



**COMPASSION FUND LTD
ANNUAL REPORT
FY2016 - 2017**

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1. CHAIRMAN'S MESSAGE

In this financial year, 94 families received financial assistance in cash-and-kind, and were also referred to other agencies for assistance where necessary.

In 2015, the School Aid Fund was initiated for clients who failed to extend aid from SPMF after 2 years and whose families met the criteria for this assistance. As at March 2017, 48 students from 20 families qualified for the School Aid Fund - 17, 22 and 9 primary, secondary and tertiary students respectively.

A very generous donation from Lum Chang Holdings Limited and David Lum gave us the impetus to start the Silver Lining Fund. We were aware that some families that no longer received aid from CF were struggling to make ends meet with meagre income from work and/or financial aid from voluntary or government organisations. Typically these families are single parent, have very young children, special needs parent/children or family members who require care because of chronic medical/mental conditions.

In November 2016, CF relocated its office to 11 Leng Kee Road. Eurokars Group generously gave us an office space.

The annual fund-raising event "Share-A-Meal" (SAM) was held a month earlier in March 2016. To raise awareness of Compassion Fund, we held a SAM workshop for secondary school students in Nov 2016 with the support of Hard Rock Cafe. We also partnered with SOTA students on a one-year project to raise awareness.

Thank you to all the schools, community partners for referring students who are in crisis to us and for partnering us in fund-raising.

To all our volunteers and members of our Board, thank you for your time, effort and valuable inputs in fund-raising and operation of Compassion Fund.

To our donors, thank you for your compassion.



Mrs Campos- Chia Chiu Leng
Chairman

2. COMPASSION FUND

Compassion Fund was established in April 2006 as a programme under MILK (Mainly I Love Kids) Fund. It was subsequently set up as an independent charity organisation in March 2009.

Compassion Fund is a crisis response fund that helps students from low-income families in crisis. The crisis may be a result of the death, sudden major illness or accident of a family member.

Without assistance and support, such families in crisis are at risk of declining into poverty and developing chronic family problems, with a detrimental impact on the lives of the children. As a result, we aim to give early and timely assistance to these families before situations spiral out-of-hand.

Our Vision

Compassion Fund supports and uplifts vulnerable children and their families in crisis, to avert family disintegration and a decline into poverty.

Our Mission

Working through schools and community partners, Compassion Fund responds promptly to vulnerable children whose families are in crisis due to death, illness or accident. We provide interim financial assistance and support while linking them to resources in the community.

We also engage schools to create a caring, compassionate community that believes in 'students helping students'.

Our Values and Principles

We believe that:

- To make a difference in the life of a child faced with a family crisis, we have to help the family remain together and stay afloat at this critical juncture in their lives. Assistance must therefore be prompt and timely.
- By educating students about helping other students, it encourages them to develop a sense of compassion for the less fortunate amongst them.
- By empowering teachers, counsellors, and social workers, they can identify and render immediate assistance to students facing a

sudden family crisis, through access to a ready source of support.

Who Compassion Fund helps

We give support to students from kindergartens and MOE schools – primary, secondary, and tertiary institutions. In particular, students and families who are currently not receiving any support from other agencies.

How Compassion Fund helps

- We give early and timely assistance to students whose families are in crisis, to prevent the crisis from causing them to spiral into poverty or develop other chronic family problems.
- We co-ordinate help efforts and support by linking them to other community resources to help students and their families ride over the crisis.
- We empower school teachers, principals and counsellors to identify and help students facing family crises through access to a ready source of support.
- We encourage students to help fellow students, helping them understand that every small act of giving makes a difference.

How Compassion Fund is funded

Compassion Fund is funded by donations from the public, individuals and organizations, matching government grants and fund-raising events like Share-A-Meal.

How Compassion Fund functions

Teachers and principals apply on behalf of:

- Students who are Singaporeans or Permanent Residents; and
- Students in primary, secondary and tertiary levels in mainstream schools and kindergartens; and
- Students or family members who are in any of the following crises – death, accident, sudden illness etc. Retrenchment and imprisonment in the family is not a criterion for consideration for financial assistance

Compassion Fund caseworkers will then conduct home visits for needs assessment for financial and other support recommendations.

3. STATUTORY INFORMATION

Compassion Fund Limited:

UEN. 200904371Z

Incorporated as a company limited by guarantee on 11 March 2009

Registered as Charity since 28 August 2009

Registered as IPC since 28 August 2009 (IPC registration number: IPC000676)

Full member of National Council of Social Services since 2015

Registered office and Principal place of office:

80 Robinson Road #02-00, Singapore 068898

Operational office:

11 Leng Kee Road, Singapore 159091

Banker:

Oversea-Chinese Banking Corporation Limited, Ubi Branch

Blk 302 Ubi Ave 1 #01-59/63 Singapore 400302

Independent Auditor:

Baker Tilly TFW LLP

600 North Bridge Road #05-01 Parkview Square, Singapore 188778

Office Bearers:

Chia Chiu Leng, Chairman (from 2013 to current)

Yeo Hui Hong, Vice-Chairman (from 2011 to current)

Chan Wai Ming, Treasurer (from 2013 to current)

Claudia Teo Kwee Yee, Company Secretary (from 2009 to current)

Directors:

Yeo Hui Hong (since 31 March 2009)

Sheryn-Kaye von Senden (since 31 March 2009)

Ranganayaki d/o K. Thangavelu (since 1 April 2009)

Kay Mary Taylor (since 11 March 2010)

Chan Wai Ming (since 19 Apr 2011)

Chia Chiu Leng (since 9 November 2012)

Chitty Ramanathan Parvathi (since 12 March 2014)

Low Aik Meng (since 12 March 2014)

Tan Shau En (2 April 2013 – 1 May 2016)

Ng Wee Chew (9 November 2012 – 12 August 2015)

Peng Hai Ying (12 March 2014 - 16 March 2015)

Lim Kam Ming (20 September 2014 - 2 March 2015)

4. REVIEW OF YEAR APRIL 2016 - MARCH 2017

We continue to receive most of our referrals from schools, hospitals and community agencies.

Staffing

We have one full-time Manager and a part time Caseworker. An Accountant provides financial and administrative services on a contractual basis.

Fundraising Event – Share-A-Meal 2016/17

For this financial year, Compassion Fund did not hold our annual Share-A-Meal (SAM) event as the event was held twice in the previous financial year. During the SAM month in Mar 2017, everyone is encouraged to “share a meal” with the less privileged, by putting a small sum equivalent to what they would spend on one meal into the Share-A-Meal donation tins. We will continue with SAM in the next financial year.

***School participation in Share-A-Meal:**

- **2006:** 92 schools
- **2007:** 112 schools
- **2008:** 78 schools
- **2009:** 59 schools
- **2010:** 62 schools
- **2011:** 51 schools
- **2012:** 72 schools
- **2013:** 44 schools
- **2014:** 46 schools
- **2015:** 46 schools
- **2016:** 29 schools

5. REVIEW OF FINANCIAL STATE

Compassion Fund Ltd recorded a surplus of \$220,576 for the financial year ended 31 March 2017. Income of \$749,897 consisted of donation-in-cash, particularly two donations from a corporation and an individual, sponsorship-in-kind and Care & Share matching grant. Total expenditure amounted to \$529,321, 96% was for charitable activities.

See enclosed audited financial statements FY2016-2017.

Disbursement Policy

The duration of assistance is for three months and up to twelve months. Compassion Fund caseworkers work with volunteers, schools and families to develop a more holistic support. We also refer clients to other voluntary and government agencies for additional financial assistance. Compassion Fund is responsible for the expedient disbursement of money to beneficiaries which will be deposited into the respective bank accounts

6. FUTURE PLANS AND COMMITMENTS

Two-Year Activity Plan (2017-2019)

- With an increase in the families we strive to support, focused partnership with new schools and community agencies to increase awareness of Compassion Fund is impetus to concurrently step up fund-raising efforts and reach out to students whose families are in crisis.
- To strengthen partnership with other community resources to increase outreach and support to clients in need via an extended range of schemes through systemic help process.
- Enhance services to support clients through partnerships with VWOs (E.g. volunteers and befriending services) and new networking structure.

7. ACKNOWLEDGEMENTS

We are thankful to each and every donor/supporter, whose contributions go a long way in helping students of families-in-crisis.

There are many other donors whose contributions have gone a long way in helping the families that Compassion Fund supports. We are unable to mention all of them in this space, but we convey our heartfelt thanks and gratitude for your faith in Compassion Fund's work.

8. CHARITY COUNCIL – GOVERNANCE EVALUATION CHECKLIST FY2016-2017

Compassion Fund complied with 23 out of 23 applicable guidelines of the Code of Governance for Charities and Institutions of a Public Character (2011). The governance evaluation checklist is printed below:

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")		No	
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		
2	Staff does not chair the Board.	1.1.2		
3	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	1.1.6	Complied	
4	The Board has an audit committee (or designated Board members) with documented terms of reference.	1.2.1	Complied	
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	Complied	
	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	Complied	
7	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
	STRATEGIC PLANNING			
8	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	
9	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	

No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied to or not applicable)
	HUMAN RESOURCE MANAGEMENT			
10	The Board approves documented human resource policies for staff.	5.1	Complied	
11	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
	FINANCIAL MANAGEMENT AND CONTROLS			
12	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
13	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
14	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
15	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
B	Does the charity invest its reserves? (Skip item 16 if "No")		Yes	
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.	6.4.3	Complied	
	FUNDRAISING PRACTICES			
17	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
	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		

No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied to or not applicable)
20	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	8.2		
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	In FY2016-2017, none of the staff received more than \$100k each in annual remuneration.
	PUBLIC IMAGE			
23	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	