



Bishan Home for the Intellectually Disabled

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GROWING IN FAITH AND LOVE

ANNUAL REPORT 2014

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 30 clients.

Contents

01	Vision and Mission	10	Exercise Department
03	Chairman's Message	14	Training and Development
04	Year in Retrospect	18	A Salute to Our Volunteers
05	Carnival! (Our 15th Anniversary)	22	Financial Highlights
08	Caregiving	24	Cash Donations 2014

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 holistic and compassionate Christian care in a conducive family environment that is reassuring and encouraging.

Our Mission

To shower Christian love in a wholesome Christian environment to enable the intellectually disabled residents and Day Activity Centre clients in Bishan Home to receive compassionate Christian care and to lead a quality life to the maximum of their capabilities.

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.

Chairman's Message



We celebrate our 16th Anniversary this year. Time has indeed flown. During the last 15 years, we have made Bishan Home a home away from home for the residents. We offer a family setting where residents experience family warmth and fellowship within a comfortable and safe environment. And at the same time we provide avenues for personal development based on each individual resident's needs.

We are in the last phases of our planned cycle of facilities maintenance and improvement. We are preparing for a major cyclical upgrading process in 2015. Our focus is to utilise more effectively and efficiently the limited space that we have. We aim to serve our residents better and keep pace with their living and development needs as they age.

Chairman's Message

To this end, we are improving our training programs to make them more therapy-based. This is to encourage residents to interact with the environment through creating awareness. Hence we emphasize on more physical exercises; art, music and singing therapy; and greater use of sensory stimulation.

We see heartening successes in these efforts. More residents show improvements in ambulation and greater willingness to participate in activities and lessons particularly in our sewing and cooking classes.

All these existing and new activities and processes are ISO certified. This ensures consistent standards in our service delivery particularly in caregiving and training and therapy programs. It also enables the Home to institutionalise and document its experience and expertise in the provision of specialist care. This can be passed on to its successor teams and will ensure continuity. In 2012 we started to document our governance systems and processes. We engaged a Management Consultation, Shared Services, to help us and by 2013, we were able to comply fully with the Governance Evaluation Checklist. In 2014 and 2015, the Home will continuously improve its care ministry to meet ever increasing standards of care and even higher expectations from the community.

Mr. Lau Wah Ming

Chairman

Year in Retrospect

Major Events



Visit by NCSS CEO to Bishan Home

Mr. Sim Gim Guan, CEO of NCSS paid Bishan Home a visit on the 24th of February 2014, and took a walking tour where he saw first-hand our facilities, and our challenges. While walking around the premises, he took note of the challenges we faced.

Parliamentary Secretary visit

As part of the Master Chef Project, a project that involves Community Service Order youths and our DAC clients, Ms Low Yen Ling (Parliamentary Secretary, Ministry of Social and Family Development & Ministry of Culture, Community and Youth and Mayor, South West District) visited Bishan Home where she learnt more about the project and the CSO initiative, and toured Bishan Home.



Pitch to Win

Bishan Home participated in the first Pitch to Win competition, an initiative championed by National Volunteer & Philanthropy Centre and Marina Bay Sands. Proposing an arts program run by VSA, a NPO, Bishan Home came in second, winning \$100,000 for the proposed seven year program.

Opening of the community garden on 12th May 2013

Bishan Home expanded its Herbs and Spice Garden, bringing our hydroponics shed over from Kuo Chuan Presbyterian Primary School. We also worked in collaboration with Bishan East Zone 6 RC, and Zion Bishan Kindergarten to develop the area for our residents and neighbours to enjoy.



Purple Parade participation

Bishan Home participated in the inaugural Purple Parade, a parade that supports the inclusion, and celebrates the abilities of persons with special needs. As part of the special needs community, Bishan Home was proud to support, and to be included in the parade held at Hong Lim Park.

Special Olympics

Bishan Home sent some of its best residents to participate in the 13th Special Olympics. There, our residents competed against athletes with special needs from all around Singapore and the region, competing in sports like running and bowling.



Carnival! (Our 15th Anniversary)



If you had passed by Bishan Home on the 5th of October 2013, you might have been in for quite a surprise, with a large air-filled inflatable castle and other beckoning visitors to come in. What was the occasion you might ask- our 15th anniversary!

Bishan Home celebrated its anniversary with an in-house carnival for our residents, DAC clients and their families. With some help from our staff and volunteers, we were able to transform our dining hall into a carnival, replete with table games, piping hot popcorn/cotton candy, and of course, the laughter of our residents.

So it was that our dining hall was filled with the sound of our residents' laughter as they rode on model horses, played games and stuffed themselves with popcorn and cotton candy. Outside, our residents whooped as they slid down the bouncy castle with the assistance of our volunteers.

We also held a ceremony honouring individuals who have contributed their time and efforts to Bishan Home. In a special ceremony held in our multi-purpose hall, Bishan Home recognised the efforts of several volunteer, staff and resident groups that have contributed to the Home. Our Chairman, Mr Lau Wah Ming, presented tokens of appreciation to staff members who spearheaded initiatives such as the Behaviour Modification Group who worked with IMH, the Special Olympics team as well as the Bishan Home choir. Bishan Home also rewarded the residents in the work therapy program who help our housekeeping staff keep Bishan Home clean and tidy.

Great weather, laughter and smiles all round hope to see you next year!





FROM THE GROUND UP

Our roots lie deep, with our caregiving and exercise department giving us the solid grounding on which we can build our residents up, encouraging them to live as independent a life as they are able to.

Caregiving

To date, there are 128 clients in the Residential facility and 31 Day Activity Centre (DAC) clients in Bishan Home. Bishan Home provides a range of diverse activities to encourage and enable our residents to live enriching lives.

Some of these activities include:

- **Activities of Daily Living**
- **Community Living Skills**
- **Physical Therapy/Exercises**
- **Music Therapy**
- **Sensory Calming**
- **Hydro pool Sessions**
- **Art Lessons**
- **Computer Class**
- **Singing Class/ Karaoke**
- **Dance & Movement**
- **Gardening**
- **Sewing Class**

These activities are carried out by our training officers and regular volunteers. Clients with low IQ do have some limitations in their intellectual abilities and adaptive functions; in Bishan Home, we identify, and group our residents in different training classes, each with their own specific training plan. Each training officer follows a detailed lesson plan, and guides the residents in the class step by step.

With training and close supervision, we can see an improvement in some of the clients. Some of our clients have gained certain levels of self-care, improvement in home living skills, social/interaction skills, work therapy skills, self-awareness, self-direction, and even communication via picture cards.

ACTIVITIES OF DAILY LIVING



ART AND CRAFT LESSONS



FUN TIME IN BISHAN HOME

Bishan Home is not just a place where our residents stay; we also organise many fun activities for our residents. We have monthly birthday celebrations for our residents and DAC clients. We also organise outings where with the help of volunteers, our residents can see the sights of Singapore.



Caregiving

STAFF TRAINING

Bishan Home looks to staff development and training as essential to the home. We believe our Caregivers/Training Officers have to be equipped with the adequate skills and knowledge for them to carry on their work more effectively.

To this end, Bishan Home organises courses, talks and workshops for our staff. Some of these were on the topic of:

- Infection Control
- Safe Administration of Medicines
- Medical Conditions of the Elderly – Dementia and Fall Prevention
- Understanding Intellectual Disability
- Mental Illnesses – Psychosis
- Behaviour Modification and Occupational Training in Managing Difficult Behaviour

Bishan Home was privileged to have Dr Brenda Ang from the Infection Control Unit of TTSH talk to our caregivers on infection prevention in a Long Term Care Facility. She talked about measures to take for diseases like Chickenpox, Herpes Zoster, Pulmonary Tuberculosis and MRSA.

BEHAVIOUR MANAGEMENT SKILLS TRAINING COURSE

One of the most important courses our staff undergo is the Behaviour Modification or Behaviour Management Skills Training Course run in collaboration with IMH and in conjunction with the IMH-MSF Consultancy Program. A total of 3 staff were trained and another 4 more staff are currently undergoing the course.

During the course, they learn different strategies to manage difficult behaviours exhibited by our residents and DAC clients. With the on-site consultation by psychologists and occupational therapists, they study the behaviours on the ground and in the client's normal home environment. Armed with extensive background information on the client, the staff will be able to come up with a suitable behaviour intervention plan targeting these difficult behaviours. With a consistent approach and a lot of resilience, we are already starting to see signs of improvement for our clients

CPR/AED COURSES

Our staff also go through Basic Cardiac Life Support and CPR + AED courses throughout the year.

- No of staff trained and certified fit in delivering CPR: 33
- No of staff trained and certified fit in delivering CPR + AED: 9

BISHAN HOME COLLABORATION WITH OTHER PARTNERS

Collaboration with other Agencies and Health Professionals

- We collaborate with the following agencies and health professionals in improving our caregiving and nursing delivery services to the residents:
 - (i) Doctor-On-Wheels from SATA
 - (ii) TTSH Allied Professionals
 - (iii) TTSH Infection Control Unit
 - (iv) IMH Behavioural Intervention Team
 - (v) Singapore Polytechnic and Glaucoma Society
 - (vi) Music Therapist from Association of MT

Singapore Polytechnic and Glaucoma Society - Eye Screening for Residents in August 2013

- a total of 52 clients and 18 caregivers benefitted from the eye screening. Several clients were found to have cataracts and were referred to the hospital for further action. Other clients and caregivers whose vision have deteriorated were given new pair of glasses at no cost to the client and caregiver.

Exercise Department

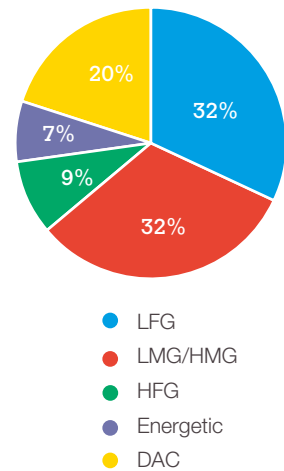


Bishan Home continues to work towards maintaining and improving the mobility and functionality of our residents and DAC clients, our challenge: to combat the effects of aging through effective exercise programs tailored to their needs.

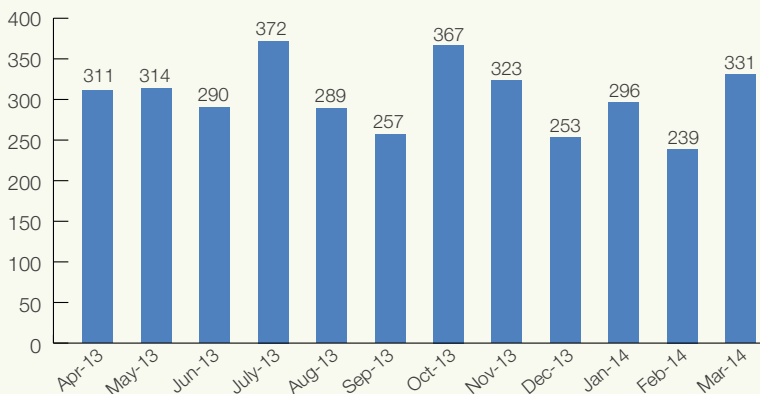
In meeting this challenge, Bishan Home initiated a new exercise program beginning in April 2013. During our morning exercise sessions, individual exercise programs for clients whose specific exercise needs have been identified are conducted, with exercises focusing on our clients' mobility, strength and range of motion. Individual exercise sessions are also conducted during weekday afternoons for clients who require more attention.

Our existing group exercise programs have also been increased to two sessions per day to accommodate most, if not all, residents and DAC clients not included in the Individual Exercise Program. With this new exercise program, we have managed to include 78% of our residential clients and 81% of DAC clients were included in both individual and group exercise programs, a 30% and 25% increase from last year respectively.

Distribution of Residents & DAC Clients for Individual Physiotherapy April 2013 - March 2014



Total Individual Treatment Sessions



Exercise Department



Helen doing exercise while in cast when she had fracture on her left foot



Helen is now able to stand and walk independently



She also helps in some chores in the cluster area.

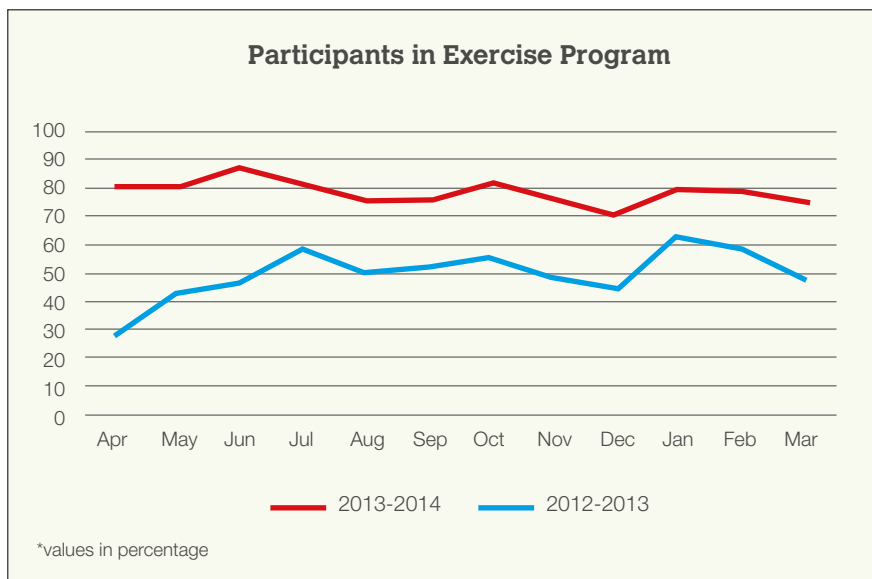
With the increase in our clients' exercise regime, and programs targeting problem areas, we have found our residents and DAC clients responding better to the treatment, with about 50% of our clients undergoing individual exercise having improved in their mobility/flexibility and functionality.

Our residents are now more active and require less assistance from the staff. Residents who suffered from fractures have regained their functional ability, walking ability and muscle strength through follow up exercises targeted at these areas.

Bishan Home also works closely with organizations like Singapore Polytechnic in developing exercise

equipment for our residents. To date, we have received several wheelchair exercisers that help our exercise department target specific areas. We hope to continue this collaboration with Singapore Polytechnic in the years to come.

In the future, Bishan Home plans to continue to make our exercise program fun and engaging to ensure that our residents and DAC clients are physically active and motivated to do their exercises. With these efforts, we hope to improve/maintain their functionality and general body condition to enable them to do activities they love, make the most of their potential, and enjoy a purposeful and meaningful life.



**FROM A
SMALL SEED,
A MIGHTY
TREE MAY
GROW**



As with young seedlings, we often have to provide them with support to ensure they grow up tall and healthy. For our residents, our training provides this support—looking to enhance their lives and improving their skills through Activities of Daily Living and Community Living Skills.



Training and Development

Bishan Home promotes lifelong learning opportunities for adult with intellectual disability. We aim to develop and extend skills through providing active support to enable our residents and DAC clients to achieve the quality of life that promotes independence and integration.

Activities in Daily Living (ADL) training outcomes for both residential clients and DAC clients (see figure 1) showed that 93% of residential clients and 81% 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 91% of residential clients and 84% of DAC clients gain independence in performing at least one new activity in a CLS domain respectively.

We find our results have improved across the board in both ADL and CLS training outcomes, with the progress displayed by our DAC clients in CLS training having the greatest improvements (an increase of 16% and 15% scoring between 1.9 to 2.4 points and 2.5 to 3 points respectively).

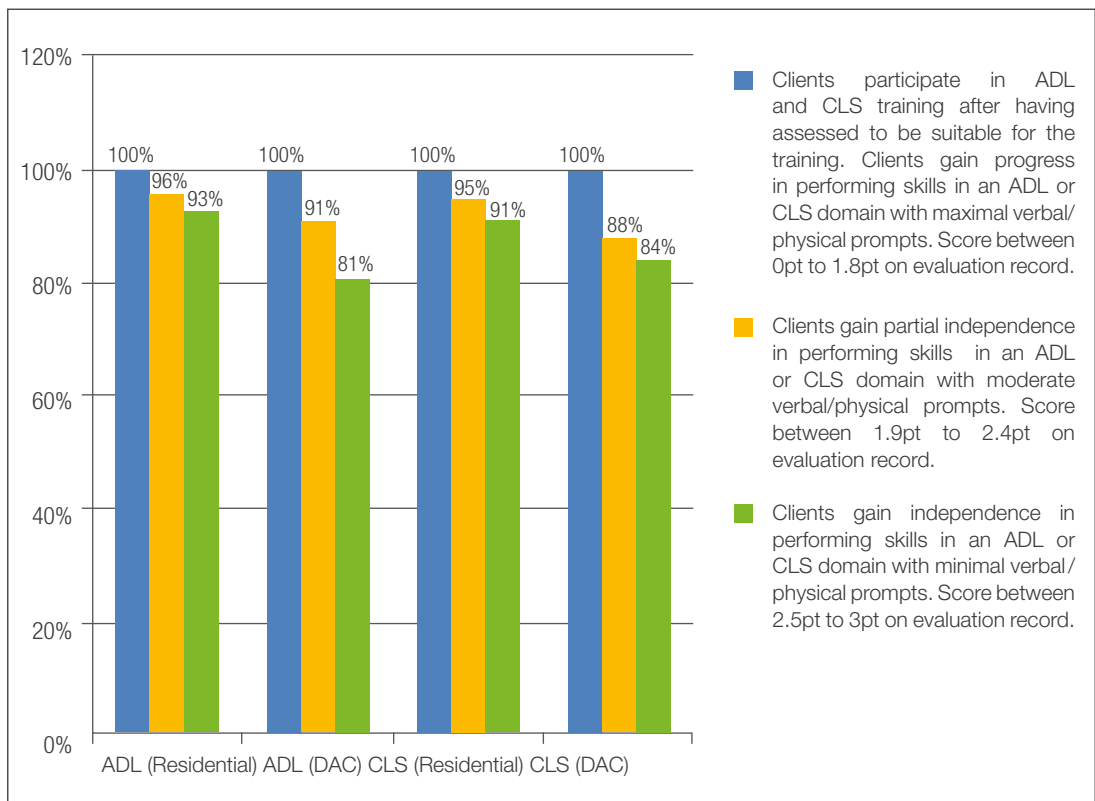


Figure 1: Training Outcome of residential clients and DAC clients from the period of April 2013 to March 2014.

Training and Development

WORKING IN COLLABORATION WITH COMMUNITY AGENCIES

1. Bishan 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) and or with behavioural issues. A total of 4 residential clients and 2 DAC clients have benefited from the behavioural support program funded by NCSS.
2. 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 social and emotional wellbeing of clients. We believe music therapy can help stimulate our residents and helps them to focus on tasks before them. Conversely, music therapy sessions can also help calm our residents, giving them a relaxed environment to be themselves.

A Success Story of Behaviour Intervention: Community Intervention in Bishan Home.

Name: Mr X

Target Behaviour: Soiling himself during the DAC.

Goal: To reduce frequency (from daily occurrence to 4 times a day) of the target behaviour, and to encourage positive behaviours in client.

A Senior Clinical Psychologist, Ms Lim, came to conduct an on-site assessment on client and recommended some behaviour intervention strategies for reducing frequency of soiling behaviour. We find Mr X has made good progress after the implementation of behaviour intervention strategies, reducing the frequency of soiling himself in the months since the intervention. He has been able to express his need to go to the toilet through hand gestures, and has no incidents of soiling himself during morning activities so far.

A Success Story of a Music Therapy Treatment course:

Name: Mr Y

Goal: To improve his on-task and on-seat behaviour.

Objective 1: He will stop playing instruments on cue at least 1 out of 2 times, given no more than 2 verbal prompts each time.

Objective 2: He will sit down at least 3 times when given no more than 2 verbal prompts to do so.

Mr Y has made some progress since the music therapy sessions began, meeting the first objective in 2 out of 6 session. He also stopped playing briefly on cue, then resumed after. He met the second objective in 4 out of 6 sessions. Training officers from the DAC have also given feedback that there is no need for DAC staff to go around the premises to look for Mr Y now because he had stopped running away from class. Mr Y has shown improvement in activity participation and has even started dancing during the music and fun activity class.



Community Living Skill - Going to the supermarket

“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).



**THERE ARE NO
DREAMS TOO
LARGE, NO
INNOVATION
UNIMAGINABLE
AND NO FRONTIERS
BEYOND OUR
REACH**

- JON S. HERRINGTON

**Volunteers are our key partners
in serving our intellectually
disabled clients. With them, our
clients are able to embark on
their journey in life.**

A Salute to our Volunteers

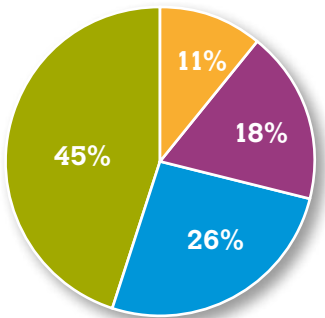


4510
VOLUNTEERS

Visited Bishan Home and interacted with our residents and DAC clients

11896 HOURS

Total amount of time spent by volunteers in Bishan Home



GROUP VOLUNTEERS FOR FY 2014

- Corporate
 - Interest Group
 - Organisation/Society
 - Schools
-

Bishan Home is grateful to host volunteers from all walks of life. All of our volunteers have spent at least 3 hours interacting with our residents and DAC clients. Bishan Home plays an important role in promoting intellectual disability community to the general public, and we will continue to do so in the future.

A Salute to our Volunteers

Outcomes- BHID volunteers

One of our first programs spearheaded by our volunteers alone, our sewing class has expanded tremendously in the past year. We have a group of dedicated volunteers that come together weekly to teach a class of 15 residents and clients, often engaging them in a 1 to 1 session in order to create pillow cases, bags and other craft projects. In the future, we hope to be able to put our products on the market as not only a showcase of what our residents can do, but also in increasing awareness for the disability sector.



Master Chef

Master Chef was a project initiated by MSF, involving a group of CSO youths and our DAC clients. In this project, the CSO youths spent time with our DAC clients, teaching them how to prepare simple dishes like pizza and cupcakes. This program culminated with a visit from Ms Low Yen Ling (Parliamentary Secretary, Ministry of Social and Family Development & Ministry of Culture, Community and Youth and Mayor, South West District where she learnt more about the program.

Showcase at Bishan Community Centre + Ground-up Initiative collaboration

Bishan Home initiated an outreach project; the aim of the project: to promote neighbourliness and to encourage Bishan residents to get together and overcome their fear and misconception toward the disabled community.

This project involved collaboration from Central CDC Singapore, Ground-up Initiative (GUI) and Bishan Community Centre and support from the Mayor's Imagine Fund from Central CDC, where volunteers built therapeutic games over a period of seven months. These included equipment like colourful hand wheels for exercising upper limbs and a musical staircase to encourage residents to exercise.

These games were then brought to Bishan Community Club where they were showcased to the general public. Bishan Home also set up a booth with more information on intellectually disability and the disabled community in Singapore.

Hydroponic Garden

We have continued our hydroponics program with students from Raffles Institution, St. Joseph's Institution and Naval Base Secondary School this year. Students plant crops such as kang kong and cai xin and harvest the crop together with our residents. The students are also involved in the sale of the vegetables, selling them to residents around the neighbourhood. One of our biggest supporters is Hampton Pre-School; the school has kindly allowed Bishan Home to set up a booth to sell our vegetables to the parents of the children attending the school.



Counting number packets of vegetables before leaving

Selling hydroponically grown vegetables at Hampton Pre-School

Community Service Order Program

Every year, we have around 10 Community Service Order (CSO) Youths attached to Bishan Home. These youths are placed in the home where they assist our nursing aides with our training programs, help our housekeepers in keeping the home clean and befriend our residents during their time in Bishan Home. Bishan Home supports the efforts of the Ministry of Social and Family Development (MSF) in helping these youths find a constructive way to contribute to society.



A Salute to our Volunteers



A Salute to our Volunteers



Financial Highlights

For the financial year ended 31 March 2014 (“FY2014”), Bishan Home for the Intellectually Disabled (“the Home”) reported income of S\$3.47m and expenditure of S\$2.84m from its operations, resulting in a net operating surplus of \$0.63m.

The net operating surplus for FY2014 was 7.48% lower than that of the previous financial year. Although operating income rose by 6.19% compared to FY2013, operating expenses increased at a faster rate of 9.78% led mainly by increases in staff costs.

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

1. An overall increase in Government Subvention. This was due to an increase in the number of residents qualifying for higher subsidy rates and an increase in per resident/DAC client norm cost.
2. An increase in the utilisation of the Community Silver Trust (“CST”) to fund the Home’s Information Technology capability improvements, facilities improvements, residents’ training and therapy classes in sewing and music as well as to fund staff training. In addition, the Home was able to increase its utilisation of the Community Silver Trust due to the change in rules with effect from FY2014 that allowed the utilisation of CST matching grants for recurrent operating expenses, subject to a maximum cap.
3. An increase in funds received from the Enhanced Special Credit and Wage Credit Schemes implemented by the government to support the hiring of older Singaporeans and to support the wage increases given to Singaporean employees earning a gross monthly wage of S\$4,000 and below.

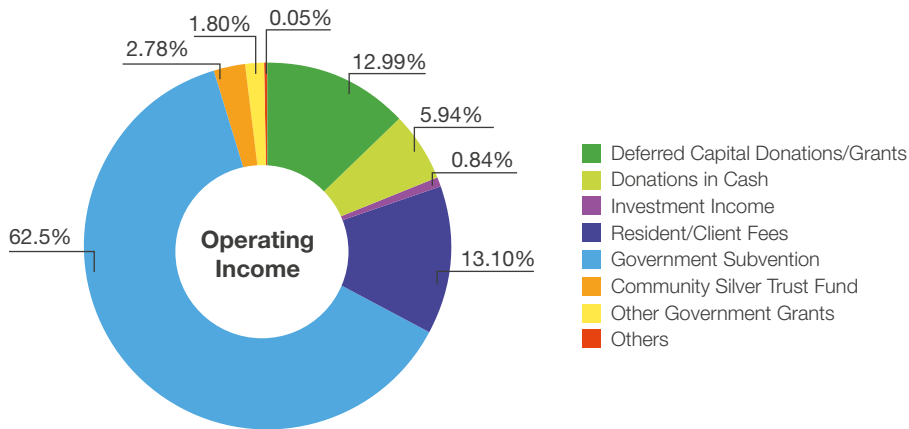
In addition to the increase in government funding, Bishan Home’s increase in income was supported by an increase in financial support from donors.

With regard to the operating expenditure of the Home, 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 residents’ activities.

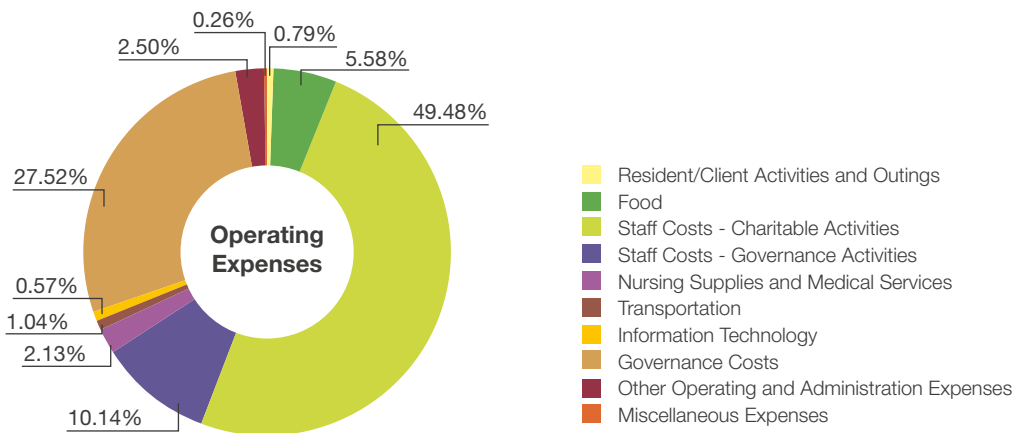
1. Staff costs rose as the Home increased its staff strength to improve its service delivery in relation to training activities for residents/DAC clients and to meet even more stringent standards of governance.
2. In line with staff cost increases for training staff, the Home’s operating expenses relating to residents’/DAC clients’ activities also increased as the Home commenced new classes for residents/DAC clients in art, sewing and music therapy. The operating expenses for these new classes received much financial support from our donors as well as the Community Silver Trust.

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

Financial Highlights



Operating Income	2013	2014
Deferred Capital Donations/Grants	452,897	450,367
Donations in Cash	157,091	206,003
Investment Income	44,929	28,988
Resident/Client Fees	463,453	454,170
Government Subvention	2,067,057	2,166,900
Community Silver Trust Fund	60,234	96,296
Other Government Grants	17,035	62,387
Others	2,258	1,878
	3,264,954	3,466,989



Operating Expenses	2013	2014
Resident/Client Activities and Outings	9,209	22,395
Food	159,605	158,293
Staff Costs - Charitable Activities	1,183,654	1,404,308
Staff Costs - Governance Activities	284,138	287,766
Nursing Supplies and Medical Services	63,241	60,572
Transportation	18,682	29,613
Information Technology	11,758	16,095
Governance Costs	797,265	781,048
Other Operating and Administration Expenses	51,154	71,050
Miscellaneous Expenses	6,747	7,254
	2,585,453	2,838,394

Cash Donations 2014

Organizations

AIA - SP/LCJ District
Computer Analysts & Recovery Experts Pte Ltd
Ebel Industries Pte Ltd
Global Mascot Pte Ltd
Life Bible-Presbyterian Church

Individuals

Adrian Leong	Leong Quor Meng
Aileen Tan	Lim Yanzi
Ang Lay Hong	Ling Khoon Lin
Ansgar Cheng Chi Chong	Loh Guo Sheng
Arif Suonggo	Low Gek Kim
Arumugam Meganathan	Liow Kian Leong
Claire Chong	Lu Fei Chian
David Soon Kin Mun	Neo Kay Hian
Dr Ong Nai Theow	Neo Kok Peng
Dr Dixie Tan	Ng Kian Guan Anthony
Dr Ng Bee Lim	Ng Poh Hwee
Esther C H Tay	Ng Yew Who
Ho Jimin Gabriel	Ngiam Kia Chai
Jesper Lim Chin Yiong	Ronita
Kho Ee Moi	Sng Han Heng Samuel
Koh Chan Guan	Stephen Samuel
Lee Kim Choon	Takalah Tan Kok Liang
Lee Shulian	Tan Chen Sian
Lee Soo Jen Eddy	Tan Ee Siew Geraldine
Lee Wei Kheong, Edward	Tan Jinshun Lawrence
Lee Wai Kin	Tan Pheng Hwee
Lee Yin Lin Cheryl	Tan Yam Ngee
Lee Zi Qi Chloe	Terence Ng
Lee Zhi Wei	Thiam Boon Siong
Leong Mee Yin	Toh Eng Tiah
	Yeo Wee Hoon Helen

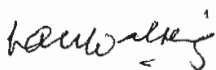
FINANCIAL CONTENTS

Statement by the Board of Directors	26
Report of the Independent Auditors	27
Statement of Financial Position	29
Statement of Profit or Loss and Other Comprehensive Income	30
Statement of Changes in Funds	32
Statement of Cash Flows	33
Notes to the Financial Statements	34

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 4 to 27 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 2014 and the results of the operations, changes in funds and cash flows of the Home for the year ended on that date.

On behalf of the Board of Directors,



Mr. Lau Wah Ming
Hon. Chairman



Dr Oswald Goh Miah Kiang
Hon. Treasurer

Singapore, 24 JUL 2014

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 2014, and the statement of profit or loss and other comprehensive income, statement of changes in funds and statement of cash flows of the Home for the year then ended, and a summary of significant accounting policies and other explanatory notes as set out on pages 4 to 27.

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.

Auditor’s 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 of Directors, 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 2014 and the results, 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, 24 JUL 2014

128A Tanjong Pagar Road, Singapore 088535
Tel: 6223 7979 Fax: 6222 7979

STATEMENT OF FINANCIAL POSITION

As at 31 March 2014

	Note	2014 S\$	2013 S\$
ASSETS			
Non-current assets			
Property, plant and equipment	3	4,603,356	5,002,244
Current assets			
Programme fees in arrears	4	8,800	13,604
NCSS grant receivables	5	4,389	-
Other receivables		3,303	-
Deposits		16,281	23,475
Prepayments		8,312	13,127
Cash and cash equivalents	6	4,559,479	3,887,912
Total current assets		4,600,564	3,938,118
Total assets		9,203,920	8,940,362
 FUNDS AND LIABILITIES			
<u>Restricted funds</u>			
General fund		3,937,678	3,309,024
Sinking fund		400,000	400,000
Deferred capital donation	7	4,477,179	4,818,546
Deferred capital grant - Herbs and Spice Garden	8	900	3,900
Deferred capital grant - CST	9	30,746	-
Community silver trust	10	55,570	28,970
Total funds		8,902,073	8,560,440
Current liabilities			
Other payables	11	137,628	147,242
Accruals		73,644	90,615
Programme fees received in advance		11,960	9,020
Amount due to NCSS	5	-	56,125
Deposits received		78,615	76,920
Total current liabilities		301,847	379,922
Total funds and liabilities		9,203,920	8,940,362

The notes set out on pages 34 to 52 form an integral part of and should be read in conjunction with this set of financial statements.

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

For the Financial Year Ended 31 March 2014

	Note	Restricted Funds				2014 Total S\$
		Residential Home S\$	Day Activity Centre S\$	Community Silver Trust S\$	Capital Donation S\$	
Incoming resources						
Income resources from generated funds:						
Voluntary income						
Deferred capital donations/grants	7	-	-	-	447,367	447,367
Deferred capital grant - herbs and spice garden	8	-	-	-	3,000	3,000
Deferred capital grant - CST	9	-	-	1,618	-	1,618
Community silver trust	10	-	-	94,678	-	94,678
Donations in cash	12	206,003	-	-	-	206,003
Investment income	13	28,988	-	-	-	28,988
Other government grant		-	-	-	2,374	2,374
Income resources from charitable activities:						
Programme fees		315,807	-	-	-	315,807
Daycare collection		-	87,773	-	-	87,773
Government subvention grants		1,965,176	201,724	-	-	2,166,900
Transport income		-	21,110	-	-	21,110
Sundry income		22,038	7,442	-	-	29,480
Other incoming resources		55,684	6,207	-	-	61,891
Total income resources		2,593,696	324,256	96,296	452,741	3,466,989
Less: Resources expended						
Charitable activities expenses:						
Activities and outings		13,620	2,895	5,880	-	22,395
Food and marketing		149,042	9,251	-	-	158,293
Staff costs	14	1,230,802	166,621	6,885	-	1,404,308
Nursing supplies and medical services		50,182	10,390	-	-	60,572
Transportation		9,928	19,685	-	-	29,613
Information technology		9,974	2,121	4,000	-	16,095
Miscellaneous expenses		7,254	-	-	-	7,254
Total charitable activities expenses		1,470,802	210,963	16,765	-	1,698,530
Governance costs	15	491,293	105,877	11,583	460,061	1,068,814
Other operating and administration expenses	16	57,434	9,744	3,872	-	71,050
Total resources expended		(2,019,529)	(326,584)	(32,220)	(460,061)	(2,838,394)
Net income resources/(expended) before other gains and losses		574,167	(2,328)	64,076	(7,320)	628,595
Less: Other recognised gains/(losses)						
Gain on disposal of plant and equipment		59	-	-	-	59
Net surplus/(deficit) and total comprehensive income for the year		574,226	(2,328)	64,076	(7,320)	628,654

The notes set out on pages 34 to 52 form an integral part of and should be read in conjunction with this set of financial statements.

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

For the Financial Year Ended 31 March 2014

	Note	Restricted Funds				2013 Total S\$
		Residential Home S\$	Day Activity Centre S\$	Community Silver Trust S\$	Capital Donation S\$	
Incoming resources						
Income resources from generated funds:						
Voluntary income						
Deferred capital donations/grants	7	-	-	-	447,797	447,797
Deferred capital grant - herbs and spice garden	8	-	-	-	5,100	5,100
Community silver trust	10	-	-	60,234	-	60,234
Donations in cash	12	157,091	-	-	-	157,091
Investment income	13	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
Total income resources		2,441,435	310,388	60,234	452,897	3,264,954
Less: Resources expended						
Charitable activities expenses:						
Activities and outings		7,332	1,760	117	-	9,209
Food and marketing		149,439	10,166	-	-	159,605
Staff costs	14	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
Total charitable activities expenses		1,305,987	141,286	5,623	-	1,452,896
Governance costs	15	500,594	114,582	957	465,270	1,081,403
Other operating and administration expenses	16	40,654	7,590	2,510	400	51,154
Total resources expended		(1,847,235)	(263,458)	(9,090)	(465,670)	(2,585,453)
Net income resources/(expended) before other gains and losses		594,200	46,930	51,144	(12,773)	679,501
Less: Other recognised gains/(losses)						
Gain on disposal of plant and equipment		799	-	-	-	799
Plant and equipment written off		(808)	-	-	-	(808)
Net surplus/(deficit) and total comprehensive income for the year		594,191	46,930	51,144	(12,773)	679,492

The notes set out on pages 34 to 52 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 2014

	General Fund S\$	Sinking Fund S\$	Deferred Capital Donation/Grants S\$	Deferred Capital Grant - Herbs and Spice Garden S\$	Deferred Capital Grant - CST S\$	Community Silver Trust S\$	Total S\$
Balance as at 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/Utilisation for the year	-	-	(447,797)	(5,100)	-	(60,234)	(513,131)
Net surplus and total comprehensive income for the year	679,492	-	-	-	-	-	679,492
Balance as at 31.03.2013/01.04.2013	3,309,024	400,000	4,818,546	3,900	-	28,970	8,560,440
Additions during the year							
- Government grants	-	-	6,000	-	-	153,642	159,642
- Non-tax-exempt cash donation	-	-	100,000	-	-	-	100,000
Transfer during the year	-	-	-	-	32,364	(32,364)	-
Amortisation/Utilisation for the year	-	-	(447,367)	(3,000)	(1,618)	(94,678)	(546,663)
Net surplus and total comprehensive income for the year	628,654	-	-	-	-	-	628,654
Balance as at 31.03.2014	3,937,678	400,000	4,477,179	900	30,746	55,570	8,902,073
			(Note 7)	(Note 8)	(Note 9)	(Note 10)	

The notes set out on pages 34 to 52 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 2014

	Note	2014 S\$	2013 S\$
Cash flows from operating activities			
Net surplus for the year		628,654	679,492
Adjustments for:-			
Allowance for credit losses	16	7,810	3,800
Allowance for credit losses written back	16	(4,380)	(2,160)
Deferred capital donations/grants	7	(447,367)	(447,797)
Deferred capital grant - herbs and spice garden	8	(3,000)	(5,100)
Deferred capital grant - CST	9	(1,618)	-
Community silver trust fund	10	(94,678)	(60,234)
Depreciation of property, plant and equipment		490,668	501,604
Gain on disposal of property, plant and equipment		(59)	(799)
Property, plant and equipment written off		-	808
Interest income		(28,988)	(44,929)
		<hr/>	<hr/>
Operating surplus before working fund changes		547,042	624,685
Changes in working fund:-			
Decrease in other receivables		5,691	52,709
(Decrease)/Increase in accruals and other payables		(78,075)	121,001
		<hr/>	<hr/>
Net cash generated from operating activities		474,658	798,395
Cash flows from investing activities			
Purchase of property, plant and equipment		(91,780)	(198,619)
Proceeds from disposal of property, plant and equipment		59	800
Interest received		28,988	44,929
		<hr/>	<hr/>
Net cash used in investing activities		(62,733)	(152,890)
Cash flows from financing activities			
Capital donations received	7	106,000	106,314
Community silver trust received	10	153,642	89,204
		<hr/>	<hr/>
Net cash generated from financing activities		259,642	195,518
Net increase in cash and cash equivalents		671,567	841,023
Cash and cash equivalents at beginning of year		<hr/>	<hr/>
		3,887,912	3,046,889
Cash and cash equivalents at end of year	6	<hr/>	<hr/>
		4,559,479	3,887,912

The notes set out on pages 34 to 52 form an integral part of and should be read in conjunction with this set of financial statements.

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

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 under the Societies Act and the Charities Act in the Republic of Singapore.

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 dollars (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, 2013. 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 and 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 2014

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 2014

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 dollars, 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 profit or loss.

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 profit or loss in the year the asset is derecognised.

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

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 profit or loss 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 profit or loss 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 2014

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 profit or loss 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 profit or loss.

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 2014

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 profit or loss.

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 profit or loss.

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 an insignificant risk of changes in value.

i) **Capital Donations/Grants**

Donations/grants received for property, plant and equipment are credited to designated funds. These donations/grants are amortised to profit or loss 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 a 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 2014

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 profit or loss 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 profit or loss.

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 2014

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 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 2014

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.

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

3. PROPERTY, PLANT AND EQUIPMENT

	Leasehold property S\$	Motor vehicles S\$	Computers S\$	Equipment S\$	Furniture and fittings S\$	Renovation S\$	Spice garden S\$	Herbs & S\$	Total S\$
<u>Cost</u>									
At 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 31.3.2013/01.04.2013	8,220,293	150,379	61,633	757,495	618,899	1,235,253	34,168	11,078,120	
Additions	-	-	8,000	23,048	31,214	29,518	-	91,780	
Disposal	-	-	(6,797)	(14,014)	-	-	-	(20,811)	
Written-off	-	-	-	(143,692)	(304,661)	-	-	(448,353)	
At 31.03.2014	8,220,293	150,379	62,836	622,837	345,452	1,264,771	34,168	10,700,736	
<u>Accumulated depreciation</u>									
At 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 (Note 4)	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 31.3.2013/01.04.2013	4,220,920	34,628	59,294	633,150	560,666	539,748	27,470	6,075,876	
Charge for the year (Note 4)	274,010	14,638	2,317	59,105	21,272	116,552	2,774	490,668	
Disposal	-	-	(6,797)	(14,014)	-	-	-	(20,811)	
Written-off	-	-	-	(143,692)	(304,661)	-	-	(448,353)	
At 31.03.2014	4,494,930	49,266	54,814	534,549	277,277	656,300	30,244	6,097,380	
<u>Net book value</u>									
At 31.03.2014	3,725,363	101,113	8,022	88,288	68,175	608,471	3,924	4,603,356	
At 31.03.2013	3,999,373	115,751	2,339	124,345	58,233	695,505	6,698	5,002,244	

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

4. PROGRAMME FEES IN ARREARS

	2014 S\$	2013 S\$
Programme fees in arrears	39,720	41,094
Less: Allowance for credit losses	<u>(30,920)</u>	<u>(27,490)</u>
	<u>8,800</u>	<u>13,604</u>
<u>Movements of allowance for credit losses</u>		
Balance at beginning of year	27,490	25,850
Allowance for credit losses (Note 16)	7,810	3,800
Allowance for credit losses written back (Note 16)	<u>(4,380)</u>	<u>(2,160)</u>
Balance at end of year	<u>30,920</u>	<u>27,490</u>

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

The Home does not charge any interest, unless otherwise stated. Programme fees in arrears include an amount of S\$3,975 (2013: S\$7,784) 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
	2014	2014	2013	2013
	S\$	S\$	S\$	S\$
Not past due	5,410	(585)	6,360	(540)
Past due: -				
- 1 to 30 days	2,355	(610)	3,850	(540)
- 31 to 60 days	1,475	(585)	2,730	(540)
- Over 60 days	30,480	(29,140)	28,154	(25,870)
	<u>34,310</u>	<u>(30,335)</u>	<u>34,734</u>	<u>(26,950)</u>
	<u>39,720</u>	<u>(30,920)</u>	<u>41,094</u>	<u>(27,490)</u>

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

5. AMOUNT DUE FROM/TO NCSS

The balances represent under/over funding from NCSS. The amount is currently being assessed by NCSS and will be finalised in the next financial year.

6. CASH AND CASH EQUIVALENTS

	2014	2013
	S\$	S\$
Cash on hand	5,154	2,766
Cash at bank	1,154,325	1,485,146
Fixed deposits	<u>3,400,000</u>	<u>2,400,000</u>
	<u>4,559,479</u>	<u>3,887,912</u>

The fixed deposits are placed with reputable financial institutions for varying periods of between 3 to 36 month (2013: 3 to 36 month) tenures depending on the immediate cash requirement of the Home and earn interest at rates ranging from 1.1% to 1.4% (2013: ranged from 1.0% to 1.1%) per annum.

7. DEFERRED CAPITAL DONATIONS/GRANTS

	2014	2013
	S\$	S\$
Balance at beginning of year	4,818,546	5,160,029
Donations/Grants received during the year	<u>106,000</u>	<u>106,314</u>
	4,924,546	5,266,343
Less: Amortisation to profit or loss		
- Leasehold property	274,010	274,010
- Other plant and equipment	173,357	173,787
	<u>(447,367)</u>	<u>(447,797)</u>
Balance at end of year	<u>4,477,179</u>	<u>4,818,546</u>

8. DEFERRED CAPITAL GRANT – HERBS AND SPICE GARDEN

	2014	2013
	S\$	S\$
Balance at beginning of year	3,900	9,000
Less: Amortisation to profit or loss (page 5)	<u>(3,000)</u>	<u>(5,100)</u>
Balance at end of year	<u>900</u>	<u>3,900</u>

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

9. DEFERRED CAPITAL GRANT – CST

	2014 S\$	2013 S\$
Balance at beginning of year	-	-
Add: Transfer from Community Silver Trust (Note 10)	32,364	-
Less: Amortisation to profit or loss (page 5)	<u>(1,618)</u>	<u>-</u>
Balance at end of year	<u>30,746</u>	<u>-</u>

10. COMMUNITY SILVER TRUST

Balance at beginning of year	28,970	-
<u>Add: Receipts</u>		
Community Silver Trust - Matching Grant	153,642	89,204
Less: Transfer to profit or loss (page 5)	(94,678)	(60,234)
Less: Transfer to deferred capital grant - CST (Note 9)	<u>(32,364)</u>	<u>-</u>
Balance at end of year	<u>55,570</u>	<u>28,970</u>

The Community Silver Trust Fund was set up by the government to enhance and expand the services of Voluntary Welfare Organisations (“VWOS”) in the intermediate and long-term care sectors. This fund is a dollar-for-dollar donation matching grant from the government to increase the capacity of the Home by adding approved equipment and innovative projects and programmes. With effect from financial year 2014, eligible VWOS are allowed to utilize the CST matching grants for recurrent operating expenses, subject to a threshold determined based on up to 40% of eligible donations received in the preceding financial year. The amount received will be amortised to profit or loss in the year the related expenditure is incurred.

11. OTHER PAYABLES

	2014 S\$	2013 S\$
Sundry creditors	30,498	57,684
Staff saving	20,950	20,100
Cash held for residents	55,508	48,891
Advance from residents	<u>30,672</u>	<u>20,567</u>
	<u>137,628</u>	<u>147,242</u>

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

12. DONATIONS IN CASH

	2014	2013
	S\$	S\$
Tax-exempt donations	139,403	138,242
Non-tax-exempt donations	66,600	18,849
	206,003	157,091

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

Non-tax-exempt cash donations for designated purchases of S\$100,000 (2013:S\$15,400 tax-exempt) are reflected in the Deferred Capital Donation Fund account.

13. INVESTMENT INCOME

	2014	2013
	S\$	S\$
Bank interest income	124	127
Fixed deposit income	28,864	44,802
	28,988	44,929

14. STAFF COSTS

Salaries and wages	873,073	753,416
Bonuses	209,827	131,488
CPF contribution	82,254	63,866
Foreign worker levy	197,426	166,894
Recruitment fee	5,762	5,624
Training fee	7,718	28,367
Staff welfare	22,012	33,593
Uniform	6,236	406
	1,404,308	1,183,654

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

15. GOVERNANCE COSTS

	2014	2013
	S\$	S\$
Administrative staff costs: -		
- Salaries and wages	209,431	225,972
- Bonuses	47,314	30,863
- CPF contribution	31,021	27,303
Auditors' remuneration	6,500	5,190
Depreciation of property, plant and equipment	490,668	501,604
General maintenance expenses	72,034	74,291
Insurances	23,782	30,555
Professional fee	30,755	28,173
Property maintenance	6,706	2,878
Registration fee	-	130
Telecommunication	5,604	5,544
Utilities	144,999	148,900
	<u>1,068,814</u>	<u>1,081,403</u>

16. OTHER OPERATING AND ADMINISTRATION EXPENSES

	2014	2013
	S\$	S\$
Allowance for credit losses (Note 4)	7,810	3,800
Allowance of credit losses written back (Note 4)	(4,380)	(2,160)
Mattresses and bed linen	5,767	535
Rental of equipment	1,092	1,091
Anniversary celebration	7,825	8,859
Bank charges	855	1,345
Non-capitalised assets	35,932	21,678
Printing and stationery	5,542	6,375
Publicity	5,350	4,815
Refreshment	1,802	2,668
Other operating expenses	3,455	2,148
	<u>71,050</u>	<u>51,154</u>

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

17. TAXATION

The Home is 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. No provision for taxation has been made in the Home's financial statements.

18. ANNUAL REMUNERATION OF KEY MANAGEMENT PERSONNEL

	2014	2013
	S\$	S\$
Key management personnel compensation:-		
- Salaries and bonuses	246,750	219,514
- CPF contribution	24,528	21,362
	271,278	240,876

Key management compensation for the year are included in staff costs (Note 14) and governance costs (Note 15).

Number of key management personnel in remuneration bands: -

	<u>Total number of management staff</u>	
	2014	2013
- Below S\$50,000	-	1
- Above S\$50,000 to S\$100,000	2	1
- Above S\$100,000 to S\$150,000	1	1
	1	1

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

19. 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 necessary.

Credit Risk

Credit risk refers to the risk that a 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.

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

19. FINANCIAL RISK MANAGEMENT AND OBJECTIVES (Continued)

Credit Risk (Continued)

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 dollars.

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 period of the next 12 months after the end of the reporting period.

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

20. RESERVE POLICY

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

	2014 S\$	2013 S\$
General fund and sinking fund (<i>*Reserves</i>)	4,337,678	3,709,024
Ratio of <i>*Reserves</i> to total operating expenditure	1.53: 1	1.43: 1

The Home's policy is to 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. 78.9% (2013: 77.3%) 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.

21. 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:-

	2014 S\$	2013 S\$
<u>Financial Assets</u>		
Loans and receivables: -		
Programme fees in arrears	8,800	13,604
NCSS grant receivables	4,389	-
Other receivables and deposits	19,584	23,475
Cash and cash equivalents	4,559,479	3,887,912
Total financial assets	4,592,252	3,924,991
<u>Financial Liabilities</u>		
At amortised cost: -		
Programme fees received in advance	11,960	9,020
Deposits received	78,615	76,920
Amount due to NCSS	-	56,125
Accruals and other payables	211,272	237,857
Total financial liabilities	301,847	379,922

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

22. 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.

23. 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 2014. The Home does not expect that adoption of these accounting standards or interpretations will have a material impact on the Home's financial statements.

24. AUTHORISATION OF FINANCIAL STATEMENTS

The financial statements of the Home for the financial year ended 31 March 2014 are authorised for issue in accordance with a resolution of the Board of Directors dated 24 July 2014.

GOVERNANCE EVALUATION CHECKLIST

31 March 2014

View Governance Evaluation Checklist

- Please do not use the 'Back' button on your browser
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Case Number: CPGE-140305-000285
 Name of Organisation: Bishan Home for the Intellectually Disabled
 UEN No: T07SS0102D
 Submission Status: Late Submission
 Submission Deadline: 30/09/2014
 Submitted On: 31/10/2014

Governance Evaluation Checklist Submission for the period Apr 2013 to Mar 2014

S/No.	Code Description	Code ID	Compliance	Please provide explanation if your charity is unable to comply with the Code guidelines, or if the guidelines are non-applicable.
BOARD GOVERNANCE				
1	Are there Board members holding staff appointments?		No	
4	There is a maximum term limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	1.1.6	Complied	
5	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Complied	
6	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	Complied	
CONFLICT OF INTEREST				
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	
8	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
STRATEGIC PLANNING				
9	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	3.1.1	Complied	
10	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied	
HUMAN RESOURCE MANAGEMENT				
11	The Board approves documented human resource policies for staff.	5.1	Complied	
12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	

GOVERNANCE EVALUATION CHECKLIST

31 March 2014

FINANCIAL MANAGEMENT AND CONTROLS				
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
14	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
16	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
17	Does the charity invest its reserves?		No	
FUNDRAISING PRACTICES				
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
DISCLOSURE AND TRANSPARENCY				
20	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	
21	Are Board members remunerated for their Board services?		No	
24	Does the charity employ paid staff?		Yes	
25	No staff is involved in setting his or her own remuneration.	2.2	Complied	
26	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				
27	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	

Declarant Details


Name of Declarant:* Lim Tiong Teck
ID Type:* NRIC
ID No:* S1037822B

Role in the organisation:* Others
Name of the Firm:*

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 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.

My governing Board agrees to nominate my charity for the Charity Governance Awards.  The Charity Governance Awards recognises charities that have adopted the highest standards of governance.

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