# SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION 

 FINANCIAL STATEMENTSFOR PERIOD ENDING 31 DECEMBER 2005

# SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION FINANCIAL STATEMENTS 

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SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION
BALANCE SHEET
AS AT 30 DECEMBER $2005 \quad$ Page 1

|  | Notes | NZD (\$) <br> 31-Dec-05 | NZD (\$) <br> 31-Dec-04 |
| :---: | ---: | ---: | ---: |
| ACCUMULATED FUNDS |  |  |  |
| Net Loss from Operations: | $(38,058)$ | $(38,058)$ |  |
| 1999 | $(418,831)$ | $(418,831)$ |  |
| 2000 | $(353,420)$ | $(353,420)$ |  |
| 2001 | $(205,728)$ | $(205,728)$ |  |
| 2002 | $(214,196)$ | $(214,196)$ |  |
| 2003 | $(35,435)$ | $(35,435)$ |  |
| 2004 |  | $(50,402)$ | - |
| 2005 |  | $(\mathbf{1 , 3 1 6 , 0 7 1 )}$ | $\mathbf{( 1 , 2 6 5 , 6 6 9 )}$ |
|  |  |  |  |

Represented by:
CURRENT ASSETS
Cash on Hand and at Bank
Loans Receivable
Other Receivables

| 2 | 232,762 | 185,910 |
| :--- | ---: | ---: |
| 3 | 768,129 | 644,930 |
| 5 | 13,869 | 2,190 |
|  | $1,014,759$ | 833,030 |

## CURRENT LIABILITIES

Other Creditors and Accruals
Member Saving Deposits

## WORKING CAPITAL

FIXED ASSETS
$6 \quad 29,752 \quad 19,122$

## TERM LIABILITIES/QUASI EQUITY

Soft Loans/Quasi Equity
Commercial Loans

| 11 | 15,163 | 20,673 |
| :---: | :---: | :---: |
|  | 44,914 | 39,795 |
|  | 969,845 | 793,234 |
| 7 | 84,150 | 54,613 |
| 8 | 2,057,954 | 1,789,456 |
| 9 | 312,112 | 324,060 |
|  | (1,316,071) | $\mathbf{( 1 , 2 6 5 , 6 6 9 )}$ |

The above balance sheet is to be read in conjunction with the accompanying notes to accounts.


Gregory F. Casagrande
PRESIDENT

|  | Notes | $\begin{gathered} \text { NZD (\$) } \\ \text { 31-Dec-05 } \end{gathered}$ | $\begin{gathered} \text { NZD (\$) } \\ \text { 31-Dec-04 } \end{gathered}$ |
| :---: | :---: | :---: | :---: |
| REVENUES |  |  |  |
| Interest from Loans |  | 304,270 | 208,826 |
| Insurance on Loans |  | 39,452 | 31,954 |
| Loan Recoveries |  | 8,950 | 13,200 |
| Savings Fees |  | 1,683 | 639 |
| Operating Revenues Sub-Total |  | 354,356 | 254,620 |
| Grants | 10 | 40,716 | 71,754 |
| Interest on Bank Accounts/Term Deposits |  | 3,919 | 1,643 |
| Miscellaneous Income |  | 909 | 555 |
| Gain on Disposal |  | 517 | - |
| Non-Operating Revenues Sub-Total |  | 46,061 | 73,952 |
| Total Revenues |  | 400,417 | 328,572 |

## EXPENDITURES

| Salaries and Wages |  | 144,352 | 135,543 |
| :---: | :---: | :---: | :---: |
| Transportation |  | 37,787 | 38,268 |
| Depreciation | 7 | 36,742 | 33,724 |
| Repairs and Maintenance |  | 24,998 | 30,473 |
| Rental Expenses |  | 18,916 | 14,783 |
| Communications |  | 11,621 | 11,369 |
| Other Expenses |  | 12,526 | 16,691 |
| Travel |  | 8,555 | 16,665 |
| Printing and Stationeries |  | 8,012 | 11,335 |
| Collection Fees - Delinquent Loans |  | 7,388 | 1,803 |
| National Provident Fund |  | 6,116 | 5,905 |
| Insurance |  | 6,903 | 4,767 |
| Bank Charges |  | 3,986 | 6,666 |
| Public Relations |  | 3,776 | 2,558 |
| Office Expense |  | 2,083 | 1,541 |
| Accident Compensation Corporation |  | 1,385 | 1,085 |
| Taxes and Fees |  | 263 | 577 |
| Professional Services |  | 3,069 | 3,002 |
| Operating Expenditures Sub-Total |  | 338,478 | 336,753 |
| Interest Expenses |  | 32,898 | 30,271 |
| Interest on Overdraft Facilities |  | 14,248 | 21,346 |
| Loan Loss Provision |  | 19,843 | 6,794 |
| Insurance Loss Provision |  | 2,865 | 751 |
| Foreign Exchange (Gain)/Loss |  | 42,487 | $(31,909)$ |
| Total Expenditures |  | 450,819 | 364,007 |
| Net Income/Loss |  | $(50,402)$ | $(35,435)$ |
| Transfer to Accumulated Funds |  | $(50,402)$ | $(35,435)$ |

The above statement of revenues and expenditures is to be read in conjunction with the accompanying notes to accounts.

## SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION STATEMENT OF CASHFLOWS <br> FOR PERIOD ENDING 31 DECEMBER 2005

|  | NZD (\$) | NZD (\$) |
| :---: | :---: | :---: |
| CASHFLOWS FROM OPERATING ACTIVITIES | 31-Dec-05 | 31-Dec-04 |
| Cash was provided from: |  |  |
| Loan Principal Repayments | 1,574,080 | 994,020 |
| Loan Interest Repayments | 295,709 | 210,652 |
| Loan Recoveries | 8,950 | 13,200 |
| Loan Insurance | 39,452 | 31,954 |
| Miscellaneous Income | 909 | 5,590 |
| Interest from Bank | 3,919 | 1,643 |
| Savings Fees | 1,683 | - |
| Cash was applied to: |  |  |
| Loans Disbursements | $(1,719,986)$ | $(1,366,032)$ |
| Payments to Suppliers and Employees | $(301,736)$ | $(303,029)$ |
| Other Receivable | $(3,238)$ | 0 |
| Net Cashflows from Operating Activities | $(100,258)$ | $(412,002)$ |
| CASHFLOWS FROM INVESTING ACTIVITIES |  |  |
| Purchase of Fixed Assets | $(66,279)$ | $(10,777)$ |
| Net Cashflows from Investing Activities | $(66,279)$ | $(10,777)$ |
| CASHFLOWS FROM FINANCING ACTIVITIES |  |  |
| Soft Loans/Quasi Equity | 291,429 | 374,328 |
| Loan Repayment - Soft Loans/Overdrafts | $(98,049)$ | $(207,540)$ |
| Commercial Loans | 23,925 | 298,851 |
| Grants | 40,716 | 71,308 |
| Interest Paid on Loans | $(45,960)$ | $(47,239)$ |
| Member Saving Deposits | 810 | 20,673 |
| Gain from Disposal | 517 | - |
| Net Cashflows from Financing Activities | 213,389 | 510,381 |
| NET INCREASE/ (DECREASE) IN CASH | 46,852 | 87,602 |
| OPENING CASH BALANCE | 185,910 | 98,308 |
| CLOSING CASH BALANCE | 232,762 | 185,910 |

Represented by:

## Samoa-based Accounts

ANZ Bank - Chequing Account
ANZ Bank - Grameen Trust Account
ANZ Bank - Access Account
ANZ Bank - Term Deposit
ANZ Bank - Term Deposit (ST)
WESTPAC Bank - Term Deposit
WESTPAC Bank - Term Deposit
WESTPAC Bank - Savings Account
Petty Cash

| 3,732 | - |
| ---: | :---: |
| 163 | 220 |
| 44,285 | 512 |
| 66,482 | 88,372 |
| 23,484 | - |
| 67,073 | 89,639 |
| 15,120 | 3,047 |
| 4,345 | - |
| 275 | 275 |

New Zealand-based Account
Bank of New Zealand

## SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION <br> NOTES TO ACCOUNTS

FOR PERIOD ENDING 31 DECEMBER 2005

## 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

These accounts are prepared in accordance with the historical cost convention. Accrual accounting is used to match expenses with revenues. Generally accepted accounting principles have been applied.
(b) Depreciation

Depreciation is calculated so as to write off the net cost of each fixed asset during its expected useful life. The principal rates and methods used are as follows:

| Office Equipment | 5 years | Straight line |
| :--- | :--- | :--- |
| Computers | 5 years | Straight line |
| Furniture and Fittings | 5 years | Straight line |
| Leasehold Improvements | $4-5$ years | Straight line |
| Used Motor Vehicles | $2-5$ years | Straight line |

(c) Foreign Currency

All amounts are expressed in New Zealand dollars. Transactions in local currency have been converted to New Zealand dollars at the monthly end exchange rates for the month in which they occurred. Liabilities in local currencies at balance date have been converted at rates ruling at that date. Exchange differences are taken to the statement of revenue and expenditures as foreign exchange gain or loss. 31/12/05 31/12/04

| Exchange rate used as at 31 December 05 | ST/NZD | 0.5201 | 0.5108 |
| :--- | :--- | ---: | ---: |
|  | USD/NZD | 1.47212 | 1.382035 |
|  | EUR/NZD | 1.76644 | 1.919579 |

(d) Income Tax

SPBD is registered as a charitable organization under the Charitable Trust Act 1965. Charitable organizations are not liable for income tax, according to the Income Tax Act 1974.
(e) Comparative Figures

This is the Sixth year since SPBD started its operations. The audited figures for year ended 31 December 2004 are provided for comparison.
(f) Grants

SPBD records all grants and donations in the income statement in the period they are received.

## 2 CASH AND BANK BALANCES

Samoa-based Accounts

| ANZ Bank - Access Account | 44,285 | 512 |
| :--- | ---: | ---: |
| ANZ Bank - Checking Account | 3,732 | - |
| ANZ Bank - Grameen Trust Account | 163 | 220 |
| ANZ Bank - USD Term Deposit * | 66,482 | 88,372 |
| ANZ Bank - ST Term Deposit $*$ | 23,484 | - |
| WESTPAC Bank - USD Term Deposit $*$ | 67,073 | 89,639 |
| WESTPAC Bank - ST Savings Term Deposit | 15,120 | - |
| WESTPAC Bank - Savings Account | 4,345 | 3,047 |
| Petty Cash | 275 | 275 |
| New Zealand-based Account |  |  |
| Bank of New Zealand | $\mathbf{7 , 8 0 3}$ | 3,845 |
|  | $\mathbf{2 3 2 , 7 6 2}$ | $\mathbf{1 8 5 , 9 1 0}$ |

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## SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION <br> NOTES TO ACCOUNTS

FOR PERIOD ENDING 31 DECEMBER 2005 Page 5

## 3 LOANS RECEIVABLE

Total Disbursements (Accumulative Since Inception)
Less: Repayments (Accumulative Since Inception)
Less: Write-offs - Loans -Principal (Accumulative Since Inception)
Gross Loans Receivable
Less: Loan Contingency Reserve
Less: Loan Insurance Reserve

| 31-Dec-05 | 31-Dec-04 |
| :---: | ---: |
|  |  |
| $4,953,868$ | $3,233,882$ |
| $(3,938,517)$ | $(2,364,438)$ |
| $(231,616)$ | $(220,762)$ |
| $\mathbf{7 8 3 , 7 3 5}$ | $\mathbf{6 4 8 , 6 8 2}$ |
| $(15,606)$ | $(3,001)$ |
| - | $(751)$ |
| $\mathbf{7 6 8 , 1 2 9}$ | $\mathbf{6 4 4 , 9 3 0}$ |

Gross Loans Receivable

| Ending Balance as at 31 December 2004 |  |  | 648,682 |
| :---: | :---: | :---: | :---: |
| Add/Less: 2005 Transactions | WST | NZD |  |
| 2005 Disbursements | 3,333,418 | 1,719,986 |  |
| 2005 Repayments | $(3,055,588)$ | $(1,574,080)$ |  |
| Write-offs - Principal | $(20,887)$ | $(10,854)$ |  |
|  |  |  | 135,052 |
| Balance as at 31 December 2005 |  |  | 783,735 |

4 RELATED PARTY TRANSACTIONS

| Borrower Principal balance |  |  | Term | Status |
| :---: | :---: | :---: | :---: | :---: |
|  | President | - |  |  |
|  | General Manager | - |  |  |
|  | Staff | 31,654 | 3 to 24 months | Current |
| 5 | OTHER RECEIVABLES |  | 31-Dec-05 | 31-Dec-04 |
|  | Prepaid Insurance |  | 3,238 | 1,624 |
|  | Others (Deposit/Travel Advance) |  | 1,204 | 1,204 |
|  | Interest Due |  | 9,427 | (638) |
|  |  |  | 13,869 | $\underline{\mathbf{2 , 1 9 0}}$ |

6 OTHER CREDITORS AND ACCRUALS

| Interest Payable | 2,273 |  |
| :--- | ---: | ---: |
| Accrued Expenses/Payables - ACC, NPF, Tax | 2,427 | 16,849 |
|  | 2,325 | - |
| $\mathbf{2 9 , 7 5 2}$ | $\mathbf{1 9 , 1 2 2}$ |  |

7 FIXED ASSETS

| 31-Dec-05 | Cost | Accumul. Deprec. | Depreciation Charge | Net Book Value |
| :---: | :---: | :---: | :---: | :---: |
| Office Equipment | 11,687 | 7,450 | 1,305 | 4,237 |
| Computers | 65,332 | 43,607 | 10,113 | 21,725 |
| Furniture and Fittings | 14,846 | 12,717 | 1,581 | 2,129 |
| Leasehold Improvements | 11,194 | 11,194 | 189 | - |
| Motor Vehicles | 191,690 | 135,631 | 23,553 | 56,059 |
|  | 294,750 | 210,600 | 36,742 | 84,150 |
| 31-Dec-04 | Cost | Accumul. Deprec. | Depreciation Charge | Net Book Value |
| Office Equipment | 8,477 | 6,145 | 1,547 | 2,332 |
| Computers | 60,574 | 31,367 | 11,103 | 29,207 |
| Furniture and Fittings | 13,261 | 11,136 | 2,563 | 2,126 |
| Leasehold Improvements | 11,194 | 11,005 | 2,272 | 189 |
| Motor Vehicles | 134,964 | 114,205 | 16,239 | 20,759 |

## SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION <br> NOTES TO ACCOUNTS FOR PERIOD ENDING 31 DECEMBER 2005

## 8 SOFT LOANS/QUASI EQUITY

| 31-Dec-05 | 31-Dec-04 |
| :---: | :---: |
|  |  |
| $1,489,712$ | $1,503,217$ |
| 184,015 | 145,128 |
| 132,491 | 124,395 |
| 88,332 | - |
| 73,606 | - |
| 78,238 | - |
| 10,000 | 10,000 |
| 1,560 | 1,532 |
| - | 5,183 |

## Total

$2,057,954 \quad 1,789,456$

## Donald Hollander

SPBD received \$3,000 Samoan Tala loan from Donald Hollander of New Zealand in 2003. The interest rate is set at $5 \%$ p.a., and the repayment of principal and interest will take place-once-at the end of four years, but no later than December 31, 2007. Average loan balance (quarterly) in 2005 was NZD \$1,548.

## Scott Gilmore

SPBD received two loans from Mr. Gilmore (NZD \$2,000 in 2001 and NZD \$8,000 in 2002) totaling NZD \$10,000 at $0 \%$ p.a. interest rate. There is no fixed repayment date. Average balance during 2005 was NZD10,000.

## PlaNet Finance

SPBD received USD \$53,146 loan from the PlaNet Finance (calculated at the -equivalent of EURO $\$ 40,000$ ) in 2005. The loan was disbursed in two installments. The first installment of USD $\$ 26,573$ was received on February 9, 2005. The second installment of USD $\$ 26,573$ was received May 02, 2005. Repayment of principal and interest will take place one year after receipt of the installment namely February 9, 2006 and May 02, 2 The interest rate for the loan is $5 \%$ p.a. Under the loan contract SPBD deposits the interest payable on a quarterly basis on a blocked account in the usual bank. Average loan balance (quarterly) during 2005 was USD \$46,503

## Deutsche Bank

SPBD received a loan of USD \$90,000 from DB Microcredit Development Fund with a maturity date of November 9, 2005. The interest rate is $2 \%$ p.a. on the outstanding balance at the end of the year. The DB loan was secured in order to provide collateral to local banks (Westpac and ANZ) based on a 2:1 leverage funding structure whereby proceeds of this loan are held on deposit with ANZ and Westpac and ANZ bank secured by way of Letter of Charge securing local currency loan facilities equivalent to 2:1 (refer Note 8). This loan was extended until 31/1/06 in order to facilitate the renewal of existing credit facilities with Westpac and ANZ Banks. Both facilities have since been renewed until 31/1/07.
Average loan balance (quarterly) during 2005 was USD \$90,000.

## SPBD-USA

In 2005, SPBD-USA provided SPBD an additional soft loan of USD40,000 at $1 \%$ interest. This is in addition to the current outstanding balance of USD85,000 issued to SPBD-Samoa in 2001 to 2004, that are to be repaid in full in 2007 and 2008. Principal of the new loan to be repaid in 8 quartely repayments (USD\$5k) beginning March 31, 2007 finishing December 2008. Average balance (quarterly) during 2005 was USD \$102,500.

## RABOBANK FOUNDATION

SPBD received a EURO $\$ 50,000$ loan from Rabobank Foundation in March 2005. The loans is for 5 years with a one year principal repayment grace period and then eight equal semi annual repayment thereafter. The interest rate
is 5\% payable half yearly. Average balance (quarterly) during 2005 was EURO \$50,000.

# SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION <br> NOTES TO ACCOUNTS <br> FOR PERIOD ENDING 31 DECEMBER 2005 

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## SOFT LOANS/QUASI EQUITY (cont'd)

## Gregory F. Casagrande

This is a long term, low interest loan from Gregory F. Casagrande, SPBD's Founder, Chairman and President. The loan has been used to finance the start-up and growth of SPBD. The loan balance as of 31 December 2005 is NZD $\$ 1,489,712$. The loan with Mr. Gasagrande is governed by a Master Loan Agreement, the major provisions of which include a $0 \%$ interest rate, and a quartely repayment schedule going through to 31 December 2011.

## Cresud

SPBD received a loan of USD $\$ 50,000$ from CRESUD S.p.A. on 29 July 2005 for a term of 3 years at $9.5 \%$ interest per annum. There is a one year grace period after which there are four semi annual loan repayments. Average balance during 2005 (quarterly) was USD 50,000.

## 9 COMMERCIAL LOANS

|  |  |  | 31-Dec-05 | 31-Dec-04 |
| :--- | :---: | :---: | :---: | :---: | :---: |
|  | Loan | OD | \$ | $\$$ |
| WESTPAC Bank |  | 136,396 | 136,396 | 123,573 |
| ANZ Bank | 175,716 | - | 175,716 | 200,487 |
| Total | $\mathbf{1 7 5 , 7 1 6}$ | $\mathbf{1 3 6 , 3 9 6}$ | $\mathbf{3 1 2 , 1 1 2}$ | $\mathbf{3 2 4 , 0 6 0}$ |

SPBD has the above facilities with Westpac and ANZ Banks. The overdraft facility with Westpac bank and the term loan with ANZ bank are partly secured by funds from Deutsche Bank which are held as term deposits of USD45,000 each at both banks. Refer Note 2. In addition, ANZ has provided an unsecured loan of ST $\$ 90,000$, and unsecured OD Facility of ST \$100,000 and a Stand By Letter of Credit Facility of USD $\$ 25,000$. The Westpac OD limit as at $31 / 12 / 05$ is ST\$242,000, and ANZ Term Loan (1 year) is ST $\$ 344,000$.

## 10 GRANTS

SPBD received a grant of $£ \$ 900$ (pounds) from the Fund the Future Organization, and WST $\$ 27,988$ from the US Embassy, WST \$16,485 from the British High Commission, for recruiting more members and starting new businesses in the first quarter of 2005. SPBD also received a grant of USD $\$ 10,000$ from SPBD USA in December 2005. Total grants for 2005 is NZD $\$ 40,716$.

## 11 MEMBER SAVING DEPOSITS

SPBD developed the micro-savings program in partnership with UNDP and Westpac Bank. SPBD formally launched the micro-savings program on October $7^{\text {th }}, 2004$ following a 3-month pilot-test period and required consultations with the Central Bank of Samoa. Any SPBD member can open up a savings account with a minimum ST $\$ 10$ deposit. Account opening is compulsory for second-cycle or higher loan members, but actual deposits are voluntary. SPBD deposits collected savings daily in a segregated bank account at Westpac Bank. SPBD is not a regulated financial intermediary and does not therefore use client deposits for on-lending. Members can withdraw money with prior notice or anytime for emergencies. SPBD provides monthly saving reports to the Central Bank.

|  | 31-Dec-05 <br>  <br> 31-Dec-04 <br> Westpac Bank <br> Total | 15,163 <br> 15,163 <br> $\mathbf{2 0 , 6 7 3}$ |
| :--- | ---: | ---: |

## 12 GENERAL

SPBD is a microfinance organization founded by Gregory F. Casagrande, which was registered on 18 January 2000. SPBD is a Grameen Bank replication and as such provides training, unsecured credit and motivation to mostly poor women for the purpose of starting or expanding small businesses. These small businesses enable SPBD's members to significantly improve the lives of their families. SPBD also provides unsecured housing improvement and childhood education loans to members with successful
businesses.

## SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION <br> ADDITIONAL DISCLOSURE FOOTNOTES <br> FOR PERIOD ENDING 31 DECEMBER 2005

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## A. Loan Loss Provisioning

SPBD conducts loan loss provisioning every quarter to maintain an adequate reserve for doubtful loans. The reserve is determined by applying predicted loss percentages to aged loans grouped by lateness of payment. A loan becomes late as a weekly scheduled payment is missed. SPBD applies the following conservative predicted loss ratios.

## Provisioning Ratios for Group Loans

| 1 week to 4 weeks late | $5 \%$ |
| :--- | ---: |
| 5 weeks to 8 weeks late | $10 \%$ |
| 9 weeks to 12 weeks late | $25 \%$ |
| 13 weeks to 16 weeks late | $50 \%$ |
| 17 weeks to 20 weeks late | $75 \%$ |
| 21 weeks or more | $100 \%$ |

Loan Loss Provision is calculated as a flat rate to be applied on the loan balance outstanding in arrears.
B. 2005 Write-Offs

| Loan Type | \# Loans | Write-off (NZD) | Amount as \% of Loan Portfolio |  |
| :--- | ---: | ---: | ---: | ---: |
| Loan Insurance | 11 | 2,865 | $0.37 \%$ |  |
| Loan Loss | 67 | 7,989 | $1.02 \%$ |  |
| Total | 78 | 10,854 | $1.38 \%$ |  |

The decision as to which loans to write off in 2005 was made taking into account the age of the outstanding loan, the balance of the outstanding loan compared to the cost effectiveness of legal recovery and management's own evaluation of the likelihood of recovery.

## C. Movement in Loan Loss Reserves

Loan loss reserve is increased by annual loan loss provisioning expense and decreased by loan write-offs.

| NZD | 31-Dec-05 | $\mathbf{1 2 / 3 1 / 2 0 0 4}$ |
| :--- | ---: | ---: |
| Loan Loss Reserve - January 1, 2005 | 3,752 | 3,681 |
| Loan Loss Expense for the Year (refer to R \& E) | 19,843 | 7,545 |
| Loans written off in 2005 (refer to B above) - 2005 | 7,989 | 7,474 |
| Loan Loss Reserve - Dec 31, 2005 (refer to Note 3) | 15,606 | 3,752 |

Movement in Insurance Loan Loss Reserves

| NZD | 31-Dec-05 | 12/31/2004 |
| :--- | ---: | :---: |
| Loan Loss Reserve - January 1, 2005 | - | - |
| Loan Loss Expense for the Year (refer to R \& E) | 2,865 | 751 |
| Loans written off in 2005 (refer to B above) - 2005 | 2,865 | 751 |
| Insurance Loan Loss Reserve - Dec 31, 2005 | - | - |

## D. Portfolio Composition

SPBD adopts the Grameen Bank's group solidarity lending methodology. SPBD's loan portfolio consists of two types: client loans and staff loans. Within the client loans, there are group loans and restructured group loans - also called flexible loans. After the 2004 scheduled write-offs, there are no more restructured loans on the balance sheet. Group and rescheduled loans are made under the provisions of SPBD Credit Manual. Staff loans are made under the provisions of the Employee Loan Program as outlined under SPBD Human Resources Policy Manual.

SPBD offers two group loan products: (1) 50-week loan product; and (2) 4-month loan product. Maximum first loan sizes are ST\$750 and ST\$300, respectively. Both loans are amortized in weekly equal installments. Both loans are unsecured. All new clients are required to start with the new 4 -month loan product before switching to the 50 -week loan product under the rules of SPBD Credit Manual. Loans are disbursed in SPBD office, but loan repayments are collected at the village-based weekly meetings by SPBD staff. A loan must be paid off before another loan is issued to the same client.

Loans Disbursed in 2005

| Loan Type | \# of Loans | Principal Amount | Amount as \% of <br> Total Portfolio |
| :--- | ---: | ---: | ---: |
| Group Loans | 3648 | $1,677,364$ | $98 \%$ |
| Staff Loans | 155 | 42,603 | $2 \%$ |
| Total | 3803 | $1,719,967$ | $100 \%$ |

Loans Disbursed during 2004

| Loan Type | \# of Loans | Principal Amount | Amount as \% of <br> Total Portfolio |
| :--- | ---: | ---: | ---: |
| Group Loans | 2985 | $1,342,792$ | $98 \%$ |
| Staff Loans | 92 | 23,240 | $2 \%$ |
| Total | 3077 | $1,366,032$ | $100 \%$ |

SPBD clients must use the first loans for starting or expanding micro-businesses. If these micro-businesses are doing well, they can then apply for housing improvement and educational loans for their subsequent borrowings. Housing improvement loans are typically used to buy timber and roofing to renovate their "fales" or traditional houses. Educational loans are typically used to pay for school fees, school uniforms and text books.

## SOUTH PACIFIC BUSINESS DEVELOPMENT FOUNDATION ADDITIONAL DISCLOSURE FOOTNOTES

## E. Portfolio Quality

SPBD loan staff's number one priority is to keep the loan portfolio healthy. They strictly apply the credit rules and policies outlined in SPBD Credit Manual. As SPBD offers only unsecured loans, we rely on good client and project selection as a primary tool to ensure portfolio quality. When a client does not have a payment, we apply the group guarantee policy and ask her group members to make a payment for that client. The principle of group guarantee is clearly communicated and explained in program training, knowledge test, loan application and loan interview; and is regularly reinforced through weekly meetings and periodic trainings.

31-Dec-05

|  | Outstanding Principal Balance |  | Outstanding Principal Balance |  |
| :---: | :---: | :---: | :---: | :---: |
|  | $\begin{gathered} \hline \text { Amount } \\ \$ \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline \text { Portfolio-at-Risk } \\ \% \end{array}$ | $\begin{gathered} \hline \text { Amount } \\ \$ \\ \hline \end{gathered}$ | $\begin{gathered} \text { Portfolio-at-Risk } \\ \% \end{gathered}$ |
| Group Loans \& Flexis |  |  |  |  |
| Current | 690,142 | 0.00\% | 469,895 | 0.00\% |
| 1-4 weeks late | 42,740 | 5.45\% | 148,183 | 22.84\% |
| 5-8 weeks late | 7,813 | 1.00\% | 2,520 | 0.39\% |
| 9-12 weeks late | 3,923 | 0.50\% | 1,417 | 0.22\% |
| 13-16 weeks late | 1,360 | 0.17\% | 2,080 | 0.32\% |
| 17-20 weeks late | 1,946 | 0.25\% | 1,881 | 0.29\% |
| over 21 weeks late | 4,158 | 0.53\% | - | 0.00\% |
|  |  |  |  |  |
| Sub-total | 19,199 | 2.45\% | 7,898 | 1.22\% |
| Staff Loans |  |  |  |  |
| Current | 27,587 | 0.0\% | 22,706 | 0.0\% |
| over 4 weeks in arrears | 4,067 | 0.52\% |  |  |
|  |  |  |  |  |
| Grand Total | 783,735 | 2.97\% | 648,682 | 1.22\% |

SPBD defines portfolio at risk (PAR) as:
Outstanding principal amount of all loans that have one or more instalments of principal past due by 30 days Gross Loan Portfolio (including flexible restructured loans)

A loan is considered in arrears when a due weekly payment is missed and that group guarantee does not work. SPBD does not have any late or penalty fees. SPBD staff then follows the procedures outlined in the SPBD Credit Manual to get clients in arrears back on track as soon as possible. Several steps are taken up to and including, initiating the legal recovery process. A significant portion of loan staff compensation is directly linked to the quality of loan portfolio under his/her management. Parallel to these efforts, SPBD sets provisions to ensure that adequate reserves are maintained for potential losses as outlined under SPBD Loan Loss Provisioning and Write-Off Policies outlined in note A above

SPBD Credit Policy does allow for renegotiation of loans in arrears (flexible loans) in extreme circumstances such as illness or natural disaster. However since all such flexible loans were written off in 2004, a more informal approach was taken on a case by case approach in 2005 with no loans actually being formally restructured/reclassified.

Staff loans in arrears as at 31 December 2005 represent unpaid loans of five staff who left SPBD in 2004/2005 All of these files have been referred to lawyer for collections through legal action.

During 2005, 13 member files and three staff files were referred to our panel solicitor for legal action.


[^0]:    * Letter of Charge given as security for Commercial Loan Facilities (see Notes 7 and 8)

