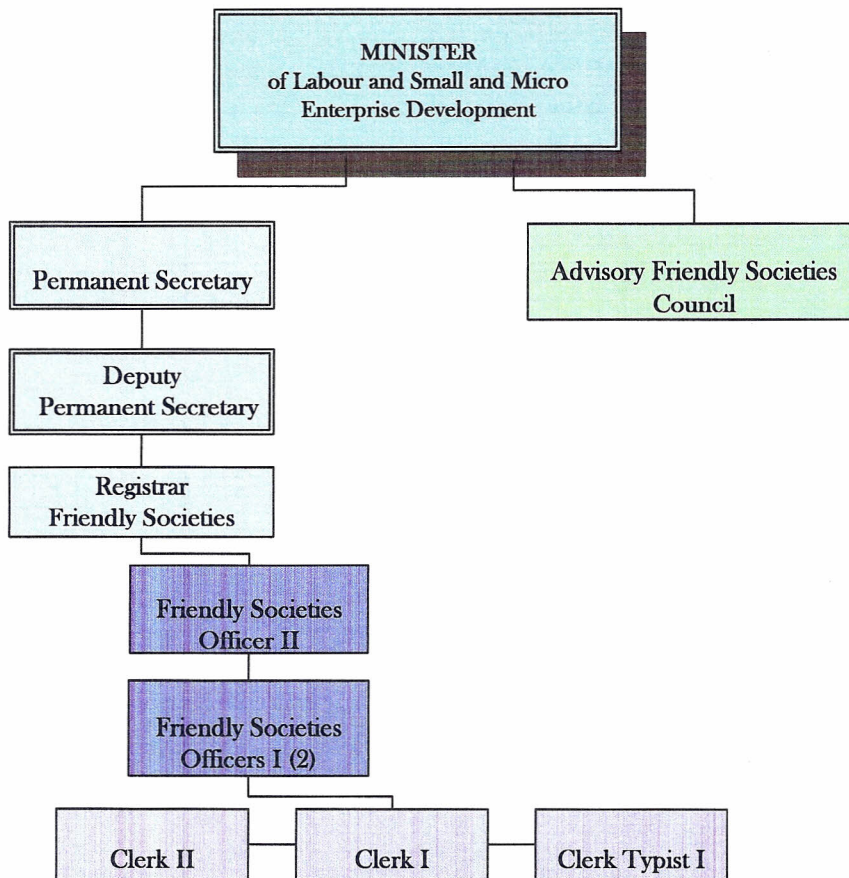
Mission Statement

“To have cohesive financially viable, socially acceptable societies, meeting the needs of every community”

3.0 STRUCTURE OF THE FRIENDLY SOCIETIES DIVISION

The FSD has an overarching responsibility for carrying out its functions as laid out in the Friendly Societies Act, Chap. 32:50, (hereinafter referred to as “the Act”. The Organizational Structure for the FSD of the MOLSMED is depicted in Figure 1.

Figure 1 – Friendly Societies Division Organization Chart



4.0 ADMINISTRATIVE FUNCTIONS OF THE FSD

The FS Division is responsible for the execution of projects, management of resources and the provision of support services to Friendly Societies and Lodges.

4.1 Inspections

At the beginning of each year, Annual Return forms are sent out to FS/Lodges to be filled out and submitted to their relevant Auditors. Prior to this exercise, Officers from the FSD would inspect books to ensure that transparency, accountability, and proper recording of the statutory books are in compliance with the Friendly Societies Act. For the period 2012 to 2013 approximately fifty (50) inspections of FS books were conducted. This process allowed FS members to be informed on the proper maintenance of their records. Subsequently, the books are certified by the Friendly Societies Officers, and sent to the relevant Auditors for auditing.

4.2 Registration and Cancellation of Registration of FS

Once a registered FS does not meet the criteria for functioning under the Act, the Registrar has the power to cancel the registration of the society and marshal and distribute all assets belonging to that society. For the year under review, 42 societies have been closed because they have not been functioning and have ceased to exist under the Act. This is adding to the backlog of Societies with assets to be marshaled and distributed. There were no new registrations of societies or lodges for this period. **Appendix I** refers.

4.3 Liquidating Societies Assets

In 2012 to 2013, Forty-two societies registration were cancelled some with assets to be liquidated for which the Registrar has control of. The FSD contracted two (2) Consultants to undertake the task of liquidating and distributing the assets from the previous backlog and the current closed FS which is approximately one hundred societies.

The project involved acquiring Certificate of Titles from Legal Affairs, Valuating Societies' Properties, Advertising Societies Properties for Sale and visiting societies to determine the current membership before distributing the assets from the sale of the properties. Upon the sale of the societies' properties 10% tax goes to the Revenue Account in Treasury.

4.4 Research, Training and Development

Research training and development initiatives are priority areas of the Division's work. Research is conducted to assist in the development of policies and systems for registered Societies. Persons in the FSM are trained on a regular basis. In 2013, a workshop was conducted for the Friendly Societies members in Tobago. The purpose of the workshop was to enhance the members' knowledge of the proper accounting procedures required in accordance with the Act.

In 2013, 11 auditors were appointed to audit the societies' books and they received the necessary orientation and training. The panel of Auditors is attached at [Appendix II](#).

Additionally, staff of the Division received training in areas such as Auditing, Financing, Marketing, Project Management and Microsoft Office. Internal training on the operations of the FSD from a former Friendly Societies Officer was given to the current Officers of the Division.

4.5 Audit and Investigations

The accounts of the Friendly Societies Movement and accounting procedures of all registered societies are audited annually, and investigations are conducted into reported or suspected cases of fraud and misappropriations.

4.6 Processing of Audit Refunds

The year 1982, also saw the introduction of the Audit Refund. The Audit Refund is a Fee granted as a refund to Friendly Societies which have had their books audited through a panel of auditors sanctioned by the Minister under the Act. Section 27 states “*that the Minister may contribute such sums to a society or branch towards the payment of its audit fees as may from time to time be prescribed*”. A specified sum is paid to each FS based upon their membership.

At the beginning of each year, the FS must submit their Annual Return together with their statutory books to the Auditor. The Auditor audits the books and prepares the Financial Statements for the year in review. Each FS bears the cost to have their books audited, which is subsequently refunded to the FS by the Government based on a scheduled price.

For 2012-2013 approximately eighteen societies’ books have been audited and an audit refund of four thousand five hundred and sixty seven dollars and eleven cents (\$4567,11) was paid by the government. **Appendix III** refers.

4.7 Processing of Free Card Subsidies

The Office is responsible for paying free card subsidies grants and audit refunds to the FS. In 1982, on the recommendation of the AFSC, the Government introduced the Free Card Subsidy Grant of thirty-six dollars (\$36.00) per member per year for a FS. The Grant is an incentive to assist the FS in sustaining its growth and development and to assist those societies whose membership was mainly free card members. According to the Bye Laws of each society, members are required to make a monthly contribution to assist in the operations of their organization’s function, however the financial contribution of each Society differs and the Free card subsidy was used to help members who had been loyal to the institution and were having difficulty in paying their monthly/yearly contribution to their card. “A free card member is one who has been a financial member for thirty years and over in a FS and is not required to make a contribution.”

For the period 2012 to 2013 a backlog of ninety two thousand two hundred and thirty two dollars (\$92,232.00) Free Card Subsidy Grants have been paid to FS. **Appendix IV** refers

4.8 Youth Friendly Societies

Currently there are two established Youth friendly Societies, one in Charlotteville, Tobago and another in Maraval, Trinidad. In 2013 the Gleaner Household of Ruth Friendly Society has adopted a Junior Friendly Society, stemming out of the St. Agnes Anglican Primary School in St. James. An official launch of this Junior Friendly Society is yet to take place.

4.9 Amalgamations

Executive members of two lodges namely; Morning Rose and Bon Accord held meetings with the Friendly Societies Officers requesting mergers of both lodges. The Registrar is in the process of issuing the amalgamation certificate.

4.10 Amendment of Bye Laws

Revision, amendments and new rules of the Societies are submitted to the FSD. Rules must be updated in order to keep abreast of the changing needs of members, especially by way of paying increased benefits, viz, death, sickness, maternity, dental, optical, distress and benevolent grants.

The Registrar has amended the Rules of the Takaaful FS. There have been two other requests for amendments by Doric FS and Woodbrook FS. However, the ORFS is awaiting the necessary resolutions from the respective societies before the process of amendment could be carried out by the technical staff, namely the FSOs, under the supervision of the Registrar.

4.11 Meetings and Discussions with Registrar

The Registrar has met with members of the following FS on a variety of issues:

- Arouca Olive re financial impropriety
- Gleaner Household of Ruth – transfer of property
- Southern Star Hopeful - procedural query

- Couva Assurance – court matter
- Union FS – financial records
- Sangre Grande Flower/Court Pride of Shamrock – distribution of assets

4.12 Issuance of Bond Certificates

In accordance with section 50 of the Act, the law requires all financial officers of societies to be bonded that is any member of a society or lodge who collects financial contributions from its members. A Bond Certificate must be issued to such persons. In 2012 to 2013, the Division sought to address the backlog of bonds certificates to be issued.

4.13 Attendance at Anniversaries/Elections

The ORFS attended five (5) Anniversary Celebrations of FS on behalf of the Ministry of Labour and Small and Micro Enterprise Development, one in Tobago and four in Trinidad – Star of Bethlehem (Tobago), Marabella United FS, Takaaful Friendly Societies, Trinidad and Tobago District Grand Lodge IOUSM and Woodbrook Fellowship FS. The FSO II Ag attended the election of Officers of these societies and ensured that the voting process conducted was transparent.

4.14 Promotions and Public Awareness

In order to promote and strengthen the FSM, a Conference and Parade was hosted in August 17, of 2013 at the Kampo Vibes Restaurant, Chaguanas. The Conference was attended by approximately three hundred and fifty (350) persons. The Conference provided a platform for the members of the FS to foster partnerships, stimulate growth and participate in discussions for the progression of the FSM. The membership was updated on the activities of the governing body, shared the challenges and experiences of member FS, provided support where needed and more importantly, the membership was afforded opportunities to renew existing points of contact with other FS and to reconnect friendships and bonds formed among FS.

4.15 Bonus Payments

At the end of the societies' financial year and a profit is realized, a bonus is declared and paid to all financial members. A 5% of its profits goes towards the Societies' reserve fund before a bonus is paid. The FSD is responsible for checking the bonus computation forms before certifying the bonus payment. Only three societies paid bonus for the 2012 -2013.

5.0 PROCUREMENT PROCEDURES

Project 1:

The Ministry of Labour and Small and Micro Enterprise Development, through an open tendering process, engaged in September 2013, the services of a consultant - Mr. Virgil Patrick, CEO of G Best Trading Company, for the re-engineering of the FSM and the FSD.

The primary objectives of the consultancy were to strategically analyze the FSM and the FSD, identify possible niches into which the FSM can contribute to the national socio-economic development and to develop a 3 year Plan of Action to effectively achieve the desired way forward of the FSM. All reports to be submitted at the end of contract in March 2014

Project 2: The Ministry of Labour and Small and Micro Enterprise Development has engaged the services of two consultants on short term contract to deal with the backlog of distribution of assets of closed-off societies. A former Friendly Societies Officer who possesses the institutional knowledge and experience in this field was selected to undertake this project.

6.0 THE ADVISORY FRIENDLY SOCIETIES COUNCIL

The Advisory Friendly Societies Council was first reconstituted in 1996. The appointment of the members of the AFSC is in accordance with the provisions of sections 102 and 103 of the Act, which state as follows:

102. (1) *“There is hereby established an Advisory Friendly Societies Council (herein referred to as the “Advisory Council”) to consist of the Registrar as Chairman and eight members to be appointed by the Minister. The eight members appointed shall be selected from persons interested in and familiar with matters pertaining to societies in urban or rural areas.*

(2) The Minister shall appoint from among the members of the Advisory Council a Vice-Chairman who shall hold office during the Minister's pleasure. Every meeting of the Advisory Council shall be presided over by the Chairman. The decisions of the Advisory Council shall be by a majority of votes."

103. "The main purpose of the Advisory Council shall be to promote the general welfare of the people of Trinidad and Tobago by encouraging the growth, development, improvement and expansion of societies throughout Trinidad and Tobago."

The AFSC is classified under group C and receives fees and allowances in keeping with the Ministry of Finance Memorandum F (I): 2/1/1 dated July 31, 2008 and effective June 1, 2008. The AFSC receives a stipend and does not have a budgetary line item allocated to it. As a consequence, all accounting matters fall within the purview of the Permanent Secretary, MOLSMED.

In July of 2009, Cabinet re-appointed the AFSC and on 14th July, 2011 the term of the AFSC came to an end and has not been reconstituted since. The delay in the reconstitution of the AFSC was unavoidable as the position of Registrar of Friendly Societies and Building Societies became vacant on September 30, 2011. Subsequently, a Note was submitted to Cabinet for the appointment of the Registrar and by Minute No. 1920 of July 19, 2012 Cabinet agreed to the appointment of Mrs. Nalini Persad-Salick, Assistant Chief Parliamentary Counsel, Ministry of the Attorney General, to perform the functions of Registrar of Friendly Societies and Building Societies, on a part-time basis for a period of three (3) years with effect from the date of her letter of appointment. **To date, the Advisory Friendly Societies Council has not been appointed.**

6.1 FUNCTIONS OF THE ADVISORY FRIENDLY SOCIETIES COUNCIL

Government policy directs the work of the ORFS. The Policy Agenda of the MOLSMED is discussed by the AFSC, from which strategies are formulated and sanctioned by the Registrar whose Office drives and implements the process.

The top of the agenda for this Ministry in terms of Small and Micro Enterprise Development is the restructuring and strengthening of the drivers of growth in the FSM in order to develop and sustain growth in a diversified and competitive environment.

The main purpose of the AFSC shall be to promote the general welfare of the people of Trinidad and Tobago by encouraging the growth, development, improvement and expansion of FS in Trinidad and Tobago through:

- (i) encouraging the development of FS with adequate health services and facilities;
- (ii) co-operating with departments and other agencies, associations, organizations, groups, and bodies, Government or non-Government, public or private, functioning in the field of or concerned with social welfare, insurance, labour, nursing, education, workmen's compensation, health or medical care;
- (iii) collecting and analyzing statistics and make studies, investigations, and reports on conditions, problems, and needs in the field of health in Trinidad and Tobago and in other countries in relation to FS and disseminate and make information available in this field;
- (iv) making reports and recommendations with respect to the most efficient policies and methods for the promotion of health and related services, including recommendations with respect to legislation and matters to administrative policy;
- (v) carrying out each specific duty as may be entrusted to it by this and subsequent enactment of Parliament and exercise general supervision over the agencies transferred to it; and
- (vi) making such provision for the holding of conferences, the giving of lectures and talks and the publication of information on questions relating to FS as it thinks necessary or desirable, and may, if it thinks fit, for these purposes make arrangements with departments, organizations, associations, groups or other institutions.

The AFSC also makes recommendations with reference to questions affecting the general policy, administration, management and operation of FS and in particular with respect to:

- (i) ensuring of prompt and efficient care of members of FS entitled to benefits;
- (ii) adequate and suitable methods and arrangements for paying, supplying or providing benefits to members;
- (iii) the ensuring of adequate professional services to members;
- (iv) other auxiliary surgical, medical, dental, optical and additional benefits designed to benefit or serve members;
- (v) providing for the extension and improvement of Juvenile Friendly Societies;
- (vi) studies and surveys of the FSM from all aspects; and
- (vii) the medical care and aid of needy or distressed members of FS.

6.2 JURISDICTION OF THE ADVISORY FRIENDLY SOCIETIES COUNCIL

The jurisdiction of the Advisory Friendly Societies Council is outlined in sections 105 (2) and 106 state that:

“The Advisory Council shall exercise no jurisdiction or control whatsoever over the Registrar or the Office of the Registrar or over any Society, nor shall any decision by the Advisory Council affect the administration, personnel or operation of any Society.

The Advisory Council shall be provided by the Registrar with such secretarial, clerical or other assistants as Parliament shall authorize each year for carrying out the objects and functions of the Advisory Council”.

The AFSC, a part-time body, is a decision-making body for the FSM. The activities emanating from their decision are undertaken by the FSD, staffed by Public Officers, attached to the MOLSMED. It is to be noted that the number of staff attached to the FSD is six (6), which presents a challenge for the timely implementation of all decisions of the AFSC.

7.0 THE REGISTRAR

The Registrar of Friendly Societies and Building Societies and also the Chairperson of the AFSC is appointed by the Minister of Labour and Small and Micro Enterprise Development. The Registrar shall be a Barrister or Solicitor of not less than five years, and employed in the Public Service. In August of 2011, the Registrar's position became vacant because the former Registrar (Mrs. Susan Francois) resigned from the position prematurely. The delay in appointing a Registrar posed challenges for the Division as several backlogs in different areas were created. Approximately one year later, by Minute No. 1920 of July 19, 2012 Cabinet agreed to the appointment of Mrs. Nalini Persad-Salick, Assistant Chief Parliamentary Counsel, Ministry of the Attorney General, to perform the functions of Registrar of Friendly Societies and Building Societies, on a part-time basis for a period of three (3) years with effect from the date of her letter of appointment.

7.1 FUNCTIONS OF THE REGISTRAR

The functions of the Registrar are as follows:

- prepare and cause to be circulated, for the use of FS, model forms of accounts, balance sheets and valuations;
- collect from the returns under this Act and from other sources, and publish and circulate, or otherwise make known, such information on the subject of statistics of life and sickness, and the application thereof to the business of FS and such particulars of their returns and valuations, and such other information useful to the members of or to persons interested in FS, as he may think fit; and

- cause to be constructed and published tables for the payment of sums of money on death, in sickness, or old age, fire insurance authorized under this Act which may appear to be calculable; but the adoption of the tables by a FS shall be optional.

8.0 THE FRIENDLY SOCIETIES MOVEMENT

The FSM has been experiencing a low growth rate. The youth in the communities have not been attracted to the products and services offered. Thus the FSM finds itself somewhat in a crisis, however, because FS represents a microcosm of what is to be found in the wider society, it can be said that it has a fundamental and critical role to play.

The Friendly Societies Officers undertook a project to visit each society to determine the status of its operations. Once a Friendly Society/Lodge is in breach of section 76 of the Act, a decision to cancel registration of the non-functioning FS/Lodge was taken. A FS can also be deemed to cease to exist in accordance with the Act or may be cancelled at its request. Once this is determined, a notice is issued for the cancellation of the registration of the FS/Lodge.

For the period 2012-2013, forty two (42) cancellation notices have been issued to FS and Lodges who have been in breach of the FS Act. The notice indicated that their cancellation of registration was imminent within one month. After the month, where no appeal was made, the official cancellation of registration Notice No. 35 was published in the *gazette* and in the daily newspapers.

Subsequent to this publication, a No. 33 Notice is published informing creditors to submit any relevant claims which the society may be liable to before the actual distribution of assets takes place. All notices are *gazetted* and advertised in the daily newspapers. This Project is ongoing. **Appendix IV** refers

8.1 Membership/Asset Base

Currently there are sixty seven (67) FS/Lodges registered with a total membership of approximately twelve thousand (12,000) and an asset base of about sixty million dollars (\$60M). A re-evaluation of the societies' assets has to be done to determine the current market value.

9.0 FINANCIAL OPERATIONS

The sum of two hundred thousand (\$200,000) dollars under the PSIP has been allocated to the various projects for the FSD. Some of the projects identified for the FSD are as follows:-

- institutional strengthening of the FSM by way of an institutional Audit;
- a two-day consultation following the audit;
- consultants hired to deal with the liquidation and distribution of FS assets;
- a Financial Accountant to reconcile the backlog of the FS Ledger Accounts with the Deposit Accounts at Treasury dating back to twelve (12) years; and
- promotion of the FSM through media, brochures, booklet, training programmes for Junior Friendly Societies.

9.1 Grants for Free Card Subsidy

For the period 2012 to 2013 a backlog of ninety two thousand, two hundred and thirty two dollars (\$92,232.00) Free Card Subsidy Grants have been paid to FS. Several requests were made by members of the FS for an increase in the Free Card Subsidy Grant to sustain the growth of the FSM as its membership is ageing.

9.2 Grants for Audit Refund

In 2012 – 2013, eleven Auditors have been appointed by the Registrar inclusive of one in Tobago to conduct the audit on the FS statutory books. At the beginning of each year, the FS must submit their Annual Return together with their statutory books to the Auditor. The Auditor audits the books and prepares the Financial Statements for the year in review. Each FS bears the cost to have their books audited, which is subsequently refunded to the FS by the Government based on a scheduled price.

For 2012-2013 approximately eighteen societies' books have been audited and an audit refund of four thousand five hundred and sixty seven dollars and eleven cents (\$4,567.11) was paid by the government.

10.0 PUBLIC AND COMMUNITY RELATIONS

Dialogue between Jamaica and Trinidad and Tobago resulted in a delegation representing the Department of Cooperatives and Friendly Societies, including a contingent from the Teachers Investment Plan Society (TIPS), Jamaica attending the 2011 Friendly Societies Conference and Parade in Tobago. This has opened up the gates for FS in Trinidad and Tobago to create synergies with Jamaica and to share successes and best practices between the two countries.

Much dialogue has taken place as two Officers of the FSD participated in a study tour at the Department of Co-operatives and Friendly Societies in Jamaica April, 2013. The tour provided the platform for the Officers to visit successful FS and engage in meaningful discussions which could assist the Movement in Trinidad and Tobago. The Officers got a firsthand view and understanding of the successful models used by the Jamaican counterparts, the experiences gained provided an opportunity to continue to develop networks and foster linkages with countries regionally and internationally. Born out of the discussions with the Minister, the Permanent Secretary and the Registrar of the Ministry of Industry, Investment and Commerce in Jamaica was a decision to have a Regional Conference of Friendly Societies in 2015 in Jamaica.

In the same vein of networking and partnering with other entities, representatives from the FSD visited Mr. Huey Cadette Secretary for the Division of Labour and Settlements Tobago House of Assembly collaborate in assisting the FSM in Tobago.

Three workshops have been conducted for the Friendly Societies Executives Members in North/East, South/Central and Tobago. These workshops were geared to enhancing members knowledge on procedures in maintaining proper financial records and to determine the way forward.

11.0 CHALLENGES ENCOUNTERED FOR THE PERIOD OCTOBER 01, 2012 TO SEPTEMBER 30, 2013

The challenges encountered during the reporting period include:

- (i) the inadequate staffing is the major challenge faced by the ORFS and the AFSC. This has hindered the FSD's ability to meet its goals and objectives;
- (ii) the Act does not allow for a permanent position of Registrar of Friendly Societies since this position is not within the MOLSMED's staff establishment. Consequently, the Registrar is hired on a part time basis for three (3) years;
- (iii) the hindrance encountered by the outdated Act;
- (iv) the difficulty in getting citizens to buy into the ideas of the FSM;
- (v) the ageing membership of FS;
- (vi) the lack of adequate marketing and publicity of the FSM;
- (vii) the strong competition from more viable financial institutions offering the same services as the FSM; and
- (viii) FS with several members qualifying for the Free Card Subsidy Grant (30 years and over in the FS) creates a financial strain on their relevant FS since these members stop paying contributions, but are still entitled to benefits and there are very limited paying members.
- (ix) the backlog of societies' assets to be distributed
- (x) the backlog of reconciliation statements to be done dating back to 12 years. The criteria in obtaining someone with public service experience continues to pose serious challenges. The distribution of societies' assets cannot take place until this reconciliation is completed.

12.0 POLICIES AND DEVELOPMENT INITIATIVES

As part of the Institutional Strengthening of the Friendly Societies Division, the Ministry of Labour and Small and Micro Enterprise Development engaged the services of a Consultant, CEO of G. Best Trading Company to strategically analyze the FSM and the FSD, identify possible niches into which the FSM can contribute to the national socio-economic development and to develop a 3 year Plan of Action to effectively achieve the desired way forward of the FSM. Upon completion of this exercise and the Reports submitted, it is hoped that the recommendations made for the re-engineering and restructuring of the FSM will be adopted.

However, the following issues need to be addressed:

- (i) The classification of a full-time position for the Registrar.
- (ii) Restructuring of the Division and the creation of new positions to assist with the overall operations of the Division.
- (iii) The reconstitution of the Advisory Friendly Societies Council
- (iv) The inclusion of the Fair Share Programme of the Ministry of Labour and Small and Micro Enterprise Development, Enterprise Development allows the Friendly Societies to engage in business with governmental agencies in order to help the growth and development of their business. The Fairshare encourages entrepreneurship, promotes training and development, and provides opportunities for small, and micro enterprises to grow into successful medium and large businesses.
- (v) Collaboration with International/Regional Friendly Societies to obtain a first-hand look at the operations and the models used for successful Societies and to create synergies with them.
- (vi) Revision of the Friendly Societies Act.

- (vii) Marketing of Friendly Societies – The FSD has been on a drive to market the FSM as a viable social machinery to equip both the youth and the aged to engage more frequently and meaningfully in community based projects for development.

13.0 CONCLUSION

It is the hope of the FSD that upon the completion of the Institutional Audit by the consultants that measures will be quickly put in place to address all the proposals and recommendations made to ensure the continuity and sustainability of the FSM.

APPENDICES

CANCELLING OF REGISTRATION
FOR THE PERIOD
OCTOBER 01, 2012 TO SEPTEMBER 30, 2013

List of Societies/Lodges

1. Beacon Star Lodge No. 37 A.I.O.S.B.
2. Caribbean District Lodge No. 2 B.O.A.F.G.
3. Court Emancipation Pride No. 9743 A.O.F. Friendly Society
4. Court Haran No. 9112 A.O.F.
5. Court Lily of Albion No. 10061 A.O.F.
6. Court Lily of Iere No. 8901 A.O.F.
7. Court Port of Spain Diamond No. 8003 A.O.F.
8. Court Pride and Gem of Hope No. 10
9. Court Rose of Albion No. 8733 A.O.F.
10. Court St. Patrick No. 9646 A.O.F.
11. Delaford Benefit Friendly Society
12. District Grand Lodge of Trinidad and Tobago No. 48 G.U.O.O.F. (U.S.A.)
13. District Grand Lodge Trinidad and Tobago No. 2 I.O.M. (P.U.)
14. District Household of Ruth Lodge No. 35 G.U.O.O.F. (U.S.A.)
15. East St. George District of A.O.F.
16. Foster Accord Lodge
17. Iere Lodge No. 2065 G.U.O.O.F.
18. Jafal H.O.R. No. 6888 G.U.O.O.F. Lodge
19. King Solomon Lodge No. 6 I.O.M. (P.U.)
20. Loyal Corinthians Lodge No. 9997 I.O.O.F. (M.U.) Friendly Society
21. Loyal Flower Lodge No. 8135 I.O.O.F. (M.U.)
22. Loyal Gihon Lodge No. 1 I.U.O.S.

23. Loyal Pride of Trinidad Lodge No. 9882 I.O.O.F. (M.U.)
24. Mount Hope Lodge No. 1 I.U.O.M. Friendly Society (W.H.)
25. Mount Zion Friendly Society
26. Naparima Star Lodge No. 2782 L.O.A.S. (A.U.)
27. Pride of Mayaro Lodge No. 1 I.O.U.M. Friendly Society
28. Progress Lodge No. 9878 G.U.O.O.F.
29. Radiant Star Lodge No. 1
30. Sangre Grande Flower Lodge No. 77A
31. Southern Star Hopeful Friendly Societies
32. St. Aubyn's District Lodge No. 2 I.U.O.M. (A.E.)
33. St. Dominic Sick and Funeral Benefit Friendly Society
34. St. Francis of Assisi
35. St. John's Grand Christian Encampment of the I.U.O.L.M. of Trinidad and Tobago and the World
36. Temple of Mizpah Lodge No. 11 I.U.O.M.(E.C.)
37. Trinidad and Tobago District Lodge No. 2914 L.O.A.S. (A.U.)
38. Trinidad and Tobago Fraternal Society
39. Trinidad and Tobago Subsidiary High Court (A.O.F.) Friendly Society
40. Trinidad District Lodge No. 45 L.O.A.S. (A.U.)
41. Trinidad Independent District Lodge G.U.O.O.F. (England)
42. Trinidad United District A.O.F.

Appendix II

PANEL OF AUDITORS

NAMES	ADDRESSES	CONTACT #
Noel Boissiere	#7 Calcutta Street, St. James	622-8825
Ramdeo B. Maharaj	#7 Lukuni Road, Valsayn South	223-5931
Sat Sharma	#584 Southern Main Road, Chase Village Chaguanas	723-4977/672-0868/222-0192
Carolyn A. Sampson Jones	17 Benares Street, St. James	304-2600
Bhim & Partners	P.O Box 4202, Claxton Bay	659-2218/681-8644
Patricia E. Harry	94 Ian Street Off Cleaver Road, Arima	642-1586/486-6756
Veronica Jack Gunnels	1 Town Council Street, East Dry River, Port of Spain	320-6508
Vaneeta N. Ticklal	189 Edingburgh Village Chaguanas	355-2755/665-2730
Desmond E. Durham	14 Rafferty Street, St. Joseph	645-5320/461-4022
Romelia R. Ramdial	Unit G3 Champs Fleur Villas Hill Top Drive, Champs Fleur	318-7223/647-5991

Appendix III

FRIENDLY SOCIETIES ACTUAL EXPENDITURE 2012-2013

HEAD 30 - MINISTRY OF LABOUR AND SMALL MICRO ENTERPRISE DEVELOPMENT

SUB- HEAD - 02 GOODS AND SERVICES

ITEMS - 003 FRIENDLY SOCIETIES

SUB - 28 - OTHER CONTRACTED SERVICES

NAME & SUPPLIER	MONEY SPENT TO DATE	REMARKS
Caribbean Glen Lodge	\$150.00	Audit Refund for 2009,2010
Eureka Lodge	\$150.00	Audit Refund for 2009,2010,2011
T&T Grand Lodge	\$150.00	Audit Refund for 2009,2010, 2011
Elim Pentecostal	\$175.00	Audit Refund for 2007,2008
Indian Walk Death Benevolent	\$990.58	Audit Refund for 2008,2009
Pride of Preston Lodge	\$100.00	Audit Refund for 2009,2010
Barataria Mutual Benefit F.S	\$200.00	Audit Refund for 2008,2009
Tuscan Lodge	\$300.00	Audit Refund for 2001,2002,2003,2004,2005,2006
Gasparillo East Indian	\$487.50	Audit Refund for 2006,2007,2008,2209
Beacon Star Lodge	\$150.00	Audit Refund for 2007,2008,2009
St. Francis of Assise	\$50.00	Audit Refund for 2007
Composite Lodge	\$262.50	Audit Refund for 2005,2006,2007
Sangre Grande Flower Lodge	\$50.00	Audit Refund for 2009
St. Peter I Am Devine Order	\$200.00	Audit Refund for 2004,2005,2006,2007
Southern Star Hopeful	431.25	Audit Refund for 2006
Woodbrook Fellowship F.S	\$582.78	Audit Refund for 2007
Austral Friendly Society	\$50.00	Audit Refund for 2009
Tobago National Trading	\$87.50	Audit Refund for 2008
Total	\$4,567.11	

APPENDIX IV

FRIENDLY SOCIETIES ACTUAL EXPENDITURE 2012-2013

HEAD 30 - MINISTRY OF LABOUR AND SMALL MICRO ENTERPRISE DEVELOPMENT

SUB- HEAD - 04 CURRENT TRANSFERS AND SUBSIDIES

ITEMS - 005 NON- PROFIT INSTITUTIONS

SUB - 02 -GRANTS TO FRIENDLY SOCIETIES TO COVER DEFICITS ARISING
OUT OF FREE CARD PRIVILEGES

PROVISION	RELEASED	COMMITTED TO PAYMENT	NAME & SUPPLIER	MONEY SPENT TO DATE	REMARKS
\$175,000.00	\$50,000.00	\$1,044.00	Elim Pentecostal	\$1,044.00	2007
	\$50,000.00	\$5,184.00	Southern Star Hopeful	\$5,184.00	2009
		\$5,184.00	Southern Star Hopeful	\$5,184.00	2008
		\$72.00	Austral	\$72.00	2009
		\$1,332.00	Purification of the Blessed Virgin Mary	\$1,332.00	2009 ,2010
		\$22,140.00	Arouca Olive	\$22,140.00	2004
		\$3,996.00	Barataria Mutural Benefit	\$3,996.00	2010
		\$4,176.00	Barataria Mutural Benefit	\$4,176.00	2008
		\$792.00	Eureka Lodge No.4	\$792.00	2010, 2011
		\$144.00	Pride of Preston	\$144.00	2009, 2010
		\$288.00	Gleanor Household of Ruth	\$288.00	2012
		\$31,824.00	Indian Walk Death Benevolent	\$31,824.00	2007
		\$4,320.00	Marabella United F/S	\$4,320.00	2008, 2009
		\$7,956.00	Trinidad Harmony	\$7,956.00	2011
		\$3,780.00	Gasparillo	\$3,780.00	2010
	\$100,000.00	\$92,232.00		\$92,232.00	