

ANNUAL REPORT 2020

VISION

The Small Business Association will be the organisation of choice for business and entrepreneurial development.

MISSION

The SBA seeks to provide effective representation and exemplary development services to and on behalf of micro, small and medium enterprises.

CORPORATE INFORMATION

Bankers

Republic Bank (Barbados Ltd.)
Lower Broad Street , Bridgetown

CIBC First Caribbean
International Bank
Warrens, St. Michael

First Citizens Bank
Lower Broad Street, Bridgetown

Scotia Bank
Lower Broad Street, Bridgetown

Auditors

Brian F. Griffith & Co.
Chartered Accountants
"Harriett House"
Spry Street, Bridgetown

SBA Office

Suite 101 Building #4 Harbour Industrial Estate
St. Michael, Barbados
Tel. (246)228-0162
Fax. (246)228-0613
Email: theoffice@sba.bb
Website: www.sba.bb

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**NOTICE IS HEREBY GIVEN OF THE 27th ANNUAL
MEETING OF THE SMALL BUSINESS ASSOCIATION
OF BARBADOS TO BE HELD ON
THURSDAY SEPTEMBER 24, 2020, AT 3:00 PM,
VIA ZOOM**

AGENDA

- 1. Ascertainment of Quorum & Call to Order**
- 2. Prayers**
- 3. Excuses**
- 4. Welcome & Opening Remarks**
- 5. Minutes of the 26th Annual Meeting held on September 20, 2019**
- 6. Matters arising from Minutes**
- 7. Board of Directors' Report**
- 8. Treasurer's Report & Financial Statements**
- 9. Auditors' Report**
- 10. Appointment of Auditors**
- 11. Elections**
- 12. Any other business**
- 13. Termination**

By Order

Jefferson Kirton

Assistant Secretary/Treasurer

LEADERSHIP TEAM



PRESIDENT
Wayne Willock



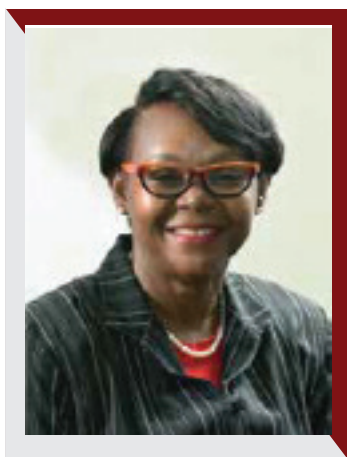
VICE PRESIDENT
Charles Carter



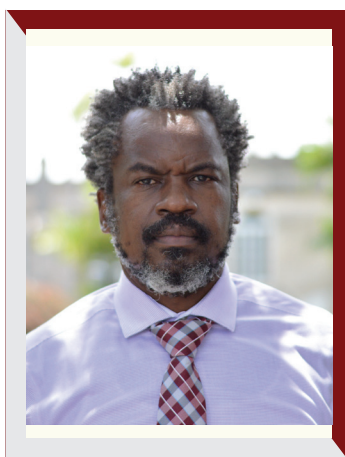
TREASURER
Drayton Carter



**ASSISTANT
SECRETARY/TREASURER**
Jefferson Kirton



DIRECTOR
Donna Hope



DIRECTOR
Dave Waithe



CEO
Sen. Dr. Lynette Holder

BOARD OF DIRECTORS' REPORT FOR FY 2019 – 2020

Presented to the 27th annual meeting of the Small Business Association

INTRODUCTION

The financial year 2019 – 2020 commenced against the backdrop of the local economy embroiled in an austerity programme following years of little or no economic growth and a burgeoning fiscal deficit. This resulted in reduced disposal income by consumers and an increase in the cost of living of citizens. Micro, small and medium enterprises (MSMEs) were therefore challenged to maintain market share and increase revenues on account of the depressed economic conditions.

This situation was further compounded by the second half of the year, due to the onslaught of the novel coronavirus, which mushroomed into a global pandemic catapulting the world's economies into health and economic crises. The country was reeling from this COVID-19 virus, by March 2020 resulting in a national shutdown to protect citizens and visitors alike. The discontinuation of commercial flights, and the slowing of economic activity meant that MSMEs were confronted with the perfect storm of economic circumstances, which affected their ability to maintain viability. The remaining months of FY 2020 have seen the most deleterious impact on business and economic activity Barbados, in a generation.

The Small Business Association of Barbados (SBA) begun the year under review with a continuation of the training and capacity building actions identified in its Strategic Plan 2016 – 2020 and which informed the work plan for the year. This plan however, had to be adapted to the new business reality influenced by the COVID-19 pandemic. This resulted in an aggressive lobby to both Government and financial institutions to provide much needed stimulus support to the sector in the face of declining revenues, and the adoption of more digital interfaces to reach the membership due to the restriction on physical gathering. The ensuing pages therefore represent the major activities implemented during the period under review along the following thematic areas:

- TRAINING & EDUCATION
- BUSINESS DEVELOPMENT
- YOUTH PROGRAMME
- USE OF E-COMMUNICATION TOOLS
- COMMUNITY ENGAGEMENT
- ACTIVITIES IN RESPONSE TO COVID-19
- REVIEW OF SMALL BUSINESS WEEK

1. TRAINING & EDUCATION

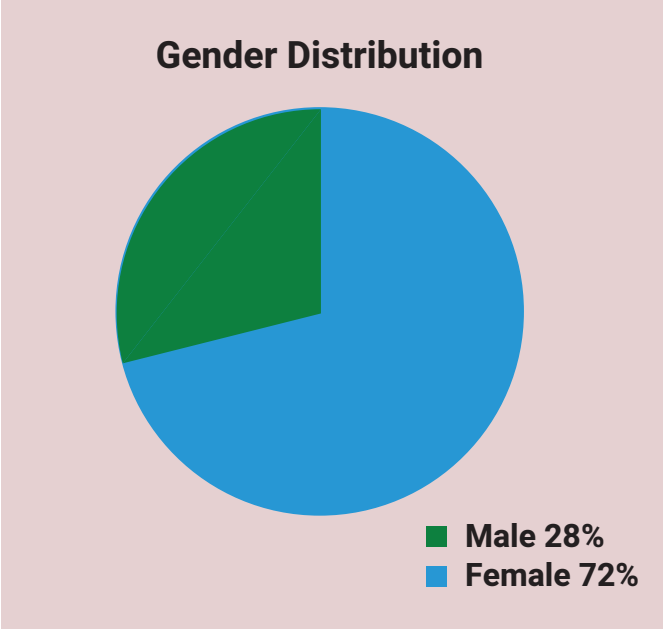
The SBA continued its training and education thrust during the year, as a key product offering to help MSMEs to build capacity, strengthen the skills of owners and staff alike, and improve the competitiveness of the enterprises. Activities in the area included, the three semesters of entrepreneurial training in management and computer-related disciplines, and several information sessions to sensitise firms on relevant topics affecting the sector.

1.1 ENTREPRENEURIAL SERIES

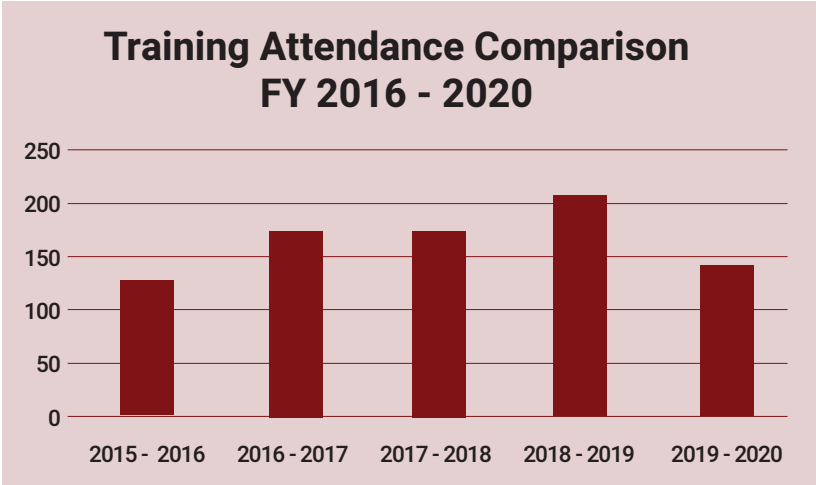
Courses were offered in three semesters during the year and featured the usual computer assisted programme – Quick-Books – and programmes on business management. As seen in the below table, a new course in Conversational Spanish was offered to help firms in the basic skills and ability to learn this foreign language to facilitate trade with the Latin American region. Figures 1 – 4 provide diagrammatical information on the courses for the period. The data shows that females continue to patronise the courses more so than males, and the majority of participants are non-members vs members. A review of the comparative numbers over the past five years indicate a falloff in participants for FY 2020, which is due to the cancellation of classes in the latter quarter of the year on account of COVID-19 and the restriction of physical gatherings.

» Table 1 Training & Education 2019-2020

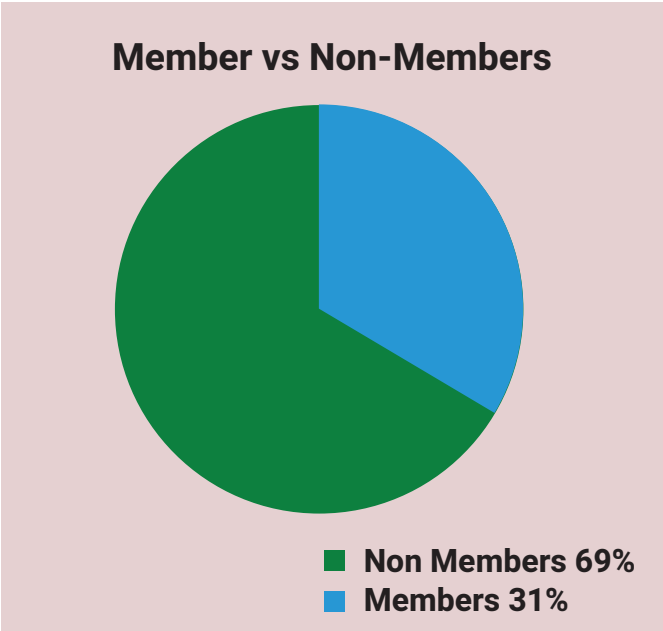
Year of Training	Course Taught	No. of Students Registered
June – July 2019	QuickBooks Basic	13
	QuickBooks Intermediate	11
	Managing Your Small Business	27
October – December 2019	QuickBooks Basic	16
February – March 2020	QuickBooks Basic	32
	QuickBooks Intermediate	16
	Conversational Spanish for Business	30
TOTAL:		145



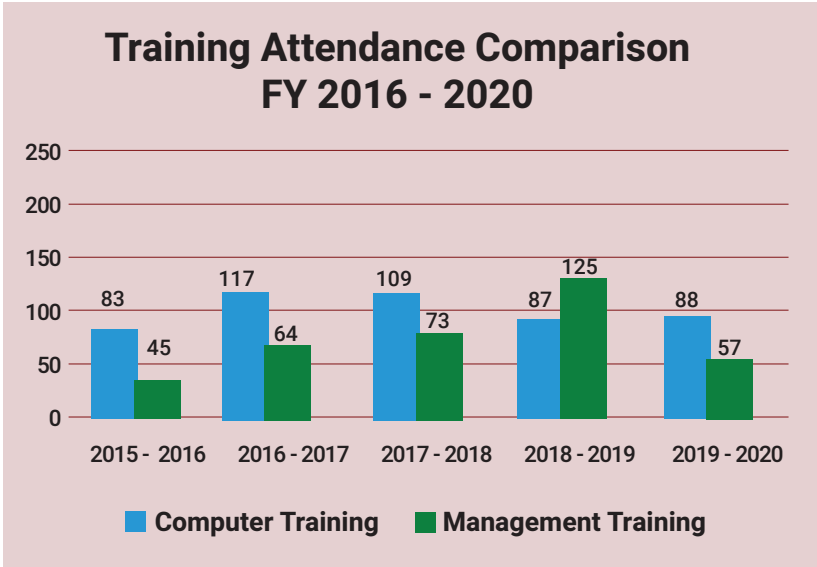
» Figure 1



» Figure 3



» Figure 2



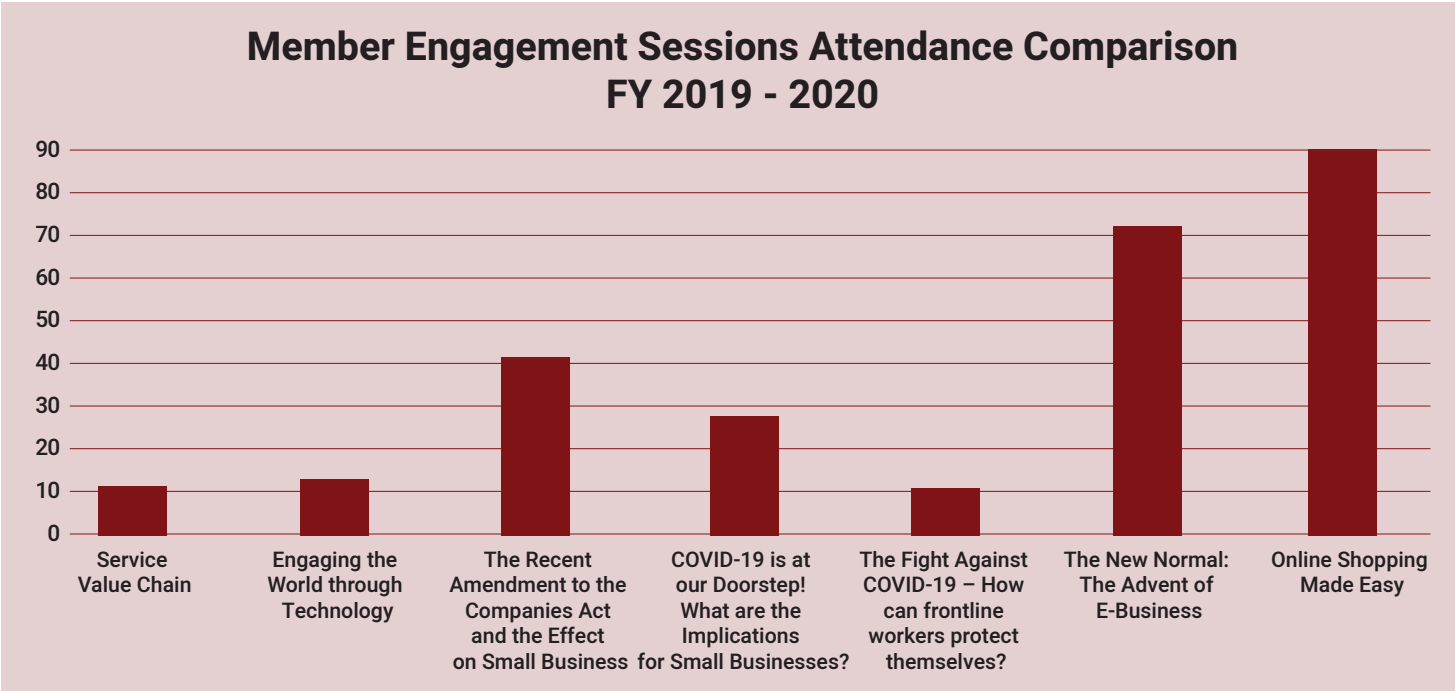
» Figure 4

1. 2 MEMBERS’ INFORMATION SESSIONS

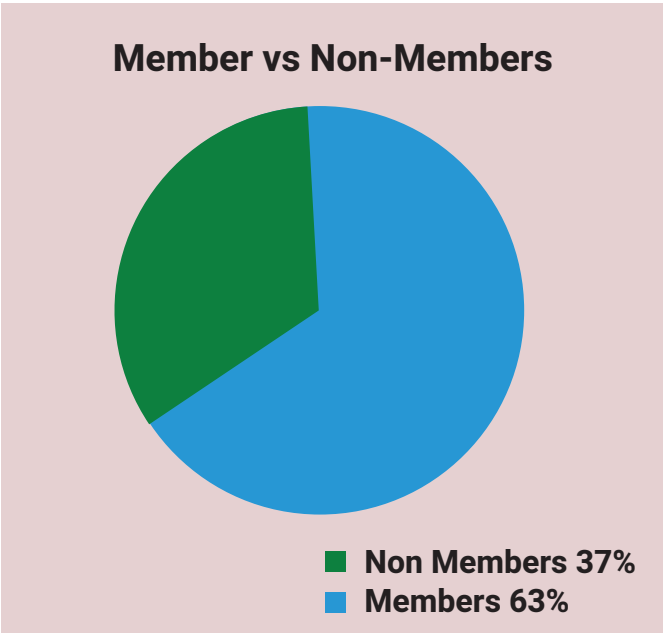
During the year, seven members’ sessions were held, the first three sessions were organised before the impact of COVID-19. This meant that the latter sessions were delivered via the use of social media and online platforms to engage members in a non-physical manner. Figures 5 – 7 give further data on the attendance of persons during the monthly sessions.

» Table 2 Member Information Sessions

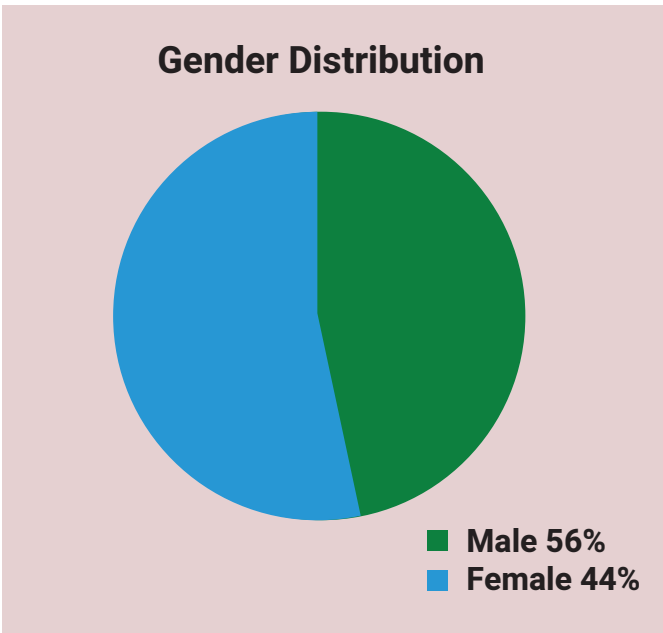
Event	No. of Attendees
Service Value Chain Analysis	12
Engaging the World through Technology	13
The Recent Amendment to the Companies Act and the Effect on Small Business	41
COVID-19 is at our Doorstep! What are the Implications for Small Businesses?	27
The Fight Against COVID-19 – How can frontline workers protect themselves?	11
The New Normal: The Advent of E-Business	73
Online Shopping Made Easy	90



» Figure 5



» Figure 6



» Figure 7

COVID-19 Focus

Special attention was placed on information sessions to help members deal with the impact of the coronavirus. These range from the use of protective equipment, the role of frontline employees in a COVID-19 environment, and the kind of strategic repositioning required by firms in a the 'new normal' for business. Some of the sessions include:

- A seminar titled **“COVID-19 is at our Doorstep! What are the Implications for Small Business”**, presented by Dr. Yitades Gebre, PAHO/WHO Representative for Barbados and the Eastern Caribbean countries, discussing areas such as:
 - **How can the Coronavirus be spread in the workplace**
 - **What are the protocols that businesses should follow**
 - **What are the responsibilities to employees & customers.**
- Another session on **“The Fight Against COVID-19: How can front-line workers protect themselves.”** presented by Engineer Adrianus Vlugman and Dr. Valeska Stempliuk, both representatives of PAHO.
- Seminar on the topic **“The New Normal: The Advent of E-Business”** facilitated by Mr. Dwight Robinson of Deloitte and discussing the areas such as:
 - **How to effectively work from home**
 - **What technologies are available to make remote work easier**
 - **What cybersecurity risks should be considered when working remotely.**
- Another seminar focused on **“Surviving the Post-Covid 19 Environment – A Toolkit for Business Continuity”** and featured Mr. Andrew Brathwaite, past president of ICAB. Some of the topics discussed were:
 - **Update your Strategic Plan**
 - **Stay Close to Customers**
 - **Review and Upgrade IT Systems**
 - **Create or Increase your Online Presence**

A sample of the promotion of these sessions addressing issues in response to COVID-19 is enclosed.



Members' Information Webinar

Surviving the Post-Covid 19 Environment

- A Toolkit for Business Continuity by
The International Federation of Accountants

Friday June 19, 2020

11:00am - 12:00pm

Presenter:



Mr. Andrew Brathwaite
Immediate Past President
Institute of Chartered
Accountants of Barbados

Topics:

- Update your Strategic Plan
- Stay Close to Customers
- Review and Upgrade IT Systems
- Create or Increase your Online Presence

To Register:

Email theoffice@sba.bb or visit www.tiny.cc/sbajunewebinar

Sponsored by:



1.3 TRAINING GRADUATION

The SBA held its annual graduation ceremony for those students who successfully completed a course of study in the entrepreneurial training series and the National Vocational Qualification programme.

The graduation ceremony was held at the Grand Salle, Central Bank of Barbados and was attended by over 100 graduates and specially invited guests. The theme for the ceremony was “**Broadening Horizons through Educational Empowerment**”, and was addressed by the Central Bank Governor, Mr. Cleviston Haynes. During the period 2018 – 2019 some 212 students were enrolled in the training series, cumulating with 192 successfully completing the training and being eligible to graduate. This represents a success rate of 90%, which is arguably one of the highest in the marketplace of training providers. A total of six disciplines were facilitated during the year, across 11 classes.

Below is a sample of photos from the graduation.



2 BUSINESS DEVELOPMENT

The second thematic area of focus during the year was business development, with a range of activities designed to help market members' goods and services, to grow and maintain market share. The specific project **Be SME SMART**, is a marketing programme focused on promoting members' products to consumers via an online marketplace. Patrons use their Smart Cards to access a range of discounts and special offers by businesses in the marketplace. The programme is further supported by a dedicated Facebook page and weekly email blasts to cardholders promoting firms in the marketplace. Examples of weekly promotions of businesses in the programme include the below samples from **Kudos Designs, Barbados Pig Farmer Co-operative Society and Worrell's Bakery**.

View this email in your browser



View This Week's Featured Business

Worrell's Bakery is the home of the Real Bajan Old Fashion Salt Bread, Turnovers, Cakes & Pastries



A Taste Above the Rest



Worrell's Bakery is located at #1 White Hall and are currently opened on weekdays from 11:00 AM - 4:00 PM

[More Information](#)



SHOP Be SME SMART

Visit the online marketplace to view more businesses where you can receive discounts and special offers.

[View the marketplace >](#)



About the SBA

This programme is an initiative of the Small Business Association of Barbados. To learn, click the link below:

[Visit the SBA >](#)

See similar businesses





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You are receiving this email because you are the holder of a **Be SME SMART Discount Card**.

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Bridgetown BB14028
Barbados

Add us to your address book

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list

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View This Week's Featured Business

Face Masks For You & Your Family!



Kudos Designs is offering custom made face masks in different colours and patterns for only \$10!



These masks feature two layers, the outer layer is a cotton based fabric with synthetic fibers that acts as a resistant layer, and the inner layer is made of cotton for comfort and breathability. The ear loops are made of elastic and it also comes with a pocket where you can insert an additional filter, tissue or a mask for increased protection.

[Click to order](#)



SHOP Be SME SMART

Visit the online marketplace to view more businesses where you can receive discounts and special offers.

[View the marketplace >](#)



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Want to change how you receive these emails?
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View this email in your browser



View This Week's Featured Business

The Barbados Pig Farmers Co-operative is offering HOME DELIVERY of its wide selection of meats!



Fresh Meats Delivered to your Door!



The Barbados Pig Farmers Co-operative Society offers a wide selection of fresh meat for your convenience including Pork, Beef, Chicken and when available, Chicken Wings, Turkey Wings and Lamb.

[Click to order](#)



SHOP Be SME SMART

Visit the online marketplace to view more businesses where you can receive discounts and special offers.

[View the marketplace >](#)



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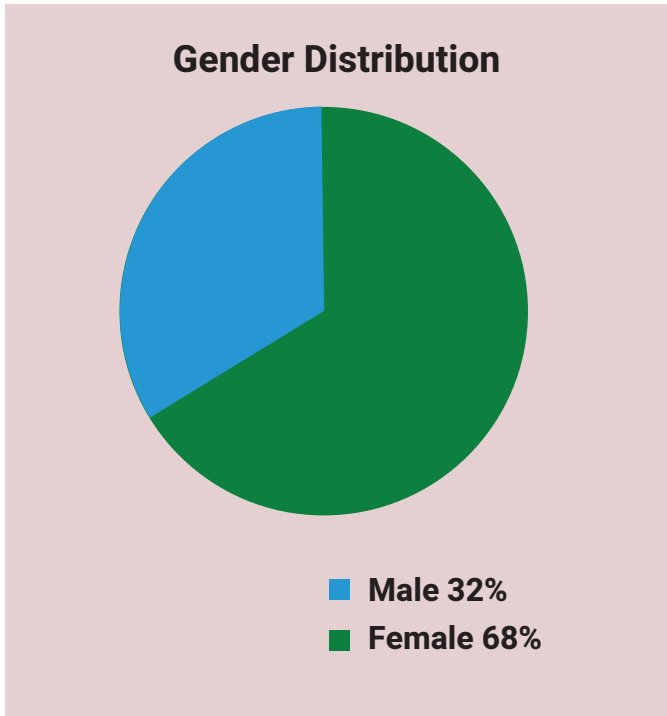
Add us to your address book

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list

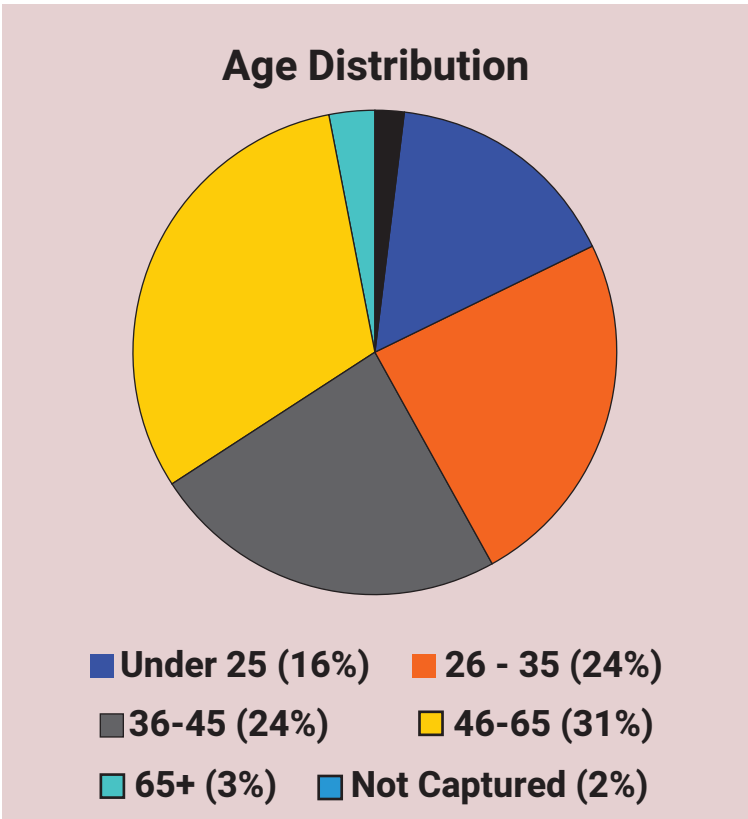
[unsubscribe](#)

Cardholders

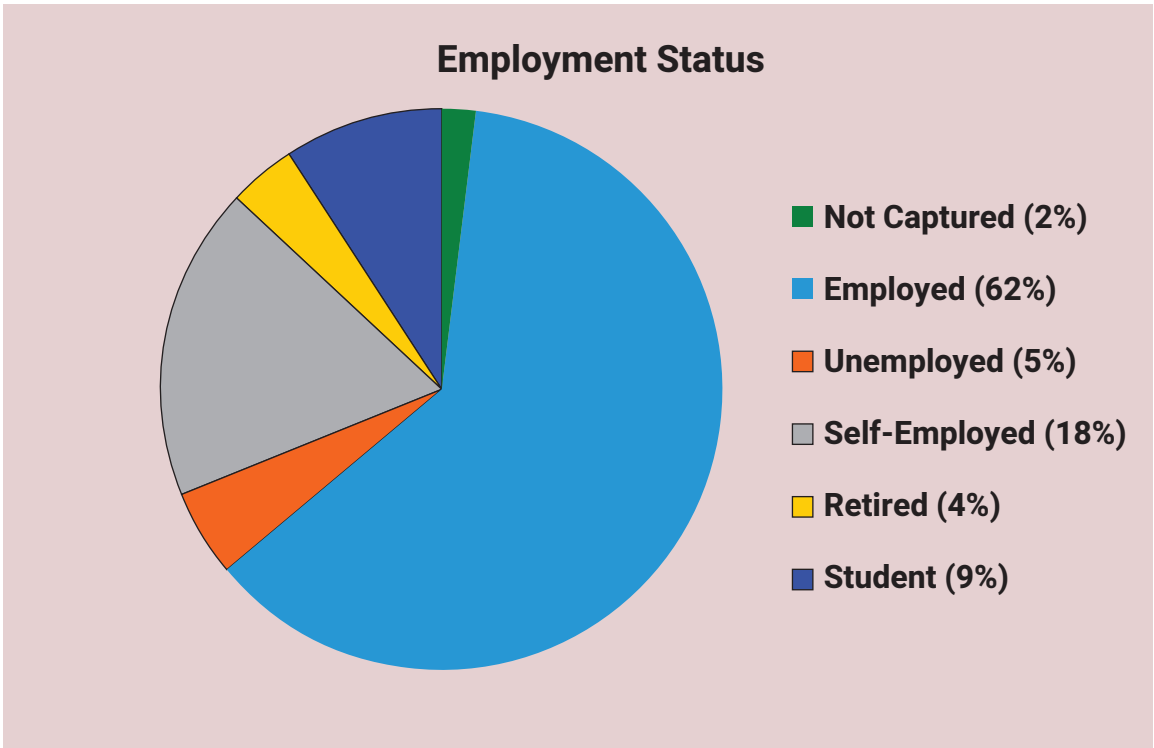
At the end of the year, some 3086 smart cards were distributed. Of that sum, 2102 cardholders were female and 984 were male. The majority of the cardholders were between the age of 46-65 and were employed. (see figures 8 – 10).



» Figure 8



» Figure 9



» Figure 10

Independence & Christmas Catalogue

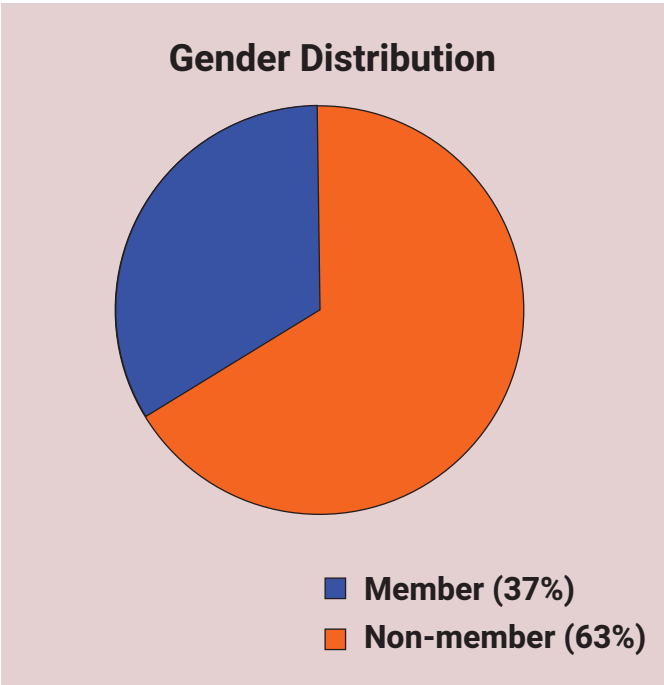
A further value-added to the **Be SME SMART** programme during the year was the 2nd Independence and Christmas catalogue. Not only was this initiative a revenue generating activity, but this provided the opportunity to promote the Be SME Smart brand and market the goods and services of firms for arguably the busiest shopping season on the calendar. The catalogue included promotional content and discounts on products from members of the association and the general public, for the holiday season. The catalogue was completed and published in the last week of November 2019.

Some pages from the catalogue and the link for the final product can be viewed below.

https://issuu.com/sbabarbadocs/docs/sba_independence___christmas_catalogue



A total of 59 businesses with 63 adverts were featured in the catalogue. The tactical approach used was to garner interest from non-members by boosting the catalogue's ad on the association's Facebook and Instagram pages, reaching out to various businesses on social media and through telephone calls. This strategy was generally successful with 37 non-members paying to advertise in the catalogue compared to 22 members. The below figure



» Figure 11

3. YOUTH PROGRAMME

The Enterprise in Action (EIA) Youth Programme commenced a new academic year in October 2019 with a total of 13 schools and 14 classes. This represents an increase over the nine schools in the previous cycle. This year’s session started with briefings being held with both teachers from the participating schools, and the consultants to be engaged to facilitate the various modules. The training curriculum was disseminated to all tutors to follow with their respective presentations. This will lend itself to a more rounded and structured approach and in line with the pending roll out of the National Vocational Qualification. Below is a list of this year’s participating schools and their business projects for the period.

School	Business
Alexandra School	Confectionary
Alleyne School	Soaps
Christ Church Foundation School	Soaps
Coleridge and Parry School	Confectionary
Frederick Smith Secondary School	Soaps & Lip-gloss
Graydon Sealy Secondary School	Drinks, Candy, Accessories, Food
Princess Margaret Secondary School	Cupcakes and Cookies
Queen's College	Pizza Pockets & Cookies
Springer Memorial Secondary School	Event Planning
St. George Secondary School	Car Wash
St. Leonard's Boys' Secondary School	Confectionary
The St. Michael School 1	Cookies
The St. Michael School 2	Drinks
Seventh Day Adventist Secondary School	Shakes and Ice-cream

Phase 1 of the programme features the theoretical training covering such topics as Introduction to the Entrepreneurial World, Team Building and Teamwork, Market Research & Production and Process Marketing, and Financial management. Phase II includes the preparation of business projects with the assistance of business mentors. The sessions during the year were facilitated by the SBA’s team and representatives from sponsors, Cave Shepherd & Company and CIBC First Caribbean International Bank.

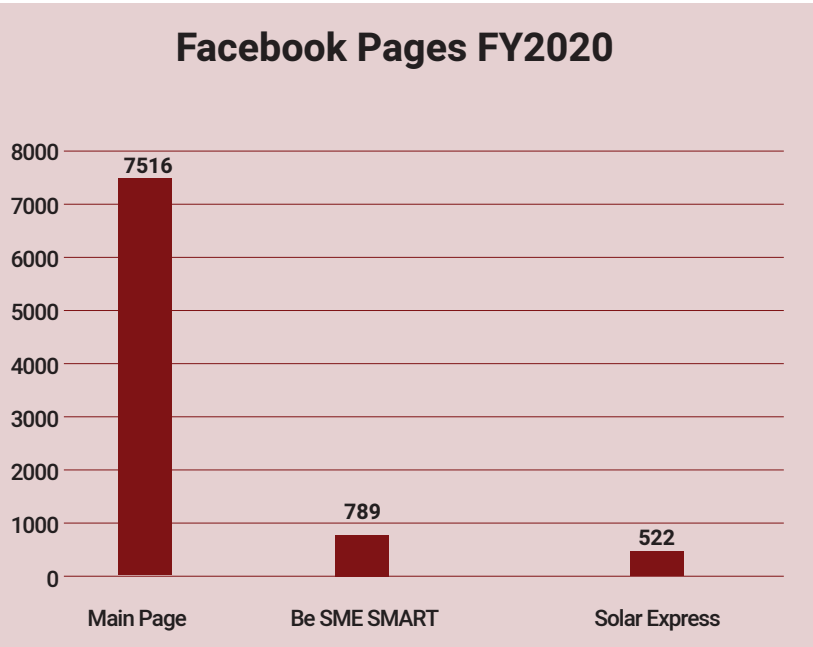
4. USE OF E-COMMUNICATION TOOLS

The use of various social media platforms has been a major feature of the SBA’s work plan to promote its service offerings and the products of members. This cost-effective method serves to enhance the brand of the association through active engagement with members and non-members alike, and has been effective in promoting programmes such as training, new initiatives and the goods and services of firms. As a consequence, an update on the performance of these platforms is included in this report to demonstrate the level of patronage by followers and significance of this following to the SBA’s programming. Table 3 shows the growth in the four main platforms for the year while figures 12 – 13 show this growth diagrammatically.

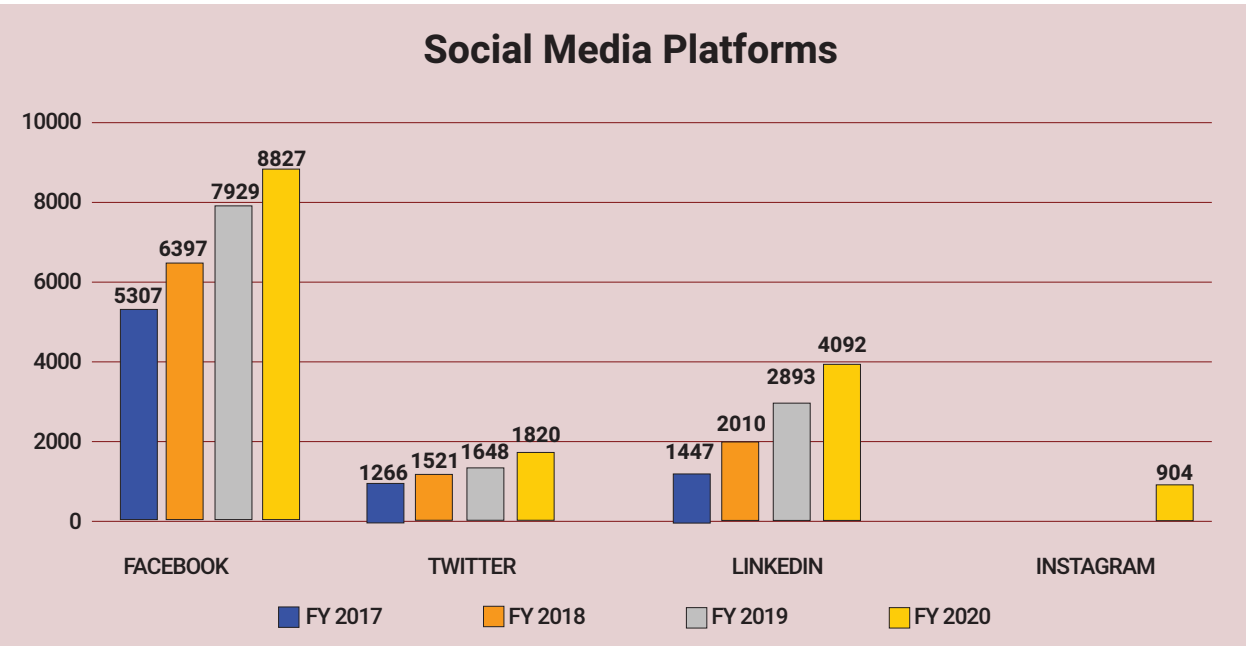
The SBA’s website is an additional tool used to communicate to members and the public at large. Due to Data Protection rules, the association is prohibited from providing members information directly to callers, the website and in particular the members’ directory, is a vital tool for persons to access this information. Additionally, the membership application forms, registration for training and participation in monthly information sessions, are all promoted via the website. Figures 14 – 15 show the top pages and downloads for the period under review.

» Table 3 Social Media Support

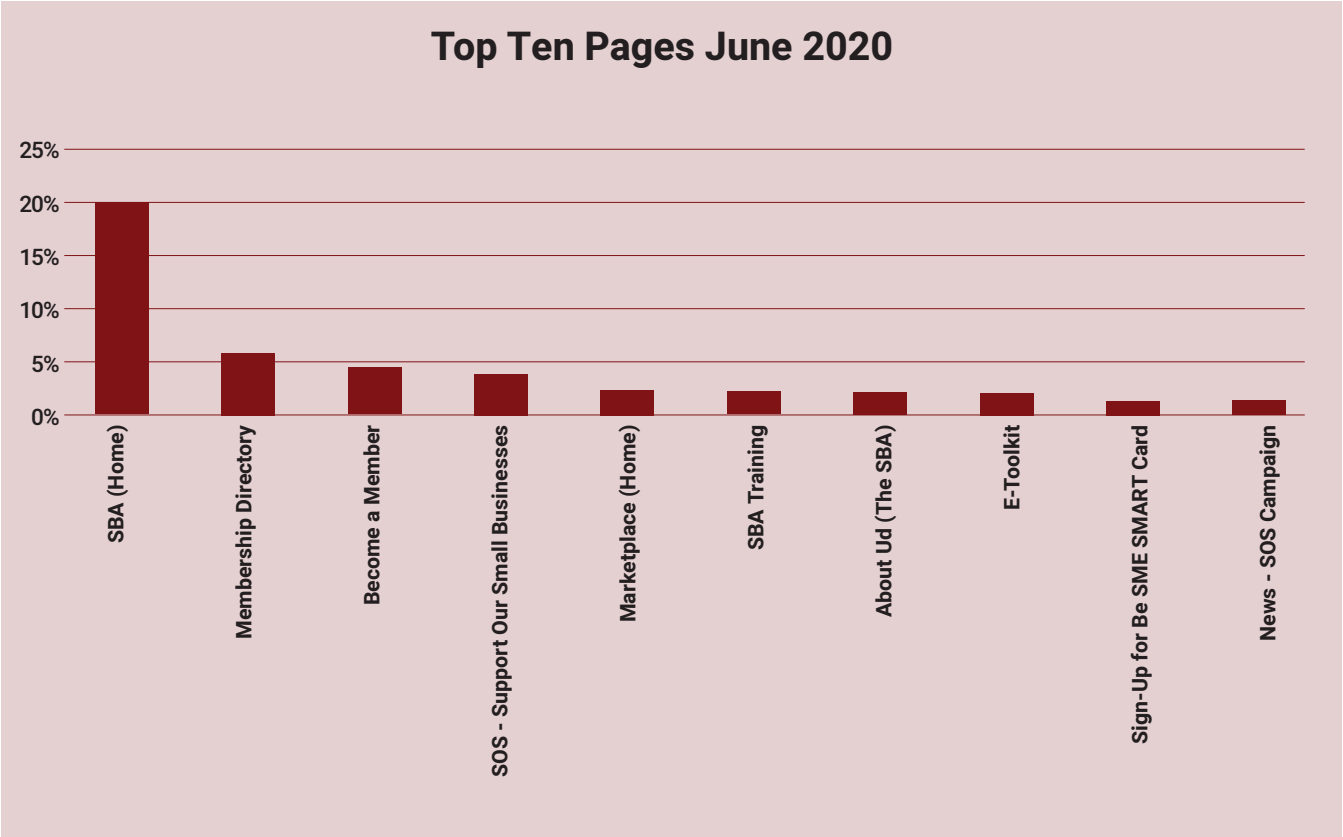
PLATFORM	June 2019	June 2020	Actual Increase	Percentage Increase
FACEBOOK	7929	8827	898	11%
TWITTER	1648	1820	172	10%
LINKEDIN	2893	4092	1199	41%
INSTAGRAM		904		



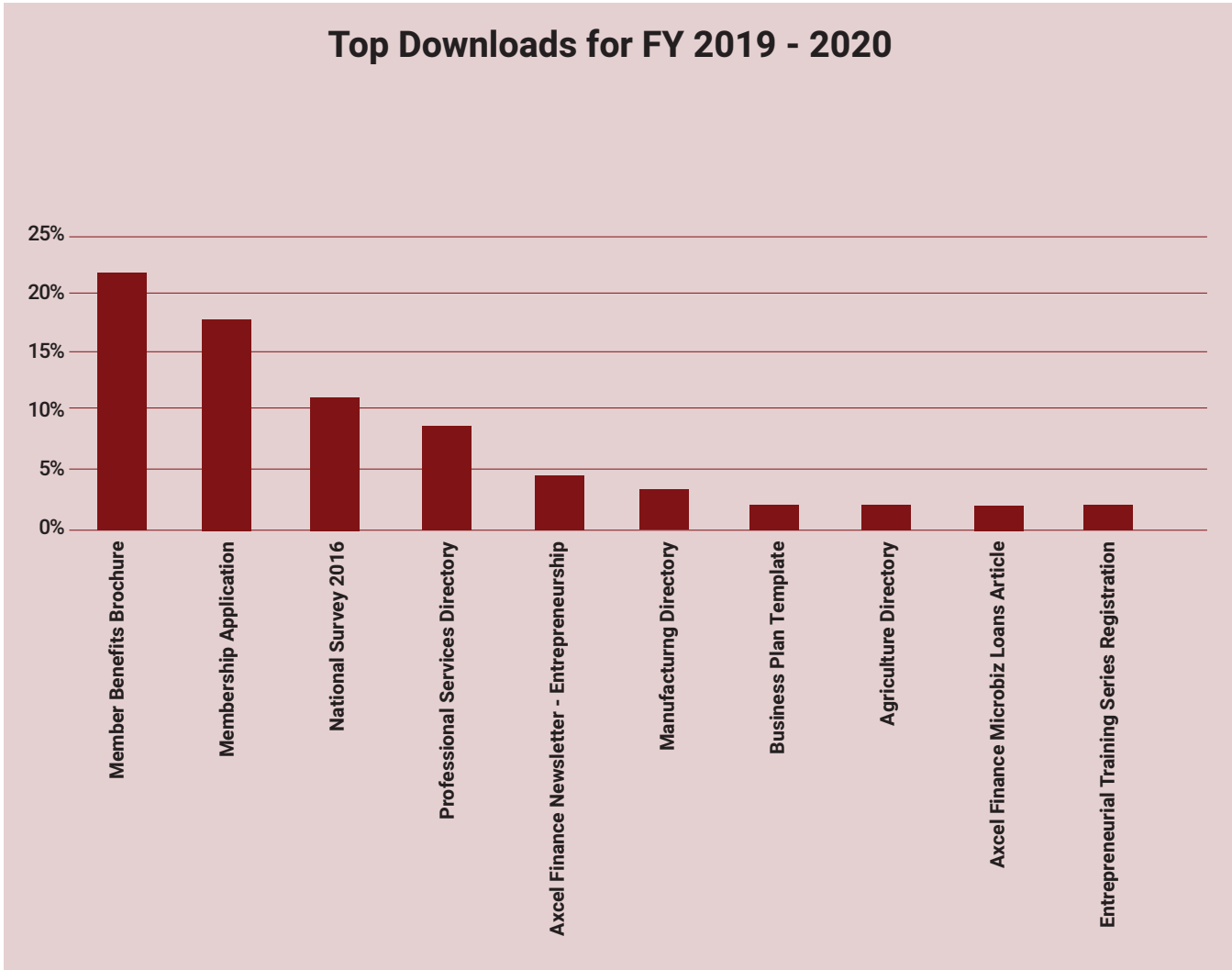
» Figure 12



» Figure 13



» Figure 14



» Figure 15

5. COMMUNITY ENGAGEMENT

We Gatherin' Barbados 2020

We Gatherin' Barbados 2020 is an initiative of the Barbados Government to have Barbadians across the world return home for 2020. This invitation was open to Barbadians by birth, by descent, by marriage or by choice. The programme is a 52-week festival for Barbadians on island, those living abroad, visitors and all who love Barbados to celebrate the island in 2020 and invest in its future. The event began in St. Lucy in January but was however curtailed in March due to the COVID-19 pandemic.

The association participated in several events in January and February to promote its various services and to highlight those members in the particular parish each month. These activities were organised through the Small Business Centre Network within the Ministry of Small Business. In both St Lucy and St Peter, the SBA participated in market days, panel discussions and promotional tours, showcasing its **Be SME Smart** programme, training and membership. The events featured small businesses, entrepreneurs, financial agencies and governmental agencies coming together to display and showcase their products and services.

Below are photos from some of the events as well as promotions done for members within the parish being promoted for the month.



St. George Community Expo

The SBA team partnered with the St. George Parish Independence Committee at their Entrepreneurship & Community Expo. Members of the association and the secretariat showcased their goods and services at the event.

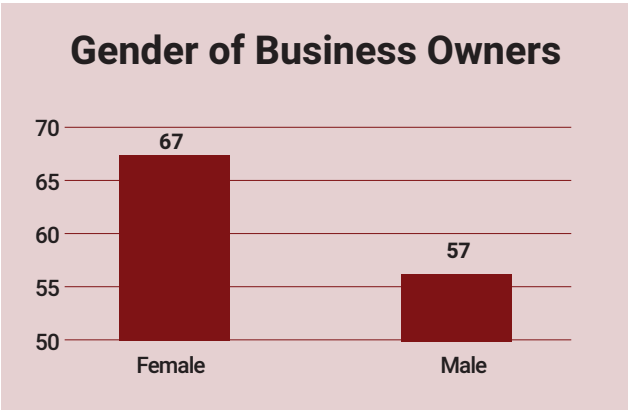
The expo sought to connect established entrepreneurs and potential businesspersons to information and resources that can bolster businesses, business ideas and the parish of St. George. As a result, the presence of the SBA's team, promoting the Be SME Smart Cards and Marketing campaign was a valuable addition to the event. The SBA team also utilised this opportunity to further promote SBA by sharing promotional flyers and inviting persons to join at the various events.

The below picture features SBA staff, along with member-firms Southpaw Grafix and O's Inc. at the expo.

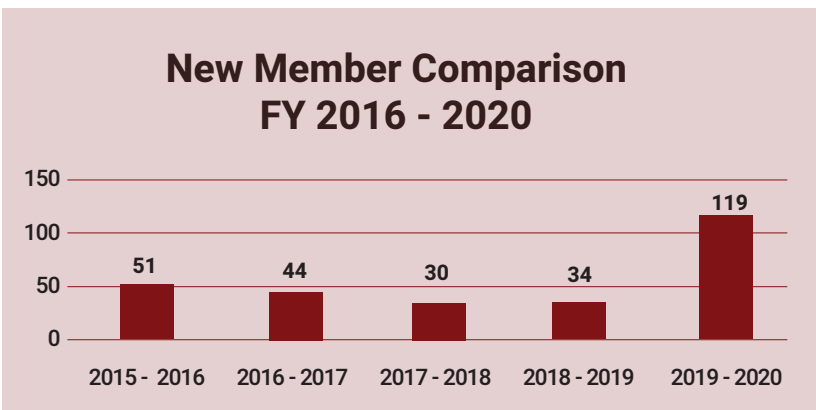


New Membership

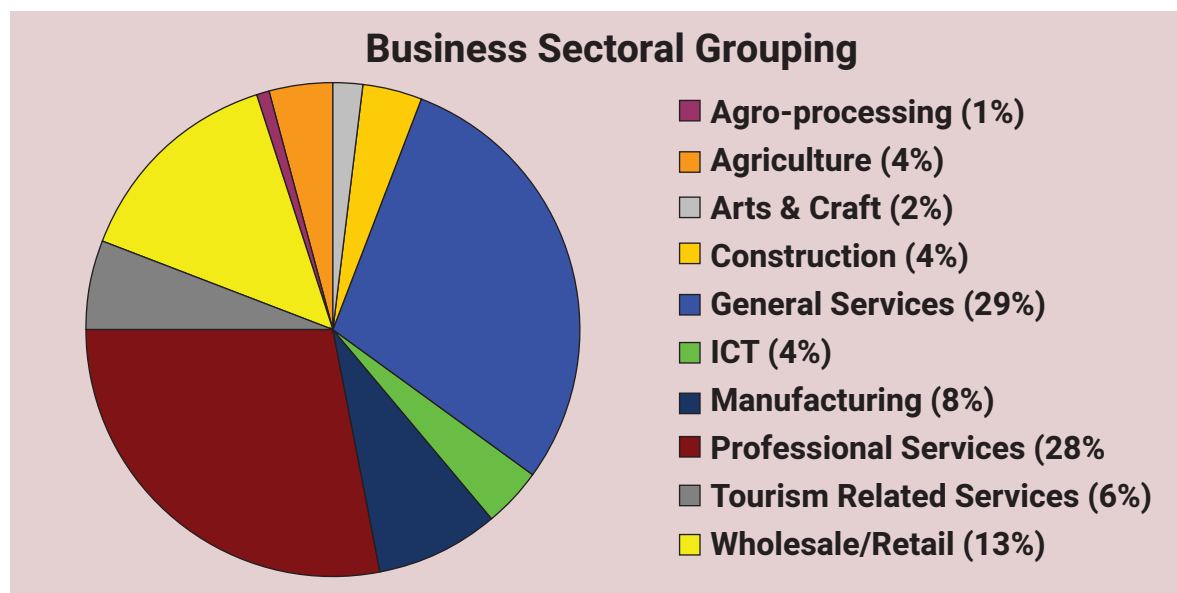
The various community activities and promotional programmes proved effective in attracting a record number of new members for the year. Some 119 business were added to the membership by year end drawn primarily from services sectors. Figures 16 – 18 provide data on the new members. As part of the member induction exercise, the SBA held monthly orientation session for the new firms to share information on the association, its background, philosophy and programming.



» Figure 16



» Figure 17



» Figure 18

6. ACTIVITIES IN RESPONSE TO COVID-19

The secretariat conducted a short exploratory survey among members on the impact of COVID-19 on their operations. This information was needed to inform the lobbying efforts of the SBA and to give a sense of what members were experiencing in this environment.

Twenty-five members participated in the sample. The survey results revealed that:

- 64% of the sample of small business measured are very concerned about the recent developments of COVID-19 as it relates to their business operations.
- 80% of the respondents specified that their businesses were already being affected by the pandemic with 70% of the firms already noticing a current reduction in customer demand for goods and services and as a result 80% were anticipating a continued loss of revenue in the months ahead.
- 80% of respondents believed that their business' operations would be substantially affected by COVID-19 in the next six to twelve months with 95% identifying a 'reduction in revenue' as the most likely repercussion to occur in that period.
- 80% of the participating business owners were of the opinion that the Government of Barbados ought to assist the small businesses affected by the coronavirus outbreak by way of financial assistance inclusive of emergency funding to assist in the payment of wages and utility bills.

The SBA later held discussions with Government on the needed support for the MSME sector due to the deleterious impact of the coronavirus on the local economy. A brief was prepared requesting a stimulus for the sector, which included a range of funding solutions, training support and legislative improvements. The brief was prepared based on the exploratory survey conducted amongst members on the impact of COVID-19 on their operations. One such activity introduced was a Wage Relief Fund administered by Fund Access. At the end of the fiscal period the association's team was in the process of reviewing the various funding solutions following feedback from administrators and MSMEs alike, that several of the initiatives had fallen short of their expectations.



6.1 MARKETING ACTIVITY

The secretariat launched an SOS Campaign in the last month of the year, aimed at assisting small businesses who were struggling to stay financially afloat, due to the global socio-economic instability caused by the COVID-19 pandemic. Consumers were encouraged to support/patronise local small businesses, to help stimulate the local economy and get small businesses back on their feet. The campaign ran from June to July 2020.



Overview of Campaign

All members that have paid their membership fees for FY 2019/2020 were placed into four main categories namely, General Services, Professional Services, Manufacturing and Agriculture. Each category received a full week of promotion, however all categories were listed on the SBA's website. Additionally, businesses were asked to provide a discount to make themselves more marketable as they competed against the other businesses within the same category for sales and visibility. Finally, members were also asked to offer an item or voucher to be won in the campaign's giveaway component, for those who participated in the campaign.

The main goal of the campaign is to promote all financial members within the months of June and July, and to encourage consumers to patronise these firms during the period. The project is a low-cost marketing activity, promoted via the SBA's website and social media platforms.

7. REVIEW OF SMALL BUSINESS WEEK 2019

The SBA hosted several pre-Small Business Week activities to signal the official countdown to the week of activities and to build excitement among members, sponsors and other stakeholders alike. The first event was a networking forum, which featured presentations from Digicel Barbados Ltd. and the Ministry of Innovation, Science and Smart Technology, under the theme of Bridgetown as a 'Smart City'. Highlights of the evening included a 'tuk' band interlude, the cutting of the SBW cake and the raffle of several prizes donated by members and partners.

Two mingles were held at the SBA's secretariat to continue the networking focus before the start of the Week. Members of the association and the general public were invited to these promotional events to mingle, sing karaoke and enjoy refreshments. The first lime was under the theme "Off the Clock" while the theme for the second lime was "Unplugged – Bring a Bottle and Come!" Both limes were well supported with the first being featured in the September 9th edition of the Business Authority.

The promotional flyers (right) were used to market the events.



SBW ACTIVITIES

The 2019 SBW can be described as a successful week of activities based on improved financial support, increased participation by members and other stakeholders, and overall enhanced promotion via mainstream media, as well as social media. The content of the educational sessions was deemed extremely impactful by participants and help to realise the objectives of the theme, in challenging the MSME sector to change the mindset towards global engagement. The events were executed with a level of excellence which strengthened the SBA's brand in the marketplace as an organisation committed to quality and offering rewarding programmes to its stakeholders. The association will continue the thrust towards export promotion, the use of technology to improve competitiveness and to encourage the formation of strategic partnerships to achieve economies of scale and scope among firms. The following are highlights from activities of the Week.

- **Church Service**

The week of activities begun with a service at the Calvary Moravian Church, Roebuck Street. A total of 50 persons attended the service of thanksgiving including the Minister of Small Business – the Hon Dwight Sutherland, members of the association, sponsors and partners. The sermon delivered by the pastor, Rev. Dr. Adrian Smith on the theme *“Change Your Mind-set”*, fittingly addressed the focus of the Week, however from a religious perspective. Notably, members of the congregation who were small business owners showcased some of their products at the service.

- **State of the Sector Conference**

The inaugural State of the Sector Conference was the signature event of the Week and attracted some 150 persons. The conference received a tremendous outpouring of support from the public and members of the business sector with registration for the event being closed early due to the numbers exceeding capacity. Those in attendance were addressed by the Minister of Small Business as well as representatives of the event's main sponsors, Caribbean Export Development Agency and Flow Business.

Additionally, participants were engaged in discussions by a diverse and dynamic group of experts in various areas concerning MSME sector. Topics included, **Opportunities for New Sunrise Industries, Whither Access to Finance - A Call to Action, and Positioning the Sector for Growth and Sustainability**. The highlight of the conference was the keynote address presented by president of the Caribbean Development Bank, Dr. William Warren Smith, who spoke to the current state of the local and regional MSME sector.

The conference was successful in opening discussions on the business sector's importance to the socio-economic climate of the region and the tremendous potential to increase the region's export levels and foreign exchange earnings.

Pictures of this event can be seen below.





- Youth Forum**

The SBA held its youth event during the Week in celebration of the tenth year of the EIA Youth programme. The youth forum, which is the climax of a year's worth of entrepreneurial training, gives students the opportunity to showcase the fruits of their labour and to share what they had learned in the past academic year.

In line with the theme of SBW, the students were challenged to use technology to engage the world and were required to make video presentations of their experiences to be shared with their peers, sponsors, and stakeholders alike. Students also saw presentations by representatives of key players in the technological arena including Beep Bus, Transcend Technology and CW Visuals. These presentations were meant to further inspire the students and give them tangible examples of how they could use technology to disrupt markets and impact the world.

Students were able to showcase the product offering of their business and even utilised the opportunity to sell their goods to other schools and sponsors of the event. In this way, the forum assisted in boosting the confidence of students as business owners and entrepreneurs, and would have instilled in them an entrepreneurial mind-set that will prove useful in all areas of their personal and professional lives.

Below are photos of the students and their various projects.





- Annual General Meeting & Awards Ceremony

The SBA held its 26th Annual General Meeting, as well as the awards reception, on the Friday of the week of activities. The business component of the meeting featured the presentation of reports from the Board of Directors on the operations and finances of the association, as well as the audit report from the firm, Brian Griffith & Co.

The meeting featured the election of a new vice president, Mr. Charles Carter of Premium Designs Inc, and Mr. Dave Waithe of Atlantis Seafood Inc. to the position of Director. During the awards ceremony, members and guests were addressed by Minister of Small Business, and by Ms. Selma Greene on the “We Gathering Barbados 2020” initiative and opportunities for the MSME sector.

A total of ten prizes were won by members representing six sectoral awards and four other prestigious prizes. The prizes and their recipients are listed below.

Sectoral Awards

AWARDS	WINNERS
Manufacturing Sectoral Award	Barbados Industries Ltd.
Manufacturing – Beauty	IMORO
General Services	Sentry Insurance Brokers Ltd
General Services – Food Safety	Safe Food Essentials
Professional Services	Caribbean Weight Loss Clinic
Group Award	The Barbados Pig Farmers Cooperative

AWARDS	WINNERS
The Minister’s Award for Innovation	Caribbean Weight Loss Clinic
The President’s Award	Ms. Lorna Barrow
The Small Business of the Year Award	Sentry Insurance Brokers Ltd
The R. L. Mark ‘Spirit of Excellence’ Award	Courtyard Caterers

- **Scenic Bus Ride**

The climax of SBW was the scenic bus tour across the island on board the Rocklyn Bus. SBA staff, directors, members, stakeholders and guests got the chance to relax after a very demanding week of activities. Registered persons were treated to a beautiful tour of the island with free beverages and food provided by the association. Notably, instead of traveling the usual route along the south coast of the island, this year the tour took a more country-based route and passed several scenic locations including Bathsheba, Cattlewash, Hackleton’s Cliff and River Bay.

LOOKING AHEAD

The ensuing year will continue to be an uncertain one, as the country seeks to reposition the economy for transformation, with the COVID-19 pandemic offering no clear end in sight. The focus must be on seeking to maintain a level of survival for the sector during this period of uncertainty. The role of the SBA will therefore be more critical in lobbying for the necessary enabling environment. The key areas of focus for the association over the next 12 – 18 months, will be 1) business facilitation 2) access to financial and business support services, and 3) working with Government and other stakeholder to form strategic partnerships for the benefit of the sector.

COVID-19 has ushered in a new normal in the way business will be done, how goods and services will be delivered, and the manner in which consumers engage firms. Assisting MSMEs to adapt to the digital environment and transition to a new paradigm in the use of technology, are the new challenges of this era. The SBA and its partners will rise to the occasion and will continued to work together on the behalf of the MSME sector.

Presented on behalf of the Board of Directors

by

Wayne Willock

President



Independent Auditors' Report To the members of Small Business Association

Opinion

We have audited the consolidated financial statements of **Small Business Association**, which comprise the consolidated balance sheet as at June 30, 2020, and the statement of consolidated surplus and accumulated fund, statement of consolidated cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2020, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards for Small and Medium-Sized Entities.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with International Financial Reporting Standards for Small and Medium-Sized Entities and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Association'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 Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditors' 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 auditors' 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 on Auditing 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.

A further description of the Auditors' responsibilities for the audit of the financial statements is located at the Institute of Chartered Accountants of Barbados' website at:

https://www.icab.bb/ICAB_Public/Resource_Library/Technical_and_Professional_Matters/Auditing/ICAB_Public/Resource_Library/Technical_and_Professional_Matters/Auditing/AUDITING%20DOCUMENTATION.aspx?hkey=414b0300-2d26-41cf-b3e9-55bc522151fc



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Brian F Griffith & Co.
Chartered Accountants

September 11, 2020
Bridgetown, Barbados

**Small Business Association
(Limited by Guarantee)
Consolidated balance sheet
As at June 30, 2020**

	Notes	2020 \$	2019 \$
ASSETS			
Cash at bank	3	507,500	527,516
Accounts and other receivables	4	150,195	151,306
Prepaid expenses		3,994	4,364
		<u>661,689</u>	<u>683,186</u>
Non-current assets			
Term deposits	5	14,970	600,000
Property, plant and equipment	6	12,731	19,912
		<u>27,701</u>	<u>619,912</u>
Total assets		<u>689,390</u>	<u>1,303,098</u>
LIABILITIES AND EQUITY			
Current Liabilities			
Accounts payable and accruals		30,784	64,617
		<u>30,784</u>	<u>64,617</u>
Non-current liabilities			
Deferred income	7	293,081	438,750
		<u>293,081</u>	<u>438,750</u>
Total liabilities		<u>323,865</u>	<u>503,367</u>
Equity			
Accumulated deficit		(2,634,475)	(2,200,269)
Capital grant	8	3,000,000	3,000,000
		<u>365,525</u>	<u>799,731</u>
Total liabilities and equity		<u>689,390</u>	<u>1,303,098</u>

Approved by the Board of Directors on September 10, 2020 and signed on its behalf by:

DIRECTOR W. I. Willock DIRECTOR [Signature]

The accompanying notes form part of these financial statements.

**Small Business Association
(Limited by Guarantee)
Statement of consolidated surplus and accumulated fund
For the year ended June 30, 2020**

	Notes	2020 \$	2019 \$
Income	9	659,780	584,269
Expenses	10	<u>(652,532)</u>	<u>(608,539)</u>
Surplus/(deficit) from operations		7,248	(24,270)
Impairment loss on investments	2(f) & 13	<u>(585,030)</u>	<u>-</u>
Deficit for the year		<u>(577,782)</u>	<u>(24,270)</u>
Accumulated deficit at start of year		(2,200,269)	(2,175,999)
Adjustment to accumulated deficit	15	<u>143,576</u>	<u>-</u>
Accumulated deficit restated		<u>(2,056,693)</u>	<u>(2,175,999)</u>
Accumulated deficit at end of year		<u>(2,634,475)</u>	<u>(2,200,269)</u>

The accompanying notes form part of these financial statements.

Small Business Association
(Limited by Guarantee)
Statement of consolidated cash flows
For the year ended June 30, 2020

	2020	2019
	\$	\$
Cash flows from operating activities		
Deficit for the year	(577,782)	(24,270)
Adjustments for non-cash income and expenses		
Depreciation	10,761	13,075
Operating deficit before working capital changes	(567,021)	(11,195)
Decrease/(increase) in accounts receivables	1,111	(132,927)
Decrease in prepaid expenses	370	2,256
Decrease in accounts payable and accruals	(31,776)	(12,059)
Net cash used in operating activities	(597,316)	(153,925)
Cash flows from investing activities		
Addition to property, plant and equipment	(3,580)	(1,635)
Net cash used in investing activities	(3,580)	(1,635)
Cash flows from financing activities		
Decrease in deferred income	(4,150)	(33,700)
Net cash used in financing activities	(4,150)	(33,700)
Net decrease in cash for the year	(605,046)	(189,260)
Cash at beginning of year	1,127,516	1,316,776
Cash at end of year	522,470	1,127,516
Cash and cash equivalents comprise:		
Cash	507,500	527,516
Term deposits	14,970	600,000
	522,470	1,127,516

The accompanying notes form part of these financial statements.

**Small Business Association
(Limited by Guarantee)
Notes to consolidated financial statements
June 30, 2020**

1. Incorporation and principal activity

The Small Business Association was incorporated under the Companies Act, Cap. 308 of the Laws of Barbados, as a company limited by guarantee and not having share capital, on 31 March 1982 and was continued on 31 December 1986.

The principal activity of the association is to promote the interest of its members and to encourage the development of small businesses in Barbados.

2. Significant accounting policies

a) Basis of accounting

These financial statements are prepared under the historical cost convention, and in accordance with International Financial Reporting Standards for Small and Medium-Size Entities.

b) Consolidation

These financial statements include the financial statements of the Association and its Subsidiary:

Small Business Association	100%
Small Business Venture Capital Inc.	100%

c) Currency

These financial statements are expressed in Barbados dollars.

d) Depreciation

Depreciation is provided for on fixed assets on a straight-line basis at rates estimated to write off the cost of these assets over their useful lives.

The annual rates used are:-

Furniture and fittings	-	12.5%
Computer and office equipment	-	20%, 10%

**Small Business Association
(Limited by Guarantee)
Notes to consolidated financial statements
June 30, 2020**

2. Significant accounting policies continued

e) Comparative information

Certain comparative figures have been reclassified to conform with the current presentation. These changes had no effect on the previously reported financial statements.

f) Impairment of assets

At each reporting date, management assesses whether there is an indication that any assets may be impaired. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared with its carrying amount. If the estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognized.

3. Cash at bank

	2020	2019
	\$	\$
Small Business Association	464,317	484,219
Small Business Venture Capital Inc.	<u>43,183</u>	<u>43,297</u>
	<u>507,500</u>	<u>527,516</u>

4. Accounts and other receivable

	2020	2019
	\$	\$
Government of Barbados - Subvention	120,000	120,000
UNDP	20,000	20,000
TVET Council	-	5,680
Caribbean Export Development Agency	-	4,501
Membership fees and registration fees	160	-
Security deposit - Barbados Light & Power Co. Ltd.	9,000	-
Other receivables	<u>1,035</u>	<u>1,125</u>
	<u>150,195</u>	<u>151,306</u>

**Small Business Association
(Limited by Guarantee)
Notes to consolidated financial statements
June 30, 2020**

5. Term deposits

	2020	2019
	\$	\$
Small Business Venture Capital Inc. (NLICO)	<u>14,970</u>	<u>600,000</u>
	<u>14,970</u>	<u>600,000</u>

As a result of the failure of CLICO (Int'l) Life Insurance Limited, the investments held by Small Business Venture Capital Inc. in that company, were acquired by New Life Investment Company Inc. (NLICO). Subsequently the fair value of these investments was estimated by NLICO to be \$14,970.

6. Property, plant and equipment

	Furniture and fittings \$	Office equipment \$	Total 2020 \$
Cost			
At July 1, 2019	57,696	151,877	209,573
Additions	<u>-</u>	<u>3,580</u>	<u>3,580</u>
At June 30, 2020	<u>57,696</u>	<u>155,457</u>	<u>213,153</u>
Accumulated depreciation			
At July 1, 2019	56,644	133,017	189,661
Charge for the year	<u>232</u>	<u>10,529</u>	<u>10,761</u>
At June 30, 2020	<u>56,876</u>	<u>143,546</u>	<u>200,422</u>
Net Book Value -2020	<u>820</u>	<u>11,911</u>	<u>12,731</u>
Net Book Value -2019	<u>1,052</u>	<u>18,860</u>	<u>19,912</u>

**Small Business Association
(Limited by Guarantee)
Notes to consolidated financial statements
June 30, 2020**

7. Deferred income

	2020	2019
	\$	\$
Project revenue (residual amount)	292,931	437,450
Membership dues	<u>150</u>	<u>1,300</u>
	<u>293,081</u>	<u>438,750</u>

8. Capital grant

A grant of \$2,000,000 was made by the Barbados Government to the Small Business Association.

These funds were used as a capital contribution to SBVCI, a limited liability company, and a wholly owned subsidiary of the Small Business Association.

A capital grant of \$1,000,000 was made to SBVCI from the Ministry of Finance in July 2005.

Small Business Association
(Limited by Guarantee)
Notes to consolidated financial statements
June 30, 2020

9. Income

	2020	2019
	\$	\$
Ordinary Grant - Annual subvention	480,000	307,500
Special Projects Revenue	210	110,689
Training Programme	30,683	55,110
Membership fees	49,825	39,750
Small Business Week	65,875	29,750
Enterprise in Action	15,500	18,500
Services	7,783	10,671
Interest income	192	9,766
Solar Transport Project	-	1,983
Tech Smart Project	-	350
Dividends income	-	200
Other income	9,712	-
	<u>659,780</u>	<u>584,269</u>

Small Business Association
(Limited by Guarantee)
Notes to consolidated financial statements
June 30, 2020

10. Expenses

	Notes	2020 \$	2019 \$
Personnel Cost		383,542	315,548
Projects expenses	11	85,616	100,417
Utilities		38,158	43,316
Rent		38,775	42,500
Secretariat expenses	12	23,404	29,372
Professional fees		13,616	18,875
Depreciation		10,761	13,075
Repairs and maintenance		12,638	12,509
Directors' fees		11,375	11,275
Marketing and business development		5,924	5,659
Insurance		4,138	5,192
Membership fees		6,000	3,000
Bank charges and interest		3,121	2,420
Advertising & public relations		-	1,990
Internet expenses		5,894	1,825
Overseas, conferences and meetings		3,658	750
Security		176	458
Training and seminars		3,205	235
Induction ceremony expenses		97	102
Miscellaneous		-	21
Bad debt expense		435	-
Donations		1,999	-
		<u>652,532</u>	<u>608,539</u>

Small Business Association
(Limited by Guarantee)
Notes to consolidated financial statements
June 30, 2020

11. Project expenses

	2020	2019
	\$	\$
Special project expenses	10,776	30,613
Small Business Week	55,393	26,705
Enterprise in Action Programme	12,386	15,241
Entrepreneurial Training	6,853	12,983
Other	208	14,875
	<u>85,616</u>	<u>100,417</u>

12. Secretariat expenses

	2020	2019
	\$	\$
Meeting expenses	4,100	6,111
Supplies and stationery	6,488	7,592
Subscriptions	2,156	3,105
Postage and printing	402	301
General office expenses	475	2,475
Gas and diesel expenses	9,783	9,788
	<u>23,404</u>	<u>29,372</u>

**Small Business Association
(Limited by Guarantee)
Notes to consolidated financial statements
June 30, 2020**

13. Impairment loss on investments

	2020 \$	2019 \$
CLICO (Int'l) Life Insurance Limited	<u>585,030</u>	<u>-</u>
	<u>585,030</u>	<u>-</u>

14. Summary of Financial Operations

	SBA \$	SBVCI \$
Statement of surplus		
Income	659,288	492
Expenses	<u>(652,226)</u>	<u>(306)</u>
Surplus for the year from operations	7,062	186
Impairment loss on investments	<u>-</u>	<u>(585,030)</u>
Surplus/(deficit) for the year	<u>7,062</u>	<u>(584,844)</u>
Balance sheet		
Assets	<u>631,237</u>	<u>58,153</u>
Liabilities	323,865	-
Shareholder's equity	<u>307,372</u>	<u>58,153</u>
Liabilities and shareholder's equity	<u>631,237</u>	<u>58,153</u>

**Small Business Association
(Limited by Guarantee)
Notes to consolidated financial statements
June 30, 2020**

15. Adjustment to accumulated deficit

The adjustment to accumulated deficit represents a draw-down from the project revenue (residual amount) in the previous year. There was no draw down in this current year.

STANDING ORDERS

The purpose of the following standing orders is to ensure the orderly and effective conduct of the Annual General Meeting, held this year via Zoom.

1. A member should use the “raise hand” feature of Zoom and wait to be recognised by the Chair in order to address the meeting. At this time his/her mic will be unmuted.
- 1.b. Speeches are to be clear and relevant to the subject before the meeting.
2. A member shall only address the meeting when called upon by the Chairman to do so, after which his/her mic will be muted.
3. No member shall address the meeting except through the Chairman.
4. A member may not speak twice on the same subject except:
 - a) The mover of a motion – who has the right to reply.
 - b) He/she raises his/her hand to object or to explain (with the permission of the Chair)
 - c) With the permission of the Chairman.
5. The Mover of a Procedural Motion – (Adjournment laid on the table, Motion to postpone) is to have no right of reply.
6. No speeches are to be made after the “Question” has been put and carried.
7. A member raising a “Point of Order” is to state the point clearly and concisely. (A “Point of Order” must have relevance to the “Standing Order”)
8. A member should not “Call” another member “to Order” – but may draw the attention of the Chair to a “Breach of Order”.
- 8.b. In no event can a member call the Chair “to Order”.
9. A “Question” should 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 next business or “ the Closure”, may be moved at any time.
10. Only one amendment should be before the meeting at one and the same time.
11. When a motion is withdrawn, an amendment to it fails.
12. The Chairman shall have the right to a “Casting Vote”.
13. If there is an equality of voting on an amendment, and if the Chairman does not exercise his casting vote, the amendment is lost.
14. Provision shall be made for protection by the Chairman from vilification (personal abuse)
15. No member shall impute improper motive against another member.



Small Business
ASSOCIATION

Small Business Association of Barbados

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