



## **Bishan Home for the Intellectually Disabled**

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# ONE STEP HIGHER!

A N N U A L   R E P O R T   2 0 1 3

# COMPANY PROFILE

Bishan Home was declared open by then Deputy Prime Minister Lee Hsien Loong on 25th September 1999 and started operations the following month. The Home is a joint effort between the Ministry of Social and Family Development (MSF) and Bible-Presbyterian Welfare Services.

When Bishan Home first started, the Home was registered under the Bible Presbyterian Welfare Services umbrella. In 2007 the Home was registered as a separate Society and obtained Charity and Institution of Public Character (IPC) status in its own right. Bishan Home is also a member of the National Council of Social Services. From an initial population of slightly over 20 residents, the Home is now near full capacity of 132 residents. In addition to our residential program, the Home also runs a Day Activity Centre (DAC).

The Home introduced its DAC program in 1999 as a social service in response to appeals from desperate parents in the surrounding neighbourhood for such a program. Initially, the program did not receive any government funding. It was only in 2005 that the Home applied to National Council of Social Services (NCSS) to fund both the DAC Program and its expansion. Expansion works to the DAC were completed in 2007 and as at 2013 the DAC has 32 clients.

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Bishan Home for the Intellectually Disabled

Society Registration No:

2045/2007

Institution of Public Character (IPC) Number :

IPC000210

Charity Registration Number :

T07SS0102D

Unique Entity Number :

T07SS0102D



## OUR VISION

To Make Bishan Home the Home of choice in providing:

- Outstanding service and compassionate Christian care
- A home that is safe, secure, comfortable
- And reassuring an integrated local network of welfare care services

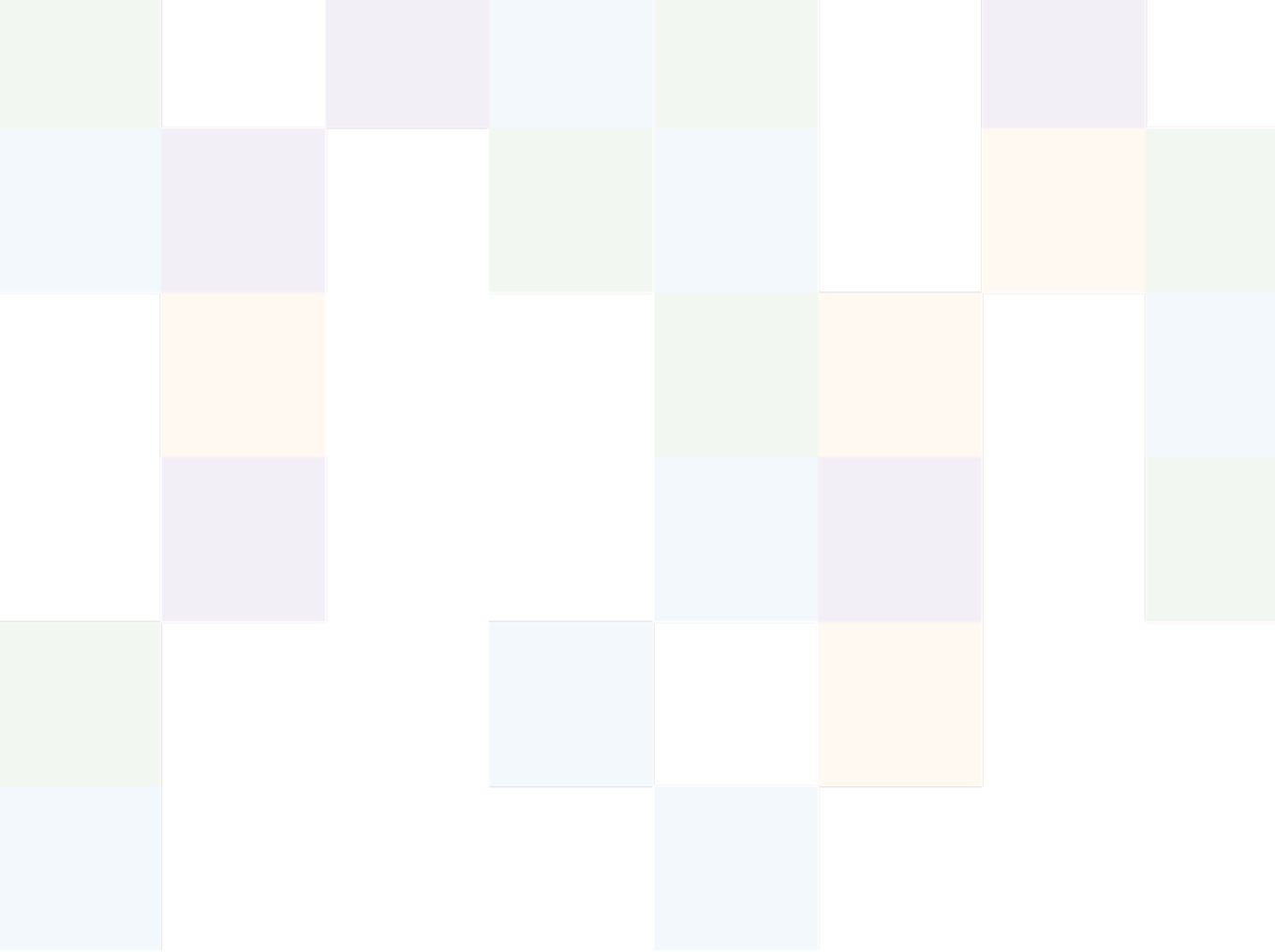
## OUR MISSION

Showering Christian love in a wholesome Christian environment to enable the intellectually disabled clients in Bishan Home to receive compassionate Christian care and to live a quality life.

## OUR QUALITY STATEMENT

Through continual improvement, Bishan Home strives to provide holistic care and to develop the life skills of our residents and Day Activity Centre clients in order for them to lead meaningful lives.





# A HOME AWAY FROM HOME

In Bishan Home, we provide a family caregiving environment where our residents and Day Activity Centre clients are given opportunities to develop to the maximum of their potential. Through this, we strive to provide meaning to their lives and to give them a sense of self worth.



## CHAIRMAN'S MESSAGE



Bishan Home celebrates its 15th anniversary on 5 Oct 2013. In reviewing its performance in the period covered by this Report, we note several significant events.

Firstly, there was a change in means testing under the New Means Testing Scheme (NMTS). After initial challenges in implementation were sorted out, the new scheme has created beneficial effects on balance. Those eligible under the NMTS enjoyed better subsidies as a result. The Home was enabled to further improve service quality.

Second, we are heartened by the efforts made by the authorities to reorganize the respective ministries and agencies to give increased emphasis to support the work of the social service sector. This does not merely translate into more resources for the Home or even greater encouragement and a more sympathetic regulatory framework. Indeed these are the expected outcome.

More importantly, we note the fresh policy stance of our new parent Ministry, the changes made and actions being taken to enhance the social service sector holistically, especially in developing an integrated, open aspirations and inspired professional service. Bishan Home can relate to these changes. Bishan Home shares the same aspirations of those who have entered the social service sector with a high calling to serve and to make a difference to the lives of disadvantaged persons whom they touch in their service. As we celebrate our 14th year, I take the opportunity to thank our founding members from the Bible Presbyterian Welfare Services and its participating churches, and other sponsors, for their vision and perseverance to build and develop this Home under challenging conditions. We also thank our Volunteers, Friends of the Home, parents of our residents and corporate and individual supporters for their trust and faith in our care ministry and their continuing support.

# CHAIRMAN'S MESSAGE

In line with the significant changes in the Supervising Authorities to upgrade the social service sector, Bishan Home is proud to have completed another year of quality service and innovative ideas by the management, medical and nursing teams. We have broadened our scope of training for our Residents to include cooking, sewing and music making. We have also implemented a music therapy programme and will be implementing a comprehensive art therapy programme to enhance social integration among our residents. This is in addition to our normal occupational and speech therapy exercises and our physiotherapy programme. We are currently in discussion with Tan Tock Seng Allied Health Services Department to help us audit and upgrade our occupational and speech therapy exercises.

Bishan Home continues to engage with the local community in a broad spectrum of collaborative projects. These include setting up a hydroponics garden in the plot of land adjacent to the Home for community enjoyment in addition to being part of our gardening facilities for our Residents, providing more places in our Day Activity Centre to those who will benefit from our increase in service, and actively engaging professional institutions in our community to train our caregivers. These activities help Bishan Home to become a recognized member of the local community where it is situated.

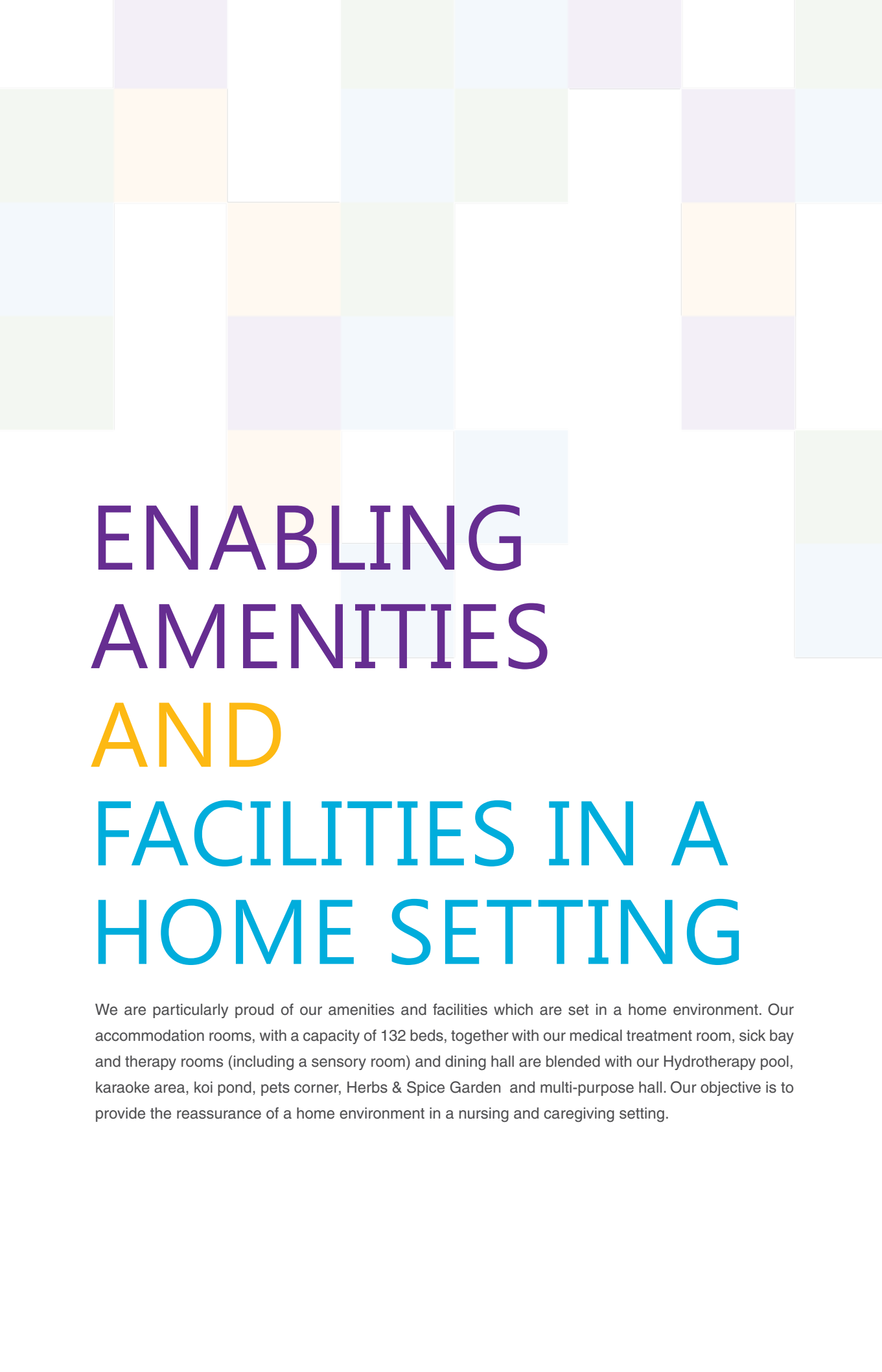
Going forward, we will focus on training those Residents under our care who are able to perform more tasks and preparing the higher-function Residents for regular employment in selected industrial clusters. We have begun a process of strategic review of the operations and plans of the Home. This review will determine how the Home may continue to sustain its integrated service and extend it to more in our community who can benefit from such a service, whether within the Home as residents, or on-site as clients at our Day Activity Centre or even off-site.

We look forward to fulfilling our vision of a more inclusive community where the disabled are looked after through care and training and the abled and successful are minded to take care of the needy and the less advantaged in our society.

Lau Wah Ming  
Chairman







# ENABLING AMENITIES AND FACILITIES IN A HOME SETTING

We are particularly proud of our amenities and facilities which are set in a home environment. Our accommodation rooms, with a capacity of 132 beds, together with our medical treatment room, sick bay and therapy rooms (including a sensory room) and dining hall are blended with our Hydrotherapy pool, karaoke area, koi pond, pets corner, Herbs & Spice Garden and multi-purpose hall. Our objective is to provide the reassurance of a home environment in a nursing and caregiving setting.

# YEAR IN RETROSPECT



## Chingay Parade 2013

Bishan Home attended Chingay 2013, celebrating the resilient spirit of Singapore. This was the first night outing we organised with our Day Care Activity Centre (DAC) clients and their caregivers, and we hope to organise more of these activities in the future.



## Van Donation

A kind donation of a 14-seater van was received from the Rotary Club of Bandar Seri Begawan (Brunei), Rotary Club of Marina City (Singapore) and with support from Foundation of Rotary Clubs (Singapore) Ltd, Crocodile Foundation and The Rotary Foundation. This van will allow us to provide better transport service to our residents and DAC clients.



## Marina Barrage with Volunteers

Our residents took to the grassy knolls of the Marina Barrage with volunteers from Citibank. They enjoyed a great day in the sun flying kites while also learning about water conservation in Singapore.



## SCDF Day with Bishan Community Centre

This was Bishan Home's first collaboration with the Bishan Community Centre's Youth Executive Club. A total of 30 youth volunteers came together with our residents to explore the Central fire station where they learnt about fire safety and the role of the SCDF in the community.



# A DIFFERENT SORT OF ANNIVERSARY (14TH ANNIVERSARY)

## A Different Sort of Anniversary

This year, we took a different approach to our 14th anniversary. Looking at recognising the efforts of our volunteers over the years, we planned a series of outings with our residents, culminating in a special volunteer appreciation dinner at the Singapore Grassroots club.

### Outing to Labrador Park with Expedia

Our Day Activity Centre (DAC) clients enjoyed a fun-filled day to Labrador Park with volunteers from Expedia. Our residents had a lot of fun interacting with the volunteers, as well as taking in the sights of the Singapore shoreline



### Outing to Bishan Park with UPS

With the sun behind their backs, our residents took in the sights of a rejuvenated Bishan Park with volunteers from United Parcel Service (UPS). Our residents enjoyed themselves thoroughly, playing games and interacting with the UPS volunteers



### Outing with Singapore Customs to McDonald's

Volunteers from Singapore Customs brought our residents out for a fun-filled day of games, culminating in a meal at Bishan Park McDonald's. Our residents enjoyed the games and interaction with the volunteers



### Volunteer appreciation Dinner at Singapore Grassroots club

Our anniversary celebrations concluded with a dinner recognising the efforts of our volunteers over the years. With our guest of honour, Nominated Member of Parliament, Mr Lawrence Lien from the National Volunteer and Philanthropy Centre, our volunteers and residents enjoyed an evening of fun games together.



# THERAPY DEPARTMENT

## Exercise & Therapy Program

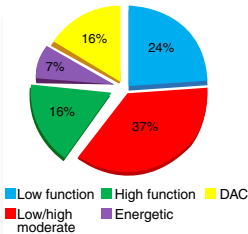
Regular exercise, accompanied by a balanced diet and a healthy lifestyle, can help delay/counteract many of the changes ageing brings. Some of these changes include progressive decrease of muscle strength and flexibility, muscle and joint pains, and easy fatigability. Keeping the body active can help slow the aging process. It has been said that people who are least active/sedentary, age faster and tend to go downhill faster than those who are more active. The average age of our residents is 47 years old. Increased cases of muscle and joint pains, difficulties in movement and incidences of falls have been observed this past year. This means there is a greater need for a more intensive exercise regime to improve, and/or maintain their general body condition.



## Individual and Group Therapy

Recognizing this need, the therapy department continues to provide regular Individual and Group Therapy Programs for our residents and DAC clients. The Individual Therapy Program focuses on those with specific physical conditions who need individualized and intensive therapy. The exercise regime given to them is dependent on their needs and may include: range of motion exercises, strengthening exercises, strengthening exercises, balance training, ambulation training, heat therapy, relaxation techniques and finger-dexterity exercises. A Group Therapy Program is carried out for other residents and DAC clients to maintain their general body condition. The program includes: endurance, strengthening, stretching and balance exercises. Exercises may also come in the form of play therapy.

Distribution of Residents & DAC Clients for Individual Physiotherapy



## Statistics

There is an increase in the number of residents for individual treatment sessions. In addition to the old cases, we had more residents complaining of muscle pain, joint swelling and pain, as well as difficulty in walking, resulting in several fall incidences this year. An average of 102 individual treatment and 139 group therapy sessions were conducted monthly, an increase compared to the previous year.

## Collaborations/Donations

The Tan Tock Seng (TTSH) Physiotherapy (PT) and Occupational Therapy (OT) Training Program which ended around end of April 2012 proved to be fruitful not only for Bishan Home, but for the TTSH OT Department as well. The OT department of TTSH entered the project in an internal competition which won them an award. In recognition of the partnership with Bishan Home, staff from the TTSH OT Department came to celebrate Easter with our residents and DAC clients, with games and group activities.

Three final year projects from SPCARE were handed over in March 7, 2013 which will be very beneficial for the exercise program. One project is the Intelligent Exerciser for Hands and Legs which is a combination exerciser for the upper and lower limbs. The exercises can be done in anyone of two modes: manual mode or automatic mode. Additional features of the exercise equipment include a heart rate monitoring device, emergency stop mechanism and a LCD touch screen where music and videos can be played during exercise. Donated assistive devices (walkers, cane and crutches) and exercise equipment (pedal bike, magnetic resistive exerciser and treadmill) also play an important role during the exercises of our residents and DAC clients, while music from a donated portable CD player and mini-component system set a lively ambience during the therapy session.



# THERAPY DEPARTMENT



## Stories to Tell

Ah Cheng, used to be a very jolly and active person. He enjoys singing and playing around with the residents and staff. However, sometime in 2012, he became weak and tires easily. He became less active, always refusing to walk and became dependent on a wheelchair. Walking and transferring him from wheelchair to bed/ chair and vice versa requires moderate to maximum assistance from the caregivers. He would lean heavily on the caregiver.

To address his needs, a therapy program was designed to help him regain his functionality. Strengthening, range of motion, balance, walking, stair-ambulation and endurance exercises were among the exercises given to him. He is able to stand up independently from a sitting position and is able to maintain a fairly good stance. He is also able to walk with handheld or standby assistance. He still cannot tolerate long distances, but is able to walk at lengths required of his in the cluster area without much assistance from the caregiving staff. Also, he has become more talkative, cheerful and playful once more



Mui Huay had poor standing balance and unable to walk independently. She was always placed on the geriatric chair and she tends to sleep most of the time. Though she can walk, maximum assistance from staff was needed as she tends to slouch, flex her hips and knees, and shifts her weight to the staff. With a regular exercise program, she was slowly weaned off the geriatric chair. Stretching and mobilization exercises helped lessen the tightness on her muscles. Standing training and walking exercises contributed much to her gaining a fairly good standing and walking balance and tolerance. She can now ambulate with standby assistance. She is no longer nursed on a geriatric chair. Mui Huay is also more alert nowadays.



## Taking It One Step Higher

Most of the residents are now ageing and are showing signs of physical decline due to ageing. This means that we need to get them more physically active in order to offset/delay the effects of ageing. Rising up to the challenges that ageing brings, the Therapy Department will be taking the Therapy Program one step higher. With effect from the next financial year, we will be conducting a more extensive exercise program to ensure that majority, if not all, residents and DAC clients avail the program. A Mobility Class/Session will be conducted in the morning. Selected residents and DAC clients who were identified for Individual Therapy will be included in this morning session. These are the ones who were assessed to be in need of intensive and moderate therapy. Group therapy will be two sessions in the afternoon. This increase in the group sessions will allow the PT Aides to be able to accomodate most, if not all the residents and DAC clients in the exercise program.

# TRAINING AND DEVELOPMENT

Bishan Home promotes lifelong learning opportunities for adults with intellectual disability. We aim to bridge the gap between what clients can or cannot do by involving them in everyday activities through active support that promotes independence and integration. Training programs are designed with outcomes based upon the needs, learning pace, intellectual and functional abilities of each client.

## ACTIVITIES IN DAILY LIVING SKILLS (ADL)



Tooth Brushing



Face Washing



Hand Washing

## COMMUNITY LIVING SKILLS (CLS)



Food Preparation



Plant Watering



Railing & Table Wiping



Art & Craft

## AFTERNOON ACTIVITIES



Money Class



Sewing Class

## PERFORMANCE ART (DANCE PERFORMANCE)



14th Anniversary



3rd Summer DanceFit Festival



Bishan NPC COPS Launch



3rd Summer Dancefit Festival



# TRAINING AND DEVELOPMENT

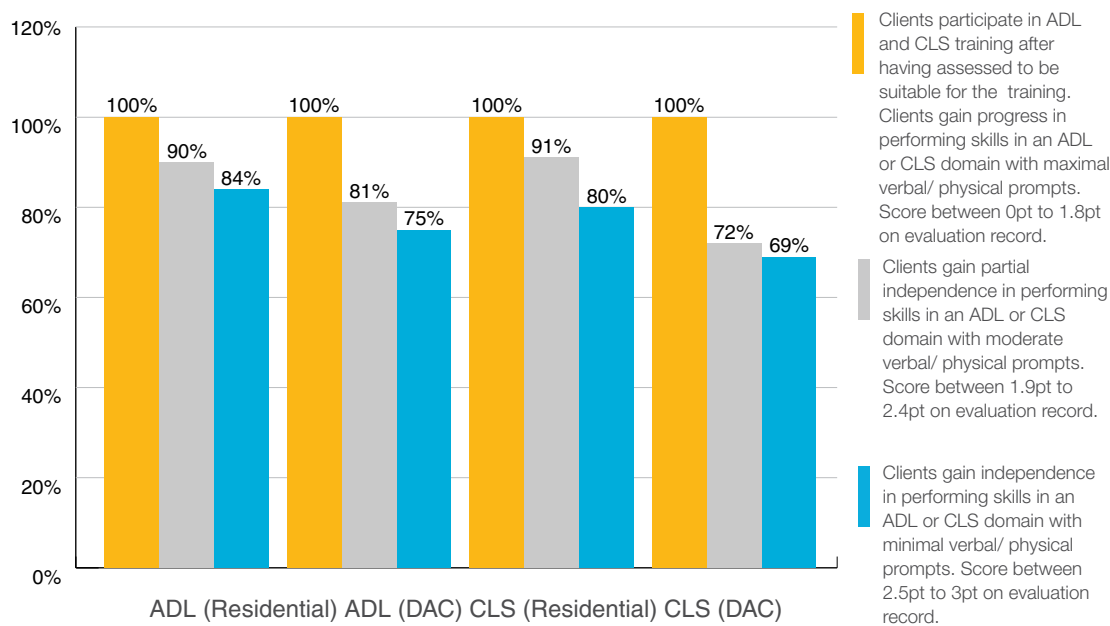


Figure 1: Training Outcome of residential clients and DAC clients from the period of April 2012 to March 2013

Activities in Daily Living (ADL) training outcomes for both residential clients and DAC clients (see figure 1) showed that 84% of residential clients and 75% of DAC clients gain independence in performing at least one new activity in an ADL domain respectively. Community Living Skills (CLS) training outcomes for both residential clients and DAC clients (see figure 1) showed that 80% of residential clients and 69% of DAC clients gain independence in performing at least one new activity in a CLS domain respectively.

## One Step Higher

The Home is currently working in collaboration with the Institute of Mental Health multi-disciplinary team consultancy service to improve on the management plans for residents/ DAC clients with psychiatric condition(s) behavioural issues of concern. A total of 4 residential clients and 2 DAC clients have benefited from the behavioural support program funded by NCSS.

The Home has also enlisted the service of a registered music therapist from the Association for Music Therapy (AMTS) to apply music toward restoring, maintaining or improving the social and emotional wellbeing of clients.



Music therapist Ng Wang Feng conducts music therapy sessions for selected residential and DAC clients. “Music therapy improves the quality of life for persons who are well and meet the needs of children and adults with disabilities” (America Music Therapy Association).

# CAREGIVING

1. **Residents –Provision of quality care** by ensuring balanced diet, diversified training programmes, leisure activities, integrated outings and sports sessions.



Learn maths using calculator



Dance movements  
Moving upper and lower limbs to the sound of music

2. **DAC Clients** – We currently have 32 Day Activity clients who participate in our training and recreational programmes aimed at encouraging, enabling and enriching them according to functioning levels. The aim is to move them one step higher.



Athletics session – once a week jog/brisk walk



Work table - colouring



Beautiful art piece done by a DAC client

3. **Promote better general health by collaborating with SATA in the Doctor-On-Wheels (DOW) program:** Because of their intellectual disability, our clients are significantly more at risk than the general population of a wide range of health problems, including obesity, hypertension, hyperlipidaemia, epilepsy, thyroid dysfunction, skin diseases, sensory impairment and visual and hearing impairment. Others with associated physical disability, eg cerebral palsy, puts them at risk of postural deformity, pulmonary infections, gastro-intestinal issues and urinary problems.



**DOW services** render medical consultation, laboratory investigations, x-ray service, chronic disease management, patient education, prescription services, etc.



A mass health screening for all of the residents was conducted in Nov 2011. This was smoothly conducted with the assistance of SATA Mass Health Screening medical team. Basic tests were done for individual clients – CXR in a mobile vehicle, Full Blood Count



A team of ophthalmologists from TTSH came in to conduct eye tests for about 90 clients and service staff. They were tested for common eye ailments, including checks to exclude glaucoma. This collaboration was made possible by the kind efforts of the Glaucoma Society(Singapore).

- 4. **Safety of Clients, Prevention of Falls** Bishan Home introduced fall-prevention beds, geriatric chairs, grip mats, railings at the fish pond, and sourced for non-slippery yet comfortable footwear for the residents
- 5. **Staffing – Manpower and Capabilities** We strengthened our caregiving team especially in the physiotherapy and caregiving department with the recruitment of an additional physiotherapist and increasing our nursing aide staffing. We will also be strengthening our training capability with recruitment of additional training staff. With this increase in manpower, we intend to move our training programmes one step higher by increasing the scope of our training to include training for employment as well as innovative therapy and programmes to increase their self-esteem. To enable staff to adapt faster, all new staff are required to undergo job-specific training linked to their job responsibilities. This is to ensure high standards of service delivery as well as delivering safe care to our resident and clients.
- 6. **Staff Upgrading & Training** The physiotherapy aides, nursing aides and other direct caregivers underwent an exhaustive training program with Tan Tock Seng Hospital (TTSH) allied health professionals from the Physiotherapy (PT) and Occupational Therapy (OT) departments. The whole training program lasted about 9 months. It involved competency assessments of the PT aides, review of the PT and OT programmes, managing the challenging behaviours, and environmental assessment. The program was designed to provide the caregivers with the relevant knowledge and skills required in managing the clients with disabilities. We will continue this collaboration with TTSH Allied Health Services in 2014.



CPR Training on a mannequin



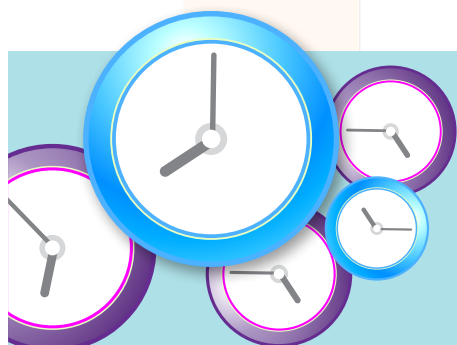
In-house staff training for nursing aides

# A SALUTE TO OUR VOLUNTEERS



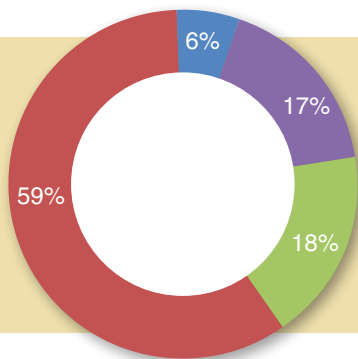
**4144 Volunteers**

Total number of volunteers who visited Bishan Home



**9985 Hours**

total amount of time spent by volunteers in Bishan Home

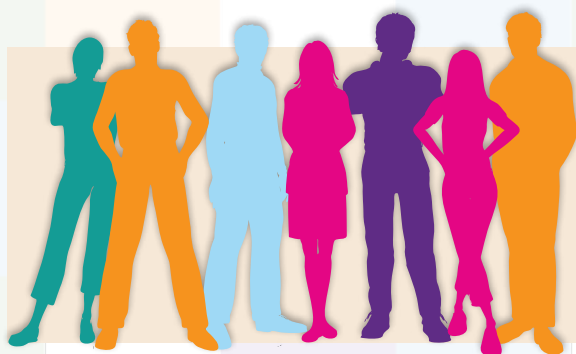


**Group Volunteers for the year 2013**

■ Corporate ■ Schools  
■ Agency/Society ■ Other

Bishan Home plays an advocacy role in promoting intellectual disability to the wider community. We provide a wide variety of volunteering opportunities to the public such as President's Challenge 2012- Volunteer Drive. Our volunteers vary from secondary schools, professional individuals and corporate partners. Our volunteers have contributed their time and effort in assisting our nursing staff in programs like our morning activities or organised self-created programs with the residents.

# A SALUTE TO OUR VOLUNTEERS



## 23 CSO Youths

total number of youths who were placed with Bishan Home

Bishan Home is committed and proud to support the Ministry of Social and Family Development's Community Service Order (CSO) program. The program is aimed at reintegrating these youths into society by involving them in an environment of love and caregiving. We aim to inculcate in them a sense of responsibility and service by serving those less fortunate than them.

*"Before I start community service, I was dying to finish 100 hours, but after coming to Bishan Home I have learnt lots of valuable lessons that I would never be able to learn outside. It was a priceless experience and I believed it helped me to be a more understanding person".*

*Reflection from a CSO Youth*

## Highlights

### Y Movie Treats

Bishan Home is happy to be part of the Y Movie Treats program, an initiative by YMCA Singapore. Together with students from Swiss Cottage Secondary School, our residents had their first experience watching movie in a public movie theatre. Through this program, we hope to promote awareness that the intellectually disabled are able if enabled.



Choosing of seats



Purchasing of food



Looking for the correct seat

### Sewing Lesson

Our sewing lessons are a volunteer-initiated programme conducted by Mdm Lim Leok Choo, an active volunteer of Bishan Home. Under this program, our residents are taught to sew bags and decorative pillow covers using simple sewing skills as well as an electric sewing machine. This program is aimed at building our residents' confidence through a sense of achievement as well as increasing their attention span. Our aim is to involve more residents and Day Activity Centre clients in this program in the future.



Under proper guidance by volunteer



With Patience and love



Final artwork presented to Mr Laurence Lien, CEO of NPVC

# FINANCIAL HIGHLIGHTS

For the financial year ended 31 March 2013 ("FY2013"), Bishan Home for the Intellectually Disabled ("the Home") reported income of S\$3.26m and expenditure of S\$2.59m from its operation, resulting in a net operating surplus of \$0.68m.

The net operating surplus for FY2013 was 58.5% higher than that of the previous financial year. The increase in net operating surplus was the result of a greater increase in operating income compared to the increase in operating expenses.

The increase in operating income was derived substantially from an increase in government funding through:

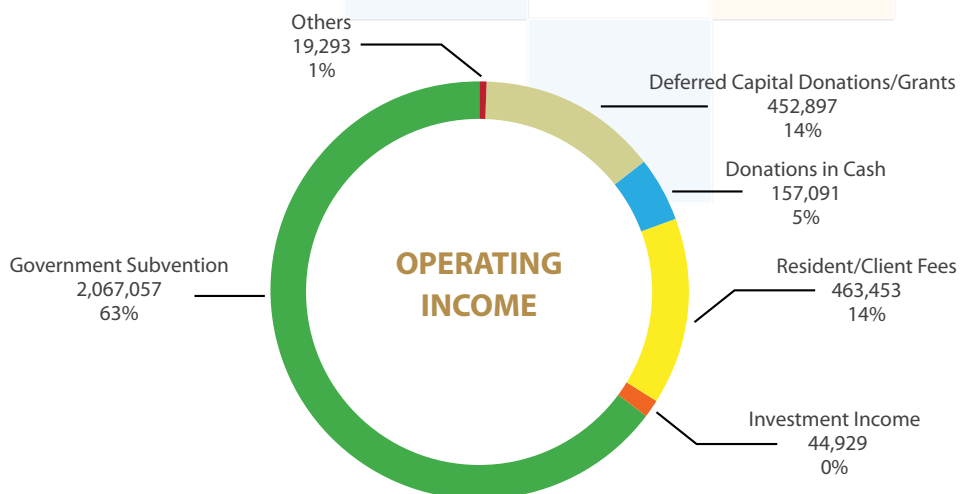
1. An overall increase in Government Subvention. This was due to an increase in per resident/client norm cost which fortunately overshadowed a drop in subsidy levels that arose from a government policy change as to how subsidy eligibility was computed. Subsequent to the financial year end, based on feedback received from various voluntary welfare organisations including Bishan Home, the government reviewed its subsidy eligibility scheme and restored the original subsidy eligibility criteria.
2. The commencement of the Community Silver Trust Fund which is a dollar-for-dollar donation matching grant given by the government to intermediate and long-term care providers to enhance their capabilities to provide higher-quality care. During the year, Bishan Home utilised this grant to start sewing classes for our residents, improve the facilities of the Home and increase staff training.

In addition to the increase in government funding, Bishan Home's increase in income was supported by an increase in investment income that arose from the maturity of several of the Home's fixed deposits.

With regard to the operating expenditure of the Home, as was the case in FY2012, the fastest rising expenditure was staff costs for both operations staff as well as staff involved in governance activities followed by operating costs pertaining to nursing supplies and non-capitalised assets.

1. Staff costs rose as the Home followed the lead of the government and the National Council of Social Service to increase the salaries of its lower paid staff to help them cope with a higher cost of living.
2. Nursing supplies costs increased because the Home received fewer donations-in-kind of nursing supplies in FY2013 compared to FY2012. Donors preferred to give cash donations resulting in an increase in cash donations of 23.87%. Hence the Home purchased more nursing supplies in FY2013 compared to FY2012. In addition, nursing supplies costs increased as the Home had to stock up on nursing supplies in preparation for potential outbreaks.
3. Non-capitalised asset purchases (ie.assets costing less than \$3,000) increased mainly due to facilities enhancements the Home undertook which were funded by the Community Silver Trust Fund.

All other costs increases were significantly less as the Home continued to maintain tight control over expenditure.



### Operating Income

Deferred Capital Donations / Grants  
Donations in Cash  
Investment Income  
Resident/Client Fees  
Government Subvention  
Community Silver Trust Funds

### 2013

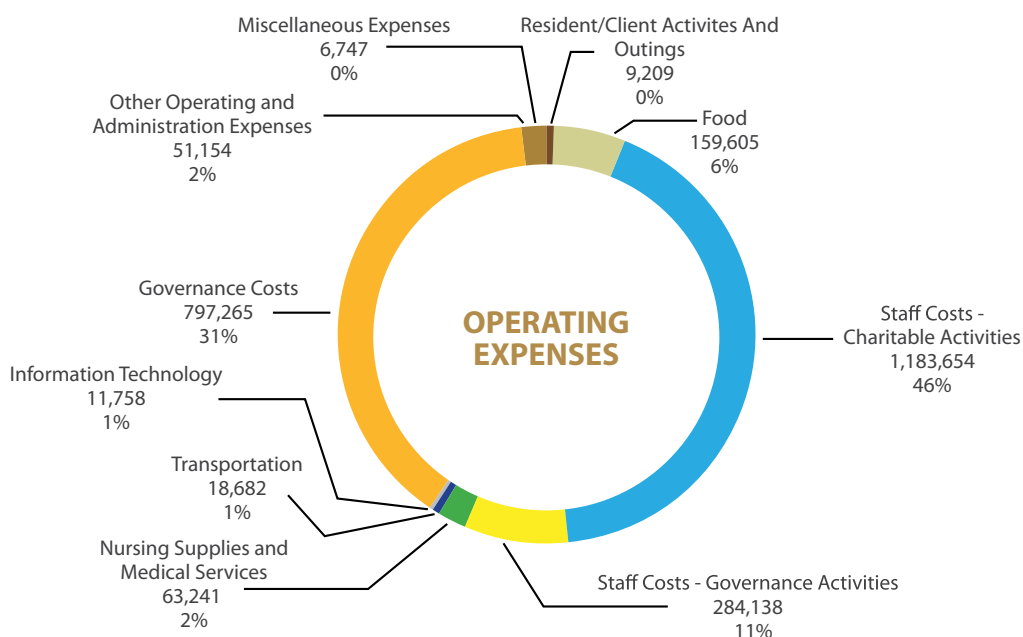
452,897  
157,091  
44,929  
463,453  
2,067,057  
19,293

### 2012

480,590  
126,821  
3,571  
436,773  
1,818,332  
2,585

**3,204,720**

**2,868,672**



### Operating Expenses

Resident/Client Activities and Outings  
Food  
Staff Costs - Charitable Activities  
Staff Costs - Governance Activities  
Nursing Supplies and Medical Services  
Transportation  
Information Technology  
Governance Costs  
Other Operating and Administration Expenses  
Miscellaneous Expenses

### 2013

9,209  
159,605  
1,183,654  
284,138  
63,241  
18,682  
11,758  
797,265  
51,154  
6,747

### 2012

7,883  
148,919  
1,141,131  
226,394  
46,048  
17,140  
19,230  
791,171  
32,220  
8,212

**2,585,453**

**2,438,348**



# CASH DONATIONS 2013

A Clinic For Women Pte Ltd  
 Accesstech Engineering Pte Ltd  
 AVA Borneo Motors (S) Pte Ltd  
 Central Star (Singapore) Pte Ltd  
 Asia Medicare Agency  
 Debuild Construction  
 Dolphin Capital Asia Pte Ltd  
 Ecopave Pte Ltd  
 FDR Concepts Pte Ltd  
 Fire-Guard Engineering Pte Ltd  
 GMR Energy (Singapore) Pte Ltd  
 Guangyang Secondary School  
 Health Step Foot Reflexology C  
 Hydronav Services (S) Pte Ltd  
 ITE College Central  
 J Max Solutions  
 K V Vanu Gopala Menon  
 Kenwell Offshore Pte Ltd  
 Kuo Chuan Presbyterian Pri Sch  
 Landmark Plastics Pte Ltd  
 Land Transport Authority  
 Olivine Electronics Pte Ltd  
 Orchard Stationery Suppliers  
 Performance Janitorial Supplies Pte Ltd  
 Poolcare Services  
 Raffles institution  
 Regional Shipping Services Pte Ltd  
 Sabic Asia Pte Ltd  
 Seraya Energy Pte Ltd  
 STSKF Pte LTd  
 Tanglin Police Division  
 Thong On Industries Pte Ltd  
 Utraco Pte Ltd  
 Xin Da Ye Trading  
 Yew Hock Motor  
 Yunnan Garden Restaurant (2006) Pte Ltd  
 Zion Bishan Bible Presbyterian Church  
 Adrian Leong  
 Adrian Lim Meng Yan  
 Akbar Khan  
 Andra  
 Ang Geok Chuan  
 Ang Kheng Choo

Ang Kim Chu  
 Ang Teng Guan  
 Angeline Therencia Kustedjo  
 Anju Sebastian  
 Ann  
 Apurva  
 AVA Insurance Brokers Pte Ltd  
 Belwit Singh S/O Bhajan Singh  
 Ben Chia  
 Chai Lai Kuan  
 Chan Loo Kee  
 Charmian  
 Chen Yu Mun  
 Cheng Geok Chin  
 Cheng Jian Fenn  
 Chew CheK Chuan  
 Chew Chia Liang  
 Chew Poh Guan Thomas  
 Chia S H  
 Chia Teck Hwa  
 Chiam Yah Fang  
 Chong Chun Leong  
 Christina Chen  
 Christopher Ng  
 Christopher Quek  
 Chu Chin Liang (Steve)  
 Chua Yue Cun  
 Chuang Kwong Lee  
 Clare Elizabeth Savereux  
 Daphne Loh  
 David Kong  
 David Soon Kin Mun  
 Dennis Ong  
 Dentsu Singapore Pte Ltd  
 Devendra Bisaria  
 Dr Lee Eng Hin  
 Dr Sandy Lek  
 Duncan Gracias  
 Eng Yi Wee  
 Fam Li Li  
 Florence Wong  
 Fong Chen Alan  
 Foo Meng Kee

# CASH DONATIONS 2013

George Christopher Willis

Geraldine Tan Ee Siew

Giam Chong Soon

Goh Wei Khien

Goh Zheng Wei

Grace Cheo

Graham Teo Kok Heng

He Dong Liu

Helen Yeo Wee Hoon

Heng (Ms)

Ho Khiam Seng

Ho Soo Fatt Ronald

Hoe Chin Siang

Hsu Si Yang

J Kanagaratham

Janakan Rajanikanth

Jeong Jong-Soo

Jesper Lim Chin Yiong

Joe Choo

Joey Tan Lee Boon

Joseph Ong

Justin Leow Boon Tuan

K. Thavamalar

Kathy Leong Theng Yin

Kenneth Lo

Khaw Kok Yaw

Khoo Kee Kwang

Khoo Kee Swee

Khoo Yong Kiong

Koh Hwee Kiang

Koh Lay Poh

Koh Yak Leng

Koo Wei Ting

Lam Sit Hin

Law Tse Kin

Lee Chin Ser

Lee Gek Cheng

Lee Jia Jun

Lee Kim Choon

Lee See Heng

Lee Soo Jen Eddy

Lee Tai How (Peter)

Lee Wan Chew

Lee Wei Kheong Edward

Lee Yin Lin

Lee Zhi Wei

Lee Zi Qi Chloe

Leong Mee Yin

Leong Quor Meng

Leong Seng

Lew Kiat Kong

Lim Chin Yiong

Lim Chun Meng

Lim Hwee Choo, Cecilia

Lim Joo Seng

Lim Meng Kiat

Lim Ming Hui

Lim Poh Seng

Lim Teck Chai Danny

Lim YanZi

Limpo Antonio

Liu Fei Chian

Loo Kuen Feng Mike

Lucia Leong Tim Tim

Lye King Siong

Mahendran s/o Minisamy

M. Kalaivanan

Mithilesh Sinha

Natalie Wong

Ng Cheng Chee

Ng Hock Siong

Ng Khai Mang

Ng Kim Tong

Ng Li Hwa

Ng Soon Im

Ng Tee Im

Ng Yew Hong

Ng Yew Huat

Ong Chong Ping

Ong Geok Yeow

Ong Lay Khoon

Ong Siew Keong

Ong Yeow Chon

Ow Yong Tuck Leong

Patricia Yeo Yen Ching

Pauline Low

# CASH DONATIONS 2013

Peh Kok Heng
Philip Gan Kai Hwee
Philip Khoo Teck Leong
Phua Swee Khiang
Poh Beng Wee
Poh You De
Prabhuswami Kallur
Puang Kwong Ping
Pwok Mei Yin
Qiyu Jaslyin
Roger Lum Wai Chong
Sai Ram Nilgiri
Samuel Sng Han Heng
Samuel Tandijanto
San Myat Tun
Sandar
Senator International Singapore
Ser Cherk Yen
Sng C Y
Sharon Kua
Sim Beng Chye
Sim Hui Mean
Sin Weng Chuen
Soon Boon Chew
Stephen Tay Buan Chye
Su Huiting
Tai Theen Cheong
Tan Chen Sian
Tan Chye Seng Eddie
Tan Eng
Tan Hwee Kaw
Tan Jun Qi
Tan Kuan Kian
Tan Pheng Hwee
Tan Phuay Miang
Tan Siew Hong
Tan Swee Fong
Tan Wei Tong
Tan Yam Ngee
Tang Soo Yee Ellis
Teo Chin Hau
Teo Geok Hwee
Teo Guan Hoe

Teo Soon Thai
Tew Huey Ling
Thayalingem A
Thiam Boon Siong Max
Thomas Ho Kwok Tao
Tiong Kuok Thai
Tock Chiew Chong
Toh Eng Tiah
Tong How Dar
Toon Kit Chuan
Tung Ho Kok
Vasauthi Kanagaratham
Weerawich
Wilbert Cheng Heng Siang
Winnie Teo
Wong Meng Yeng
Wong Pei Mei
Wong Tai
Wong Tui Nam
Yap Han Hua
Yap Yee Lane
Yelly
Yeong Chee Kay
Yip Wai Kit
Yong Boon Kheng
Yu Tat Ming
Yvelve Wong

# DONATIONS IN KIND 2013

Bakerzin Holdings Pte Ltd
Andrew Wong
Andy Kwek
Ang Gek
Augustin Lim
Benjamin Ang
Bernard Jones
Kathy McMahon
Care N Share Society
Cecilia Soh
Chan Jim Keow
Chocolat N'Spice
Donald Ang
Dorothy Yeo
Fog Yin Leng
Foo Siang Eng
Gary Loh & Friends
Guan Ling Tan
Hong Tian Fu
Hong Yao Qiang
Huat Soon Lee Engineering
Hana Pte Ltd
J.Thio
Joel & Joan
Man Fut Tong Welfare Society
Jenny Ng
Jervine & Sally Ong
Jessica
Ji De Tang Temple
Johnny Ang-President- Goodwill Services
Dawood Exports Pte Ltd
Joseph C.K.Nah
Katherine Loh

Kathryn Wong
Kenny Wong
Lee Chong Tat
Lee Man San-Bakers World
Leong Swee Sum
Lian Hin Grocery
Lim Chao Yang
Lim Geok Pheng
Lim Guang Jin
Lim Soon Guan
Lin He Zhen
Lin Jin Hua
Lin Jin Shui
Lin Ming Xing
Lin Mu Xiang
Lin Xi Di
Linda Ho
Liz & Friends
Residents' Committee Bishan East Zone 6 RC
Su Hua Store
Lynn
Mariean Chua
Girl Guides Singapore
Michelle Rising Sun Trading
James Yeo
Teo P.H.
Ng Yak Meng
Ng Yee Sye
Ng Yew Syee
Ng.Yew Syee & Wong Fly
Ong Ting-Bishan North Community Centre

# DONATIONS IN KIND 2013

Ooi Poh Thiam
Panni-Director and Staff
Rena Chua & Friends
Robert Ng
Ronald Chua
Ronald Teo
Rosalind Lim
Saraspathi Malliapan
Sembawang Tian Ho Keng
Seth Tan-Academic Staff Sch.of Science & Tech.
She Si Mei
Sin Eng Kee Chye Huat
Sin Siong Huat Furnishings
Son Yan Bo
Staff of DBS Bank Treasury&Markets
Dr.Ruth Kam-Cardiologist Mt.Elizabeth Med Ctr.
Steven Goh Kien Lim, Gan Keng Siong,Alan Quek,Roger Tay,Bernard Kew,Lay Ling,Anline Tay, Mdm.Tay Lay Ting,Ng Wei Cheng,Mdm Twang, Michelle Leong Yuan Hui, Gabriel Ong Shou Jen, & Jermaine Goh
Sun Heng Production
Tan Seow Leng
Teo Poh Hong
Tesse Foo
The Boys Brigade Raymond & Project Staff
The Resident-John
Tien Leong Wee
Toh Eng Tiah

Vincent Tan-Lotus Light Charity Society S'pore
Wah Sua Keng Management Committee
Wee Lily-& Friends
Wee Yong Hwee
Kumpulan Development(S)Pte Ltd
Family of Wong Tui Nam
Xin Da Ye Trading
Xu Xing Yuan
Yap Ai Seng
Yeo Kok Nim
Yeo Mei Ling
Yvonne Lim

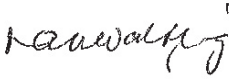
# Financial Contents

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# Statement by the Board of Directors

In the opinion of the Board of Directors, the financial statements of Bishan Home for the Intellectually Disabled (the "Home") set out on page 25 to 47 are properly drawn up, so as to give a true and fair view of the state of affairs of the Home as at 31 March 2013 and the financial activities, changes in funds and cash flows of the Home for the year ended on that date.

On behalf of the Board of Directors,



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**Mr. Lau Wah Ming**  
**Hon. Chairman**



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**Mr. Tan Jack Pin**  
**Hon. Treasurer**

Singapore, 29 AUG 2013



# Report of the Independent Auditors

To the Members of Bishan Home for the Intellectually Disabled

## Report on the Financial Statements

We have audited the accompanying financial statements of Bishan Home for the Intellectually Disabled (the “Home”), which comprise the statement of financial position as at 31 March 2013, and the statement of financial activities, statement of changes in funds and statement of cash flows of the Home for the financial year then ended, and a summary of significant accounting policies and other explanatory notes as set out on pages 25 to 47.

### *Management’s Responsibility for the Financial Statements*

The Board of Directors of the Home (the “Board”) is responsible for the preparation of financial statements that give a true and fair view in accordance with the provision of the Charities Act, Cap. 37, the Societies Act, Cap. 311 and Singapore Financial Reporting Standards, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair statement of financial activities and balance sheet and to maintain accountability of assets.

### *Auditors’ Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Home’s preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Home’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements of the Home are properly drawn up in accordance with the provisions of the Charities Act, Cap. 37, the Societies Act, Cap. 311 and Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of the Home as at 31 March 2013 and the financial activities, changes in funds and cash flows of the Home for the year ended on that date.

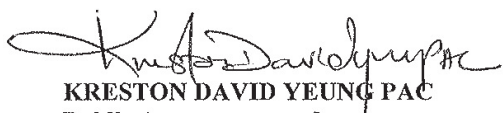
# Report of the Independent Auditors

To the Members of Bishan Home for the Intellectually Disabled

## **Report on Other Legal and Regulatory Requirements**

During the course of our audit, nothing came to our attention that caused us to believe that the use of donation money received is not in accordance with the Home's objectives.

In our opinion, the accounting and other records required by the above regulations to be kept by the Home have been properly kept in accordance with the regulations.



**KRESTON DAVID YEUNG PAC**  
**Public Accountants and**  
**Chartered Accountants**

Singapore, 29 AUG 2013

# Statement of Financial Position

As at 31 March 2013

	Note	2013 S\$	2012 S\$
<b>ASSETS</b>			
<b>Non-current assets</b>			
Property, plant and equipment	3	5,002,244	5,306,038
<b>Current assets</b>			
Programme fees in arrears	4	13,604	6,265
NCSS grant receivables		-	69,682
Other receivables		-	60
Deposits		23,475	18,078
Prepayments		13,127	10,470
Cash and cash equivalents	5	3,887,912	3,046,889
<b>Total current assets</b>		<b>3,938,118</b>	<b>3,151,444</b>
<b>Total assets</b>		<b>8,940,362</b>	<b>8,457,482</b>
<b>FUNDS AND LIABILITIES</b>			
<b>Unrestricted funds</b>			
General fund		3,309,024	2,629,532
Sinking fund		400,000	400,000
<b>Restricted funds</b>			
Deferred capital donations	6	4,818,546	5,160,029
Deferred capital donations - Herbs and Spice Garden	7	3,900	9,000
Community silver trust	8	28,970	-
<b>Total funds</b>		<b>8,560,440</b>	<b>8,198,561</b>
<b>Current liabilities</b>			
Programme fees received in advance		9,020	2,330
Amount due to NCSS	9	56,125	-
Deposits received		76,920	74,340
Accruals		90,615	81,960
Other payables	10	147,242	100,291
<b>Total liabilities</b>		<b>379,922</b>	<b>258,921</b>
<b>Total funds and liabilities</b>		<b>8,940,362</b>	<b>8,457,482</b>

The notes set out on pages 30 to 47 form an integral part of and should be read in conjunction with this set of financial statements.

# Statement of Financial Activities

For the Year Ended 31 March 2013

		<---Unrestricted Funds--->		<---Restricted Funds--->		2013
	Note	Residential Home S\$	Day Activity Centre S\$	Community Silver Trust S\$	Capital Donation S\$	Total S\$
<b>Incoming resources</b>						
Income resources from generated funds:						
Voluntary income						
Deferred capital donations/grants	6	-	-	-	447,797	447,797
Deferred herbs and spice grant	7	-	-	-	5,100	5,100
Community silver trust	8	-	-	60,234	-	60,234
Donations in cash	11	157,091	-	-	-	157,091
Investment income	12	44,929	-	-	-	44,929
Income resources from charitable activities:						
Programme fees		328,151	-	-	-	328,151
Daycare collection		-	86,333	-	-	86,333
Government subvention grants		1,869,670	197,387	-	-	2,067,057
Transport income		-	19,528	-	-	19,528
Sundry income		22,301	7,140	-	-	29,441
Other incoming resources		19,293	-	-	-	19,293
<b>Total income resources</b>		<b>2,441,435</b>	<b>310,388</b>	<b>60,234</b>	<b>452,897</b>	<b>3,264,954</b>
<b>Less: Resources expended</b>						
Charitable activities expenses:						
Activities and outings	13	7,332	1,760	117	-	9,209
Food and marketing		149,439	10,166	-	-	159,605
Staff costs		1,063,392	114,756	5,506	-	1,183,654
Nursing supplies and medical services		63,241	-	-	-	63,241
Transportation		6,325	12,357	-	-	18,682
Information technology		9,511	2,247	-	-	11,758
Miscellaneous expenses		6,747	-	-	-	6,747
<b>Total charitable activities expenses</b>		<b>1,305,987</b>	<b>141,286</b>	<b>5,623</b>	<b>-</b>	<b>1,452,896</b>
Governance costs	14	500,594	114,582	957	465,270	1,081,403
Other operating and administration expenses	15	40,654	7,590	2,510	400	51,154
<b>Total resources expended</b>		<b>(1,847,235)</b>	<b>(263,458)</b>	<b>(9,090)</b>	<b>(465,670)</b>	<b>(2,585,453)</b>
<b>Net income resources before other gains and losses</b>		<b>594,200</b>	<b>46,930</b>	<b>51,144</b>	<b>(12,773)</b>	<b>679,501</b>
<b>Less: Other recognised gain/(loss)</b>						
Gain on disposal of plant and equipment		799	-	-	-	799
Plant and equipment written off		(808)	-	-	-	(808)
<b>Net surplus/(deficit) for the year</b>		<b>594,191</b>	<b>46,930</b>	<b>51,144</b>	<b>(12,773)</b>	<b>679,492</b>

The notes set out on pages 30 to 47 form an integral part of and should be read in conjunction with this set of financial statements.

# Statement of Financial Activities

For the Year Ended 31 March 2012

		<----Unrestricted Funds---->			
	Note	Residential Home S\$	Day Activity Centre S\$	Restricted Fund S\$	2012 Total S\$
<b>Incoming resources</b>					
Income resources from generated funds:					
Voluntary income					
Deferred capital donations/grants	6	-	-	473,990	473,990
Deferred herbs and spice grant	7	-	-	6,600	6,600
Donations in cash	11	126,821	-	-	126,821
Investment income	12	3,571	-	-	3,571
Income resources from charitable activities:					
Programme fees		324,883	-	-	324,883
Daycare collection		-	68,175	-	68,175
Government subvention grants		1,684,861	133,471	-	1,818,332
Transport income		-	15,592	-	15,592
Sundry income		22,394	5,729	-	28,123
Other incoming resources		1,528	-	1,057	2,585
<b>Total income resources</b>		<b>2,164,058</b>	<b>222,967</b>	<b>481,647</b>	<b>2,868,672</b>
<b>Less: Resources expended</b>					
Charitable activities expenses:					
Activities and outings		7,515	315	-	7,830
Day activity centre		-	53	-	53
Food and marketing		140,977	7,942	-	148,919
Staff costs	13	1,064,604	76,527	-	1,141,131
Nursing supplies and medical services		46,048	-	-	46,048
Transportation		4,900	12,240	-	17,140
Information technology		16,153	3,077	-	19,230
Miscellaneous expenses		8,212	-	-	8,212
Total charitable activities expenses		1,288,409	100,154	-	1,388,563
Governance costs	14	498,124	84,431	435,010	1,017,565
Other operating and administration expenses	15	30,061	2,159	-	32,220
<b>Total resources expended</b>		<b>(1,816,594)</b>	<b>(186,744)</b>	<b>(435,010)</b>	<b>(2,438,348)</b>
<b>Net income resources before other gains and losses</b>		<b>347,464</b>	<b>36,223</b>	<b>46,637</b>	<b>430,324</b>
<b>Less: Other recognised gain/loss</b>					
Plant and equipment written off		(1,561)	-	-	(1,561)
<b>Net surplus for the year</b>		<b>345,903</b>	<b>36,223</b>	<b>46,637</b>	<b>428,763</b>

The notes set out on pages 30 to 47 form an integral part of and should be read in conjunction with this set of financial statements.

# Statement of Changes in Funds

For the Year Ended 31 March 2013

	General Fund S\$	Sinking Fund S\$	Deferred Capital Donation/Grants S\$	Deferred Capital Donation - Herbs and Spice Garden S\$	Community Silver Trust S\$	Total S\$
Balance as at 01.04.2011	2,200,769	400,000	5,444,145	15,600	-	8,060,514
Additions during the year						
- Government Grants	-	-	99,874	-	-	99,874
- Donated Funds from President's Challenge 2011	-	-	90,000	-	-	90,000
Amortisation during the year	-	-	(473,990)	(6,600)	-	(480,590)
Net surplus for the year	428,763	-	-	-	-	428,763
Balance as at 31.03.2012/01.04.2012	2,629,532	400,000	5,160,029	9,000	-	8,198,561
Additions during the year						
- Government Grants	-	-	40,088	-	89,204	129,292
- Tax-Exempt Donations for Capital Purchases	-	-	15,400	-	-	15,400
- Non-Tax-Exempt Donation-in-Kind	-	-	50,826	-	-	50,826
Amortisation during the year	-	-	(447,797)	(5,100)	(60,234)	(513,131)
Net surplus for the year	679,492	-	-	-	-	679,492
Balance as at 31.03.2013	3,309,024	400,000	4,818,546	3,900	28,970	8,560,440
			(Note 6)	(Note 7)	(Note 8)	

The notes set out on pages 30 to 47 form an integral part of and should be read in conjunction with this set of financial statements.

# Statement of Cash Flows

For the Year Ended 31 March 2013

	Note	2013 S\$	2012 S\$
<b>Cash flows from operating activities</b>			
Net surplus for the year		679,492	428,763
Adjustments for:-			
Allowance for credit losses		3,800	1,720
Allowance for credit losses written back		(2,160)	(2,176)
Deferred capital donations/grants	6	(447,797)	(473,990)
Deferred herbs and spice grant	7	(5,100)	(6,600)
Community silver trust fund	8	(60,234)	-
Depreciation of property, plant and equipment		501,604	502,824
Gain on disposal of property, plant and equipment		(799)	-
Property, plant and equipment written off		808	1,561
Interest income		(44,929)	(3,571)
<b>Operating surplus before working fund changes</b>		<u>624,685</u>	<u>448,531</u>
Changes in working fund:-			
Decrease/(Increase) in other receivables		52,709	(546)
Increase/(Decrease) in accruals and other payables		<u>121,001</u>	<u>(3,720)</u>
<b>Net cash generated from operating activities</b>		<u>798,395</u>	<u>444,265</u>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment		(198,619)	(152,697)
Proceeds from disposal of property, plant and equipment		800	-
Interest received		<u>44,929</u>	<u>3,571</u>
<b>Net cash used in investing activities</b>		<u>(152,890)</u>	<u>(149,126)</u>
<b>Cash flows from financing activities</b>			
Capital donations received	6	106,314	189,874
Community silver trust received	8	<u>89,204</u>	<u>-</u>
<b>Net cash generated from financing activities</b>		<u>195,518</u>	<u>189,874</u>
<b>Net increase in cash and cash equivalents</b>		841,023	485,013
<b>Cash and cash equivalents at beginning of year</b>		<u>3,046,889</u>	<u>2,561,876</u>
<b>Cash and cash equivalents at end of year</b>	5	<u>3,887,912</u>	<u>3,046,889</u>

The notes set out on pages 30 to 47 form an integral part of and should be read in conjunction with this set of financial statements.

# Notes to the Financial Statements

31 March 2013

These notes form an integral part of and should be read in conjunction with the accompanying financial statements.

## 1. GENERAL

Bishan Home for The Intellectually Disabled (the “Home”) is registered in the Republic of Singapore under the Societies Act and the Charities Act.

The principal activities of the Home are to provide a place of residence and care for the intellectually disabled.

The registered office and principal place of the Home is located at 6 Bishan Street 13, Singapore 579798.

The financial statements of the Home are presented in Singapore dollar (SGD or S\$).

## 2. SIGNIFICANT ACCOUNTING POLICIES

### a) Basis of Preparation

The financial statements of the Home have been prepared in accordance with the historical cost convention, except as disclosed in the accounting policies below, and are drawn up in accordance with the Statement of Recommended Accounting Practice (“RAP 6”) and Singapore Financial Reporting Standards (“FRS”) including its Interpretations.

In the current financial year, the Home has adopted all the new and revised FRS and Interpretations of FRS (“INT FRS”) that are relevant to its operations and effective for the annual periods beginning on or after 1 April, 2012. The adoptions of these new/revised FRSs and INT FRSs have no material effect on the financial statements.

### b) Significant Accounting Estimates and Judgements

Estimates, assumptions concerning the future and judgements are made in the preparation of the financial statements. They affect the application of the Home’s accounting policies, reported amounts of assets, liabilities, income and expense and disclosures made. They are assessed on an on-going basis and are based on experience and relevant factors, including expectations of future events that are believed to be reasonable under the circumstances.



# Notes to the Financial Statements

31 March 2013

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

### b) Significant Accounting Estimates and Judgements (Continued)

The critical accounting estimates and assumptions used and areas involving a high degree of judgement are described below.

#### *Critical assumptions used and accounting estimates in applying accounting policies*

##### Useful lives of property, plant and equipment

As described in Note 2(d), the Home reviews the estimated useful lives of property, plant and equipment at the end of each annual reporting period. The estimated useful lives reflect the management's estimation of the periods that the Home intends to derive future economic benefits from the use of the Home's property, plant and equipment. Changes in the expected level of usage and technological development could impact the economic useful lives and the residual values of these assets, therefore future depreciation charges could be revised.

The carrying amount of property, plant and equipment at the end of the reporting period are disclosed in Note 3 to the financial statements.

#### *Critical judgements made in applying accounting policies*

In the process of applying the entity's accounting policies, management had made the following judgements that have the most significant effect on the amounts recognised in the financial statements.

##### Allowance for credit losses

Allowance for credit losses of the Home is based on an evaluation of the collectibility of receivables. A considerable amount of judgement is required in assessing the ultimate realisation of these receivables, including their current creditworthiness, past collection history of each resident and ongoing dealings with them. If the financial conditions of the counterparties with which the Home contracted were to deteriorate, resulting in an impairment of their ability to make payments, additional allowance may be required.

##### Impairment of property, plant and equipment

The Home assesses annually whether property, plant and equipment have any indication of impairment in accordance with the accounting policy. The recoverable amounts of property, plant and equipment have been determined based on value-in-use calculations. These calculations require the use of judgement and estimates.

# Notes to the Financial Statements

31 March 2013

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

### c) Foreign Currency

#### *Functional and presentation currency*

Items included in the financial statements of the Home are measured using the currency of the primary economic environment in which the Home operates (“functional currency”). The financial statements of the Home are presented in Singapore dollar, which is the Home’s functional currency.

#### *Transactions and balances*

Transactions in foreign currencies are measured and recorded in Singapore dollars at the exchange rate in effect at the date of transactions. At the end of each reporting period, recorded foreign currency monetary items are adjusted to reflect the rate at the end of the reporting period. All realised and unrealised differences are taken to the statement of financial activities.

### d) Property, Plant and Equipment

All items of property, plant and equipment are initially recorded at cost. The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits associated with the item will flow to the Home and the cost of the item can be measured reliably.

Subsequent to initial recognition, property, plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is calculated on a straight-line method so as to write off the costs over the estimated useful lives of property, plant and equipment as follows: -

Leasehold property	30 years
Motor vehicles	10 years
Renovation	10 years
Furniture and fittings	5 – 10 years
Equipment	5 years
Herbs and spice garden	5 years
Computers	3 years

The carrying values of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable.

The residual values, useful lives and depreciation method are reviewed at each financial year-end, and adjusted prospectively, if appropriate.

An item of property, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset is included in the statement of financial activities in the year the asset is derecognised.

# Notes to the Financial Statements

31 March 2013

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

### e) **Impairment of Non-Financial Assets**

The Home assesses at the end of each reporting period whether there is any indication that an asset may be impaired. If any indication exists, or when an annual impairment assessment for an asset is required, the Home makes an estimate of the asset's recoverable amount.

An asset's recoverable amount is the higher of an asset's or cash-generating unit's fair value less costs to sell and its value in use and is determined for an individual asset, unless the asset does not generate cash inflows that are largely independent of those from other assets or group of assets. When the carrying amount of an asset or cash-generating unit exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount. In assessing value in use, the estimated future cash flows expected to be generated by the asset are discounted to their present value.

Impairment losses are recognised in statement of financial activities in those expense categories consistent with the function of the impaired asset, except for assets that are previously revalued where the revaluation was taken to other comprehensive income. In this case, the impairment is also recognised in other comprehensive income up to the amount of any previous revaluation.

An assessment is made at the end of each reporting period as to whether there is any indication that previously recognised impairment losses may no longer exist or may have decreased. If such indication exists, the Home estimates the asset's or cash-generating unit's recoverable amount. A previously recognised impairment loss is reversed only if there has been a change in the estimates used to determine the asset's recoverable amount since the last impairment loss was recognised. If that is the case, the carrying amount of the asset is increased to its recoverable amount. That increase cannot exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised previously. Such reversal is recognised in statement of financial activities unless the asset is measured at revalued amount, in which case the reversal is treated as a revaluation increase.

### f) **Financial Assets**

#### *Initial recognition and measurement*

Financial assets are recognised on the statement of financial position when, and only when, the Home becomes a party to the contractual provisions of the financial instrument. The Home determines the classification of its financial assets at initial recognition.

When financial assets are recognised initially, they are measured at fair value, plus directly attributable transaction costs.

# Notes to the Financial Statements

31 March 2013

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

### f) Financial Assets (Continued)

#### *Subsequent measurement*

##### Loans and receivables

Non-derivative financial assets with fixed or determinable payments that are not quoted in an active market are classified as loans and receivables. Subsequent to initial recognition, loans and receivables are measured at amortised cost using the effective interest method, less impairment. Gains and losses are recognised in statement of financial activities when the loans and receivables are derecognised or impaired, and through the amortisation process.

The Home classifies the following financial assets as loans and receivables:

- Cash and cash equivalents
- Grant and other receivables

#### *Derecognition*

A financial asset is derecognised where the contractual right to receive cash flows from the asset has expired. On derecognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received is recognised in statement of financial activities.

All regular way purchases and sales of financial assets are recognised or derecognised on the trade date, i.e the date that the Home commits to purchase or sell the asset. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the period generally established by regulation or convention in the marketplace concerned.

### g) Impairment of Financial Assets

The Home assesses at the end of each reporting period whether there is any objective evidence that a financial asset is impaired.

##### Financial assets carried at amortised cost

For financial assets carried at amortised cost, the Home first assesses individually whether objective evidence of impairment exists individually for financial assets that are individually significant, or collectively for financial assets that are not individually significant. If the Home determines that no objective evidence of impairment exists for an individually assessed financial asset, whether significant or not, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is, or continues to be recognised are not included in a collective assessment of impairment.

# Notes to the Financial Statements

31 March 2013

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

### g) Impairment of Financial Assets (Continued)

If there is objective evidence that an impairment loss on financial assets carried at amortised cost has incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. If a loan has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account. The impairment loss is recognised in the statement of financial activities.

When the asset becomes uncollectible, the carrying amount of impaired financial assets is reduced directly or if an amount was charged to the allowance account, the amounts charged to the allowance account are written off against the carrying value of the financial asset.

To determine whether there is objective evidence that an impairment loss on financial assets has incurred, the company considers factors such as the probability of insolvency or significant financial difficulties of the debtor and default or significant delay in payments.

If in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed to the extent that the carrying amount of the asset does not exceed its amortised cost at the reversal date. The amount of reversal is recognised in the statement of financial activities.

### h) Cash and Cash Equivalents

Cash and cash equivalents are defined as cash in hand, cash at bank and fixed deposits which form part of the Home's cash management are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value.

### i) Capital Donations/Grants

Donations/grants received for property, plant and equipment are credited to a designated fund. These donations/grants are amortised to the statement of financial activities over the estimated useful life of the related property, plant and equipment on a straight-line basis (Note 2 (d)).

### j) Sinking Fund

The sinking fund is an unrestricted designated fund set aside by the Home to finance major repair activities of the Home as and when necessary.

# Notes to the Financial Statements

31 March 2013

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

### k) Financial Liabilities

#### *Initial recognition and measurement*

Financial liabilities include accruals and other payables including amount due to NCSS. Financial liabilities are recognised on the statement of financial position when, and only when, the Home becomes a party to the contractual provisions of the financial instrument. The Home determines the classification of its financial liabilities at initial recognition.

All financial liabilities are recognised initially at fair value plus directly attributable transaction costs.

#### *Subsequent measurement*

After initial recognition, financial liabilities are subsequently measured at amortised cost using the effective interest method. Gains and losses are recognised in the statement of financial activities when the liabilities are derecognised, and through the amortisation process.

#### *Derecognition*

A financial liability is derecognised when the obligation under the liability is discharged, cancelled or expired. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a derecognition of the original liability and the recognition of a new liability, and the difference in the respective carrying amounts is recognised in the statement of financial activities.

### l) Revenue Recognition

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Home and the revenue can be measured reliably. Revenue is measured at the fair value of consideration received or receivable.

Revenue is recognised on the following basis:-

- (i) Income from fees collected is accounted for on accrual basis.
- (ii) Donations are recognised when monies are received and the right to receive the amount is certain.
- (iii) Recurrent funds are taken up on accrual basis. Based on the funding principles, accruals are accounted for any over/under funding payable to/from the Government.
- (iv) Interest is recognised using effective interest method.

# Notes to the Financial Statements

31 March 2013

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

### m) **Government Subvention**

Government subvention is recoverable from the Ministry of Social and Family Development (MSF) when there is reasonable assurance that the conditions attaching to it will be complied with and the subvention will be received.

Government subvention in the form of recurrent funds is recognised as income in the financial statements in the year in which the related activities are performed.

### n) **Key Management Personnel**

Key management personnel of the Home are those persons having authority and responsibility for planning, directing and controlling the activities of the Home. The chief executive officer, the matron and accountant are considered as key management personnel.

### o) **Employee Benefits**

#### Defined Contribution Plans

As required by law, the Home makes contributions to the state pension scheme, the Central Provident Fund (CPF). CPF contributions are recognised as compensation expense in the same period as the employment that gives rise to the contribution.

#### Employee Leave Entitlement

Employee entitlement to annual leave is recognised when it accrues to employees. An accrual is made for the estimated liability for leave as a result of services rendered by employees up to the end of the reporting period.

### p) **Provisions**

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

Provisions are reviewed at the end of each reporting period and adjusted to reflect the current best estimate. If it is no longer probable that an outflow of economic resources will be required to settle the obligation, the provision is reversed. If the effect of the time value of money is material, provisions are discounted using a current pre-tax rate that reflects, where appropriate, the risks specific to the liability. When discounting is used, the increase in the provision due to the passage of time is recognised as a finance cost.

# Notes to the Financial Statements

31 March 2013

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

### q) Contingencies

A contingent liability is:-

- (a) a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Home; or
- (b) a present obligation that arises from past events but is not recognised because:
  - i) It is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
  - ii) The amount of the obligation cannot be measured with sufficient reliability.

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Home.

Contingent liabilities and assets are not recognised on the statement of financial position of the Home, except for contingent liabilities assumed in a business combination that are present obligations and which the fair values can be reliably determined.



# Notes to the Financial Statements

31 March 2013

## 3. PROPERTY, PLANT AND EQUIPMENT

<u>Cost</u>	<u>Leasehold property</u> S\$	<u>Motor vehicles</u> S\$	<u>Computers</u> S\$	<u>Equipment</u> S\$	<u>Furniture and fittings</u> S\$	<u>Renovation</u> S\$	<u>Herbs &amp; Spice garden</u> S\$	<u>Total</u> S\$
At 01.04.2011	8,220,293	149,271	63,928	746,797	583,574	1,105,993	29,053	10,898,909
Additions	-	-	4,952	16,335	56,574	74,836	-	152,697
Disposal	-	-	-	(6,617)	-	-	-	(6,617)
At 31.3.2012/01.04.2012	8,220,293	149,271	68,880	756,515	640,148	1,180,829	29,053	11,044,989
Additions	-	50,826	-	63,136	25,118	54,424	5,115	198,619
Disposal	-	(49,718)	-	-	-	-	-	(49,718)
Written-off	-	-	(7,247)	(62,156)	(46,367)	-	-	(115,770)
At 31.03.2013	8,220,293	150,379	61,633	757,495	618,899	1,235,253	34,168	11,078,120
<u>Accumulated depreciation</u>								
At 01.04.2011	3,672,900	67,520	57,004	550,078	569,366	307,105	17,210	5,241,183
Charge for the year	274,010	3,034	6,313	81,039	16,711	115,906	5,811	502,824
Disposal	-	-	-	(5,056)	-	-	-	(5,056)
At 31.3.2012/01.04.2012	3,946,910	70,554	63,317	626,061	586,077	423,011	23,021	5,738,951
Charge for the year	274,010	13,791	3,224	68,437	20,956	116,737	4,449	501,604
Disposal	-	(49,717)	-	-	-	-	-	(49,717)
Written-off	-	-	(7,247)	(61,348)	(46,367)	-	-	(114,962)
At 31.03.2013	4,220,920	34,628	59,294	633,150	560,666	539,748	27,470	6,075,876
<u>Net book value</u>								
At 31.03.2013	3,999,373	115,751	2,339	124,345	58,233	695,505	6,698	5,002,244
At 31.03.2012	4,273,383	78,717	5,563	130,454	54,071	757,818	6,032	5,306,038

Depreciation expense for the year amounting to S\$501,604 (2012: S\$502,824) is charged to the statement of financial activities and is included in governance costs (Note 14).

# Notes to the Financial Statements

31 March 2013

## 4. PROGRAMME FEES IN ARREARS

	2013 S\$	2012 S\$
Programme fees in arrears	41,094	32,115
Less: Allowance for credit losses	(27,490)	(25,850)
	<u>13,604</u>	<u>6,265</u>

### Movements of allowance for credit losses

Balance at beginning of year	25,850	26,306
Allowance for credit losses (Note 15)	3,800	1,720
Allowance for credit losses written back (Note 15)	(2,160)	(2,176)
Balance at end of year	<u>27,490</u>	<u>25,850</u>

Programme fees receivables are due within 30 days which is billed on a monthly basis.

The Home does not charge any interest, unless otherwise stated. Programme fees in arrears include an amount of S\$7,784 (2012: S\$2,330) which is past due at the end of the reporting period but not impaired. The table below is an aging analysis of programme fees in arrears as at the end of the reporting period:-

	Allowance for		Allowance for	
	Gross	credit losses	Gross	credit losses
	2013	2013	2012	2012
	S\$	S\$	S\$	S\$
Not past due	6,360	(540)	4,895	(960)
Past due: -				
- 1 to 30 days	3,850	(540)	2,240	(960)
- 31 to 60 days	2,730	(540)	1,560	(960)
- over 60 days	28,154	(25,870)	23,420	(22,970)
	<u>34,734</u>	<u>(26,950)</u>	<u>27,220</u>	<u>(24,890)</u>
	<u>41,094</u>	<u>(27,490)</u>	<u>32,115</u>	<u>(25,850)</u>

# Notes to the Financial Statements

31 March 2013

## 5. CASH AND CASH EQUIVALENTS

	2013 S\$	2012 S\$
Cash on hand	2,766	8,984
Cash at bank	1,485,146	1,137,905
Fixed deposits	2,400,000	1,900,000
	<u>3,887,912</u>	<u>3,046,889</u>

The fixed deposits are placed with reputable financial institutions for varying periods of between 3 to 36 month (2012: 3 to 24 month) tenures depending on the immediate cash requirement of the Home and earn interest at rates ranging from 1.0% to 1.1% (2012: ranged from 0.50% to 1.30%) per annum.

## 6. DEFERRED CAPITAL DONATIONS/GRANTS

	2013 S\$	2012 S\$
Balance at beginning of year	5,160,029	5,444,145
Amount received during the year	<u>106,314</u>	<u>189,874</u>
	5,266,343	5,634,019
Less: Amortisation to statement of financial activities		
- Leasehold property	274,010	274,010
- Other plant and equipment	<u>173,787</u>	<u>199,980</u>
	(447,797)	(473,990)
Balance at end of year	<u>4,818,546</u>	<u>5,160,029</u>

## 7. DEFERRED CAPITAL DONATIONS – HERBS AND SPICE GARDEN

	2013 S\$	2012 S\$
Balance at beginning of year	9,000	15,600
Less: Amortisation to statement of financial activities	<u>(5,100)</u>	<u>(6,600)</u>
Balance at end of year	<u>3,900</u>	<u>9,000</u>

# Notes to the Financial Statements

31 March 2013

## 8. COMMUNITY SILVER TRUST

	2013 S\$	2012 S\$
Balance at beginning of year	-	-
<u>Add: Receipts</u>		
Community Silver Trust - Matching Grant	89,204	-
Less: Expenditure	<u>(60,234)</u>	<u>-</u>
Balance at end of year	<u>28,970</u>	<u>-</u>

The Community Silver Trust Fund was set up by the government to enhance and expand the services of Voluntary Welfare Organisations in the intermediate and long-term care sector. This fund is a dollar-for-dollar donation matching grant from the government to increase the capacity of the Home by adding approved equipments, innovative projects and programmes. The amount received will be amortised to the statement of financial activities in the year the related expenditure is incurred.

## 9. AMOUNT DUE TO NCSS

This balance represents excess amount of grant received from NCSS during the year. The amount is currently assessed by NCSS and will finalised in the next financial year.

## 10. OTHER PAYABLES

	2013 S\$	2012 S\$
Sundry creditors	57,684	23,651
Staff saving	20,100	19,450
Cash held for residents	48,891	44,280
Advance from residents	<u>20,567</u>	<u>12,910</u>
	<u>147,242</u>	<u>100,291</u>

## 11. DONATIONS IN CASH

Tax exempt donations	138,242	89,354
Non-tax exempt donations	<u>18,849</u>	<u>37,467</u>
	<u>157,091</u>	<u>126,821</u>

All donations were collected in respect of the Home's residential services.

Donations for capital purchases are reflected as Deferred Capital Donations.

# Notes to the Financial Statements

31 March 2013

## 12. INVESTMENT INCOME

	2013 S\$	2012 S\$
Bank interest income	127	166
Fixed deposit income	44,802	3,405
	<u>44,929</u>	<u>3,571</u>

## 13. STAFF COSTS

Salaries and wages	753,416	749,589
Bonuses	131,488	132,751
CPF contribution	63,866	60,633
Foreign worker levy	166,894	134,348
Recruitment fee	5,624	5,570
Training fee	28,367	34,255
Staff welfare	33,593	23,918
Uniform	406	67
	<u>1,183,654</u>	<u>1,141,131</u>

## 14. GOVERNANCE COSTS

Administrative staff costs: -		
- Salaries and wages	225,972	174,253
- Bonuses	30,863	28,181
- CPF contribution	27,303	23,960
Auditors' remuneration	5,190	4,585
Depreciation of property, plant and equipment (inclusive restricted fund)	501,604	502,824
General maintenance expenses	74,291	62,886
Insurances	30,555	27,613
Professional fee	28,173	19,712
Property maintenance	2,878	13,755
Registration fee	130	311
Telecommunication	5,544	5,533
Utilities	148,900	153,952
	<u>1,081,403</u>	<u>1,017,565</u>

# Notes to the Financial Statements

31 March 2013

## 15. OTHER OPERATING AND ADMINISTRATION EXPENSES

	2013 S\$	2012 S\$
Allowance for credit losses (Note 4)	3,800	1,720
Allowance of credit losses written back (Note 4)	(2,160)	(2,176)
Mattresses and bed linen	535	642
Rental of equipment	1,091	546
Anniversary celebration	8,859	11,123
Bank charges	1,345	606
Non-capitalised assets	21,678	9,174
Printing and stationery	6,375	6,360
Publicity	4,815	-
Refreshment	2,668	2,346
Other operating expenses	2,148	1,879
	<u>51,154</u>	<u>32,220</u>

## 16. TAXATION

The Home has been registered as a charity under the Singapore Charities Act and is exempted from income tax under the provisions of the Singapore Income Tax Act, Cap. 134. Accordingly, no provision for taxation has been made in the Home's financial statements.

## 17. ANNUAL REMUNERATION OF KEY MANAGEMENT PERSONNEL

	2013 S\$	2012 S\$
Key management personnel compensation:-		
- Salaries and bonus	219,514	220,065
- CPF contribution	21,362	20,082
	<u>240,876</u>	<u>240,147</u>

Key management compensation for the year are included in staff costs (Note 13) and governance costs (Note 14).

Number of key management personnel in remuneration bands: -

	<u>Total number of management staff</u>	
	2013	2012
- Below S\$50,000	1	1
- Above S\$50,000 to S\$100,000	1	1
- Above S\$100,000 to S\$150,000	1	1

Key management personnel comprise the chief executive officer, the matron and accountant.

# Notes to the Financial Statements

31 March 2013

## 18. FINANCIAL RISK MANAGEMENT AND OBJECTIVES

The Home does not have written risk management policies and guidelines which set out its tolerance for risk and its general risk management philosophy. To mitigate any financial risk exposures or losses, the Home may adopt the appropriate measures including the use of other financial instruments as and when considered necessary.

### **Credit Risk**

Credit risk refers to the risk that counterparty will default on its contractual obligations resulting in financial loss to the Home. The Home has adopted the policy of only dealing with creditworthy counterparties as a means of mitigating the risk of financial loss from defaults. The Home does not expect to incur material credit losses on its financial assets.

The Home has no significant concentrations of credit risk.

#### Financial assets that are neither past due nor impaired

Trade receivables that are neither past due nor impaired are creditworthy debtors. Cash and cash equivalents that are neither past due nor impaired are placed with reputable financial institutions licenced by the Monetary Authority of Singapore.

#### Financial assets that are either past due and/or impaired

Information regarding financial assets that are either past due and/or impaired is disclosed in Note 4 to the financial statements.

### **Foreign Currency Risk**

The Home is not exposed to foreign currency risk as all of its transactions are denominated in Singapore dollar.

### **Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of the Home's financial instruments will fluctuate because of changes in market interest rates. The Home's interest rate exposure relates primarily to its investment portfolio in fixed deposits which carry at fixed interest rate. As at the end of the reporting period, the Home is not significantly exposed to interest rate risk.

Sensitivity analysis is not performed as the impact to the financial statements is insignificant.

### **Liquidity Risk**

The Home monitors and maintains a level of cash and cash equivalents deemed adequate by the management to finance the Home's operations and mitigate the effect of any unexpected fluctuations in cash flows. The maturity profile of the Home's financial liabilities is within the next 12 months after the end of the reporting period.



# Notes to the Financial Statements

31 March 2013

## 19. RESERVE POLICY

The following table sets out the Home's reserve position as at the end of the reporting period:-

	2013 S\$	2012 S\$
Unrestricted funds (*Reserves)	3,709,024	3,029,532
Ratio of *Reserves to total operating expenditure	1.43: 1	1.24: 1

The Home's policy is aim to build its reserves to at least three times of its total annual operating expenditure. This conservative policy is necessitated by the need to provide a buffer in the face of anticipated fall in revenue against likely cost increases due to inflationary and/or market pressures. Revenue is expected to decline within the next few years as the Home is currently operating at virtually full resident capacity and increasing inability/difficulty in collecting programme fees from ageing parents, 77.3% (2012: 77.5%) of the Home's residents are aged 40 years and above. The Board annually reviews the amount of reserves that are required to ensure that they are adequate to fulfill the Home's continuing obligations.

## 20. CATEGORIES OF FINANCIAL INSTRUMENTS

The following table sets out the Home's financial assets and financial liabilities as at the end of the reporting period:-

	2013 S\$	2012 S\$
<b><u>Financial Assets</u></b>		
Loans and receivables: -		
Programme fees in arrears	13,604	6,265
NCSS grant receivables	-	69,682
Other receivables and deposits	23,475	18,138
Cash and bank balances	3,887,912	3,046,889
Total financial assets	3,924,991	3,140,974
<b><u>Financial Liabilities</u></b>		
At amortised cost: -		
Programme fees received in advance	9,020	2,330
Amount due to NCSS	56,125	-
Deposits received	76,920	74,340
Accruals and other payables	237,857	182,251
Total financial liabilities	379,922	258,921

# Notes to the Financial Statements

31 March 2013

## **21. FAIR VALUE**

The carrying amounts of financial assets and financial liabilities are recorded in the financial statements at their approximate fair values, determined in accordance with the accounting policies disclosed in Note 2 to the financial statements.

## **22. NEW OR REVISED ACCOUNTING STANDARDS AND INTERPRETATIONS**

Certain new accounting standards, amendments and interpretations to existing standards have been published that are mandatory for accounting periods beginning on or after 1 April 2013. The Home does not expect that adoption of these accounting standards or interpretations will have a material impact on the Home's financial statements.

## **23. AUTHORISATION OF FINANCIAL STATEMENTS**

The financial statements of the Home for the financial year ended 31 March 2013 are authorised for issue in accordance with a resolution of the Board of Directors dated 29 August 2013.

# Governance Evaluation Checklist

31 March 2013

Application Case ID : 0000028779  
UEN : T07SS0102D  
IPC No. : IPC000210  
Application Status : LIVE  
Name of Organisation : Bishan Home for the Intellectually Disabled









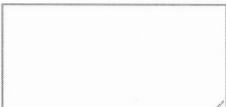

Note :  
This submission is for Evaluation Period from Apr 2012 to Mar 2013 (from MMM-YYYY to MMM-YYYY)  
Please note that the Evaluation Period should be the same as your charity's financial period. Examples: Jan 2010 to Dec 2010, Jul 2010 to Jun 2011

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S/No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied to or not applicable)
BOARD GOVERNANCE				
A	Are there Board members holding staff appointments? (Skip items 1 and 2 if "No")		<span>No</span>	
1	If the governing instrument permits staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2	<span>-- Select --</span>	<div>Example</div>
2	Staff does not chair the Board.	1.1.2	<span>-- Select --</span>	
3	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	1.1.6	<span>Complied</span>	<div>Example</div>
4	The Board has an audit committee (or designated Board members) with documented terms of reference.	1.2.1	<span>Complied</span>	<div>Example</div>
5	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	1.3.1	<span>Complied</span>	
CONFLICT OF INTEREST				
6	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	<span>Complied</span>	<div>Example</div>
7	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	<span>Complied</span>	

# Governance Evaluation Checklist

31 March 2013

	<b>STRATEGIC PLANNING</b>			
8	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	<u>3.1.1</u>	Complied ▼	
9	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	<u>3.2.2</u>	Complied ▼	
	<b>HUMAN RESOURCE MANAGEMENT</b>			
10	The Board approves documented human resource policies for staff.	<u>5.1</u>	Complied ▼	
11	There are systems for regular supervision, appraisal and professional development of staff.	<u>5.6</u>	Complied ▼	
	<b>FINANCIAL MANAGEMENT AND CONTROLS</b>			
12	The Board ensures internal control systems for financial matters are in place with documented procedures.	<u>6.1.2</u>	Complied ▼	
13	The Board ensures reviews on the charity's controls, processes, key programmes and events.	<u>6.1.3</u>	Complied ▼	
14	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	<u>6.2.1</u>	Complied ▼	
15	The charity discloses its reserves policy in the annual report.	<u>6.4.1</u>	Complied ▼	
B	Does the charity invest its reserves? (Skip item 16 if "No")		No ▼	
16	The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board.	<u>6.4.3</u>	-- Select -- ▼	
	<b>FUNDRAISING PRACTICES</b>			
17	Donations collected are properly recorded and	<u>7.2.2</u>	Complied ▼	

# Governance Evaluation Checklist

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	promptly deposited by the charity.			
DISCLOSURE AND TRANSPARENCY				
18	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	8.1	Complied	
C	Are Board members remunerated for their Board services? (Skip items 19 and 20 if "No")		No	
19	No Board member is involved in setting his or her own remuneration.	2.2	-- Select --	
20	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	8.2	-- Select --	
D	Does the charity employ paid staff? (Skip items 21 and 22 if "No")		Yes	
21	No staff is involved in setting his or her own remuneration.	2.2	Complied	
22	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied	
PUBLIC IMAGE				
23	The charity accurately portrays its image to its members, donors and the public.	9.1	Not Applicable	

Declaration

Name \*:

LIM TIONG TECK

Email \*:

Dennis\_lim@bishanh

Contact No \*:

Office 635333515

Mobile

Designation \*:

Chief Executive Officer

☐

I declare that my charity's / IPC's governing Board has approved this Governance Evaluation Checklist and authorised me to submit on its behalf.

All information given by me in this checklist submission is true to the best of my knowledge and I have not wilfully

# Governance Evaluation Checklist

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suppressed any material fact.  
The full responsibility for providing accurate and updated checklist information will rest with my charity's / IPC's governing Board.



My governing Board agrees to make this Governance Evaluation Checklist available for members / donors through avenues such as the annual general meeting or bulletins.



My governing Board agrees to make this Governance Evaluation Checklist available for public viewing at the e-Service page on Charity Portal.  
**(No. of charities/IPC's which have publicly published their Governance Evaluation Checklists: 1355)**

Note : This submission is for IPC with gross annual receipts of more than \$200,000 and less than \$10 million, for the past two immediate preceding financial years.

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