

CARITAS SINGAPORE ANNUAL REPORT 2013

*...within the community of believers,
there can never be room for a poverty
that denies anyone what is needed for a
dignified life.*

- Deus Caritas Est, 20

CONTENTS

- 1 MESSAGE FROM THE ARCHBISHOP
- 2 MESSAGE FROM THE CHAIRMAN OF THE BOARD
- 3 CARITAS SINGAPORE & REVIEW OF FY 2013

- 6 LIVING THE CHURCH'S SOCIAL MISSION
Inspire every Catholic to live out the Church's social teaching
 - Formation
 - Volunteering
 - Young Adults
 - Communications

- 12 A CATALYST FOR GROWTH
Support and enable our member organisations
 - Community Strategy
 - Membership and Capacity Building
 - Fundraising
 - Grant Making

- 20 ADVOCACY FOR A BETTER WORLD
Being a voice for the poor
 - Advocacy
 - Agape Village

- 24 A STRONGER CARITAS NETWORK
Strengthen organisational structures
 - Shared Services and Support
 - The Broader Community
 - Affiliate Member Organisations

- 30 PEOPLE AT CARITAS SINGAPORE
 - Board of Directors
 - Agape Fund Trustees
 - Committees
 - Executive Team

- 38 GOVERNANCE AND FINANCIAL REPORT

- 86 CORPORATE INFORMATION

Our Mission

To provide leadership to the Catholic community in Singapore in fulfilling the Church's social mission for the benefit of the broader community.

Our Vision

To be the hub of a vibrant Church's social outreach to the broader community and a model of social innovation and Christian leadership.

Our Organisation

Board Members	14
Committee Members (excluding Board Members)	63
Staff	9
Affiliate Member Organisations	23
Beneficiaries	>50,000

PARTNERING THE POOR



Pope Francis has called for a more missionary Church that can move beyond its comfort zone to spread the Good News.

“I prefer a Church which is bruised, hurting and dirty because it has been out on the streets, rather than a Church which is unhealthy from being confined and from clinging to its own security,” the Pope said in November 2013 in *“Evangelii Gaudium” (The Joy of the Gospel)*.

As baptised Catholics, we are all called for mission. We are to proclaim Christ and His love by our words and actions: by taking a stand for justice and truth, and by caring for the spiritual and physical needs of others, especially the poor and marginalised members of our society.

While it is worthwhile to visit a needy household in a one-room flat, or make a contribution towards an AIDS shelter, let us go beyond what is “enough”. The Good Samaritan not only bandaged the wounds of the man attacked by robbers, he also took the man to the inn where he cared for him before entrusting the innkeeper with his care and paying for his keep. The Good Samaritan did far more than he might have been expected to do – Jews and Samaritans were enemies in Jesus’ time – and loving one’s neighbour is precisely this radical.

Partnering the poor is one way in which Christians can accompany vulnerable persons on their life journey. The challenge is to give of ourselves and to share the lives

and burdens of those who may be more disadvantaged than we are. Besides treating all persons with respect, dignity and justice, we also have to advocate for, and work towards, solutions that address the root causes of problems like poverty and inequality, so that those whom we help can grow to become self-sufficient.

Working alongside the poor in collaboration with the government, non-governmental organisations and inter-religious organisation is a crucial component of how Caritas Singapore, the social mission arm of the Catholic Church in Singapore, works. Caritas Singapore and its affiliate member organisations serve more than 50,000 beneficiaries with a diverse range of needs. Besides engaging in advocacy that aims to ease the plight of the poor, the organisation has also launched a poverty awareness initiative.

In September 2013, a ground breaking ceremony was held for Agape Village, a one-stop service centre currently being built in Toa Payoh. *Agape* is the Greek word for unconditional selfless love. At Agape Village, marginalised persons – including the poor, needy families and children, youths at risk, ex-prisoners, persons living with HIV/AIDS, those who are terminally ill, migrant workers, and persons who are physically and intellectually challenged – can access help and support provided by all of Caritas Singapore’s 23 affiliate member organisations.

We are stewards of the resources that God has given us. It is therefore not charity, but justice, when we share these resources with those who are struggling. Keep your eyes always on the Lord who said, “Whatever you did unto the least of one of these brothers and sisters of mine, you did unto me.” May He continue to guide the work of Caritas Singapore, and may more Catholics and other persons of goodwill be moved by our Lord to care for the poorest and least in our society.

Archbishop William Goh, DD
Patron, Caritas Singapore

BUILDING THE KINGDOM TOGETHER



Dear Friends of Caritas Singapore

This past year has been a year of change for Catholics in Singapore.

On 11 February 2013, we (and the world) were caught by surprise when Pope Benedict XVI announced that he would be retiring as shepherd of our flock.

We were all even more surprised when it was announced that a quiet Argentine, Jorge Mario Bergoglio, had been chosen on 13 March 2013 to be our new shepherd. Significantly, our new Pope chose to be named after Francis of Assisi, the saint who gave up everything to work for the poor. At his installation mass, Pope Francis called on the Church to identify with the poor, and vowed to serve the “poorest, the weakest and the least important” in society.

On 22 February 2013, Archbishop William Goh was ordained as Co-adjutor Archbishop of Singapore, and became leader of the flock in Singapore on 18 May 2013. In his message at his ordination, Archbishop Goh stressed that the need to empower and deepen our spiritual life was the key to renewal. His Grace also emphasised the mission of the Church to be a witness of truth and justice in society.

“The Church must reclaim its voice in influencing world views, without fear, particularly with respect to the universal values of truth and justice.”

How have these events affected our work at Caritas Singapore?

Well, change is always exciting, as it brings with it challenges, and opportunities.

However, if we were to examine the issues raised by both Pope Francis and Archbishop Goh, they are linked and not new to the Church. They are part and parcel of the teachings that Christ imparted to us 2000 years ago, and are found in the Old and New Testaments, Church documents and Catholic Social Teaching.

And the call of Christ is this: that we are to be

co-workers in the building of the Kingdom of God by giving witness to the fundamental unity of the two commandments: to love God, and to love our neighbour.

“If God loved us so much, we too should love one another.”

– 1 John 4:11

This is the heart of our work at Caritas Singapore. Aply, *Caritas* means love. The social concern for truth and justice, the promotion of the dignity of the human person, the development of the common good; these (and other principles of Catholic Social Teaching) express our hope for a Kingdom of God where love, brotherhood, truth and justice will flourish.

Through the works of our 23 Catholic social mission groups, the building of our village of love, “Agape Village”, and the launch of the Poverty Initiative, “Singaporeans Against Poverty”, we hope to give witness to the presence of God’s love for all people and, above all, for the poorest, the weakest and the least important in society. This is what the Church calls the preferential option for the poor. Following the example of Christ, working with the poor implies being personally close with them and treating them with dignity. At the same time, if we are to truly respond to the needs of the poor, we need to be attentive to their personal situations, and understand the root causes of poverty in the world.

At the 60th General Assembly of Caritas Internationalis in 2011, Rev Fr P Raniero Cantalamessa, ofmcap reminded us that “not all those who love their neighbour love Christ, but all those who love Christ love their neighbour”. The latter is not always easy, but if we work together and support each other, it can be attained.

For those of you who have supported the work of Caritas Singapore these past seven years, we thank you and hope that you will continue your support. For those of you who are thinking of doing something more for God in your lives, we invite you to join us in our mission to bring the Good News to the poor. In particular, I would like to make a special appeal for your prayers, assistance and financial support in relation to Agape Village as we have to raise the building cost of \$15 million, and need help.

Allow me to end by sharing with you a beautiful quote from the great Christian theologian, C S Lewis. He said:

“I believe in Christianity because I believe that the sun has risen: not only because I see it, but because, by it, I see everything else.”

Happy seeing,

George Lim

Chairman, Caritas Singapore

CARITAS SINGAPORE & REVIEW OF FY 2013

Caritas Singapore is the social and charitable arm of the Catholic Archdiocese of Singapore. We provide coordination, direction and leadership to 23 Catholic social mission groups under the umbrella of Caritas Singapore, carrying out work for the poor and the community, regardless of race or religion.

Our social mission groups serve a wide array of needs that include the poor, families and youths at risk, children, prisoners, people living with HIV/AIDS, people with terminal illness, migrant workers, the poor in the region, and those who are physically and mentally challenged.

Caritas is a Latin word meaning love and charity. The

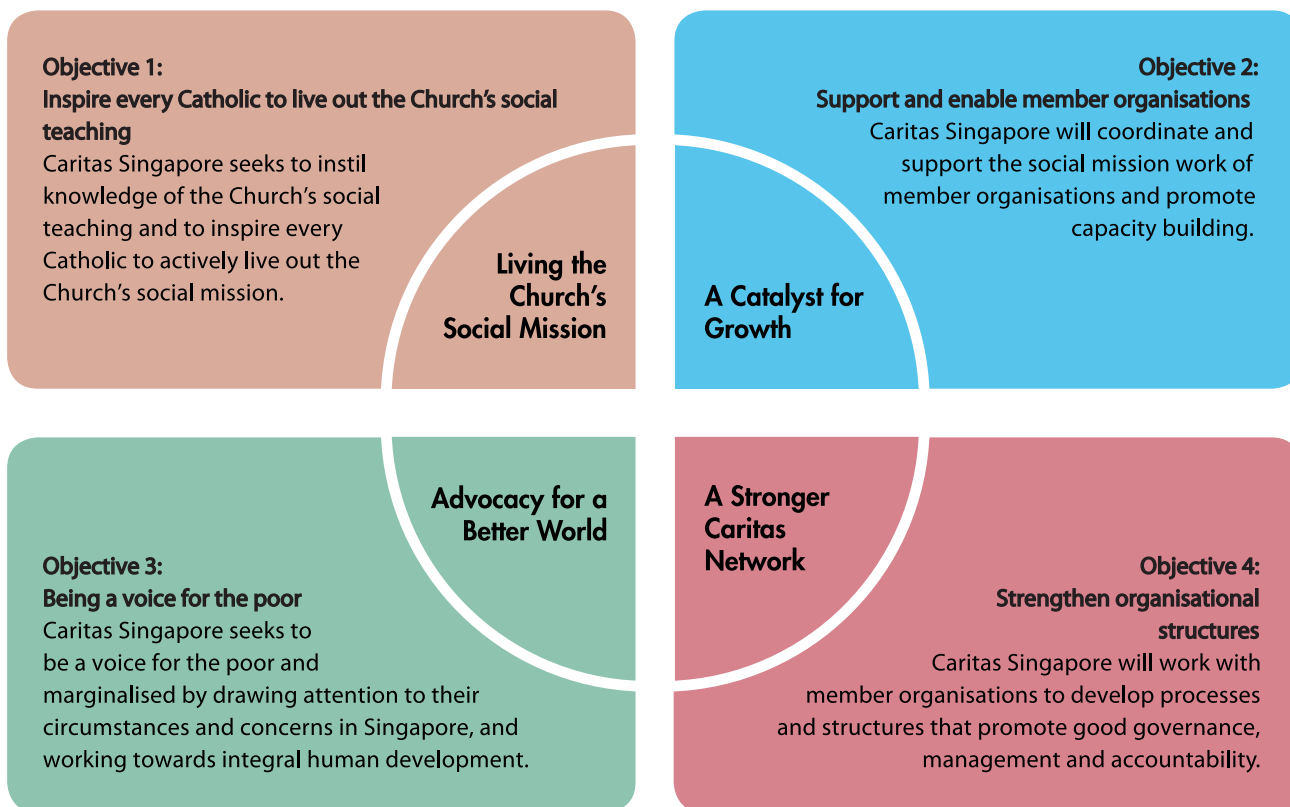
work of Caritas Singapore and our affiliate member organisations for the poor and disadvantaged is inspired by the call of Christ to “love one another as He had loved us”.

Caritas Singapore is a member of Caritas Internationalis, a global confederation of 165 national members. Headquartered at the Vatican City, Caritas Internationalis has representatives at the United Nations in New York and Geneva. Caritas Internationalis, together with its member organisations, provides relief, development and social services to 24 million people in more than 200 countries and territories worldwide.

STRATEGIC FRAMEWORK

At the 2011 Board retreat, the Board carried out a strategic review of the role of Caritas Singapore and our focus in the next three years. This resulted in the development of a strategic framework that sets out our core priorities up to 2014 to further the Church's social mission in Singapore.

The framework builds on our past achievements and focuses on four core areas to take our social mission to new levels of effectiveness and impact:



Based on this broad framework, we identified specific actions and initiatives for each programme area and developed Caritas Singapore's road map and work plans for three years from 2011 to 2014 which were subsequently shared with, and affirmed by, our affiliate member organisations.

ACTIVITIES AT A GLANCE



05 September 2013
Agape Village Ground Breaking and Blessing Ceremony



13 July 2013
2nd Leaders' Council



06 April 2013
Caritas Singapore Family Lunch Celebration



01-02 February 2013
Board Work Plan Retreat



12 January 2013
Young Adults Starter Event

FINANCIAL HIGHLIGHTS

Financials	FY 2013 (\$)	FY 2012 (\$)
Donations and Fees	6,723,168	6,821,015
Donations for Agape Village	4,428,460	0
Sponsorships	535,684	233,072
Others	55,731	24,799
Total Income (Incoming Resources)	11,742,943	7,078,886
Cost of Charitable Activities	6,782,571	4,782,446
Fundraising and Sponsorship Costs–Agape Village	233,744	0
Fundraising and Sponsorship Costs	236,868	210,607
Governance Costs	185,294	181,252
Total Expenditure (Resources Expended)	7,438,477	5,174,305
Net Income (Incoming Resources)	4,304,466	1,904,581
Ratios	FY 2013 (\$)	FY 2012 (\$)
Total Funds Raised (Donations and Sponsorships)	11,687,312	7,054,087
Fundraising and Sponsorship Costs	470,612	210,607
Fundraising Ratio ¹	4.0%	3.0%
Grants Expenditure	6,095,778	4,294,100
Other Charitable Expenses	686,793	508,954
Programme Ratio ²	91%	92%
Reserves ³	13,366,997	13,257,247
Agape Village Building Fund	4,194,716	0
Reserves Ratio ⁴	1.92 years	2.67 years ³

¹ Measures fundraising efficiency. Computed based on the formula: Fundraising and Sponsorship Costs ÷ Total Funds Raised.

² Measures funds deployed on charity programmes versus fundraising and overheads. Computed based on the formula: Expenses Spent on Charitable Programmes (including Grants) ÷ Total Expenditure.

³ Reserves for FY 2012 included a commitment of \$3.9 million for the advance rental of 30 years for 55 Waterloo Street paid in early 2013. The reserve ratio would be 1.88 years after taking into account this payment.

⁴ Measures number of years of reserve. Computed based on the formula: Reserves ÷ Total Expenditure (excluding Fundraising and Sponsorship Costs).

LIVING THE CHURCH'S SOCIAL MISSION



Inspire every Catholic to live out the Church's social teaching

“ *Let us never forget that authentic power is service...which has its radiant culmination on the Cross.* ”

~ Pope Francis ~



FORMATION

Caritas Singapore aims to promote and facilitate a greater understanding of Catholic Social Teaching to our affiliate member organisations, Catholics and the wider community in Singapore.

During the year, various talks and workshops were organised to bring Catholic Social Teaching to different groups and communities:

- A series of three Catholic Social Teaching workshops titled "Building the Kingdom Together" for leaders of our affiliate member organisations which provided a platform for them to discuss and apply the various concepts of the Church's social teachings in their organisations.
- A five-part workshop to help our volunteer facilitators and Committees to better understand Catholic Social Teaching and the "Review of Life" Methodology, a pastoral cycle used for reflection and application of the social teachings to the situations and issues in our lives.
- A half day talk on Catholic Social Teaching for a group of 30 young adults.
- A four-part series to introduce Catholic Social Teaching to the young adults community of the Church of St Francis Xavier.
- A seven-week module on the Introduction to

Catholic Social Teaching for the students of St Joseph's Institution's International Baccalaurate programme to enable them to understand the social situation in Singapore.

- A social awareness and reflection session for students of the JC1 Ignite Programme of Catholic Junior College to prepare them for their service learning project.
- A social mission talk for the entire cohort of JC2 students of Catholic Junior College as they concluded their Student Development Programme.

We continue in our efforts to promote Catholic Social Teaching through the use of our study guides, that is, *Salt of the Earth* and *Labourers of the Harvest*. We have started to build up a pool of volunteer facilitators to equip them with content knowledge of Catholic Social Teaching and the "Review of Life" Methodology to enable them to facilitate to those who are interested to know more about the social teachings. A number of our volunteer facilitators have conducted their own study guide sessions. Some have facilitated at the SSVP National Dialogue in July this year.

We have also supported various Caritas Singapore events by preparing prayer sessions which focus on the social teachings and the call for personal conversion and action.



Catholic Social Teaching Workshop conducted by Rev Fr David Garcia, OP

VOLUNTEERING



Volunteers helping out at the CBN Golf for Charity 2013 event

Caritas Singapore promotes the spirit of volunteering and facilitates the mobilisation of volunteers in the Catholic community for our affiliate member organisations.

During the year, the Volunteer Resources Committee conducted an audit on our Volunteer Management System. We identified key areas of volunteer management for improvement. This enabled us to prioritise the areas of need to enable the team to implement a more robust system to manage and develop Caritas Singapore's volunteers.

We engaged a group of volunteers to assist with a

"clean-up" exercise of our current volunteer database. Calls were made to over 1000 existing volunteers. Their details and interest areas are being updated to ensure that we are able to tap on their skills and expertise better, and to develop a system to groom existing talent.

We continue to be a resource centre for our affiliate member organisations who may require volunteers to help with their events. We helped to mobilise our volunteers for the Caritas Humanitarian Aid & Relief Initiatives, Singapore (CHARIS) Humanitarian Forum, Fair and Concert 2013. We also helped to link volunteers to meet the needs of our affiliate member organisations via our online portal.

YOUNG ADULTS

The mission of the newly formed Young Adults Committee is to support Caritas Singapore in helping Catholic young adults integrate their faith and social responsibility by means of four strategic thrusts: Educating, Inspiring, Facilitating, and Training and Developing.

We held the first Young Adults Awareness Event on 12 January at the Catholic Spirituality Centre in collaboration with nine member organisations. Over 70 young adults learnt about the social situation of

Singapore and what the different Caritas Singapore affiliate member organisations were doing to help the needy.

The awareness event was followed by a workshop conducted by Rev Fr David Garcia, OP on the "Introduction to Catholic Social Teaching". Young adults discussed how they could apply Catholic Social Teaching principles in a variety of real-life case studies.

Subsequent to these two starter events, we formed three Young Adults sub-committees, namely Formation, Outreach and Communications, and Volunteer Management to engage the general Catholic young adults population in the coming

year. This has been done through the set-up of a volunteer management system and closed Facebook page to provide interested young adults with information and updates on Caritas Singapore and the latest happenings in the social scene.



Introduction to Catholic Social Teaching Workshop

COMMUNICATIONS

Our communications strategy was developed in 2012. It supports our overall organisational objectives and helps in the effective engagement of our stakeholders, that is, our affiliate member organisations, the Catholic community, the broader community, donors and volunteers.

In the past year, we continued to engage the mainstream media in order to raise the profile of Caritas Singapore through our programmes and fundraising activities to the broader community. We organised media and awareness campaigns for Down Memory Lane 5 Dinner Show, a fundraising concert, Agape Village Ground Breaking and Blessing Ceremony and the launch of the Poverty Initiative. These awareness campaigns received very substantial

coverage in all the major local newspapers, television and radio stations including *The Straits Times*, *Lianhe Zaobao*, *Tamil Murasu*, *The New Paper*, *Shin Min Daily News*, *TODAY*, *My Paper*, Channel News Asia, MediaCorp News 8, Channel U News and News 93.8 LIVE. In addition, the Poverty Initiative also received interest from foreign news agencies such as Reuters, British Broadcasting Corporation and *Financial Times*.

Our online portal was revamped during the year to give it a fresh look and to make it more user friendly while retaining comprehensive and detailed information of Caritas Singapore and our affiliate member organisations. We also rolled out online media with the help of the young adults to provide topics of interest to ignite awareness about social issues and to encourage

active discussion among Catholic youths as well as web users on Facebook and Twitter.

Throughout the year, "Our Social Mission" page in *The Catholic News* focused on issues highlighting

the dignity of the poor. Our dedicated page also featured the social mission work of our affiliate member organisations. Many of the articles have been translated into Chinese and published in *Hai Sing Pao*. These articles are available on our website.



Snapshot of print media coverage

A CATALYST FOR GROWTH



Support and enable member organisations

***T**he entire people of God has a role to play as the Church fulfils her mission. In various ways and through every member according to the gifts and the manner of acting proper to each vocation, the people of God must respond to the duty to proclaim and bear witness to the Gospel (cf 1 Corinthians 9:16).*

~ The Compendium of the Social Doctrine of the Church, 538 ~



COMMUNITY STRATEGY

The Community Strategy Committee decided to focus on how to take the concept of "Partnering the Poor" forward. We felt that there was a need to define "The Poor" and what it meant to "Partner the Poor".

We also felt that the definition of "Poor" should be enlarged to include the disadvantaged and the marginalised and elderly poor. It would mean co-responsibility and ensuring the dignity of the poor that were being supported.

The Community Strategy Committee will be producing a working paper on the concept of "Partnering the Poor" in the coming months. It will have, in its draft, indicators which will help the affiliate member organisations to reflect and translate the principles of the concept in their work with their beneficiaries. There will be a need, at a later stage, to explore better alternatives to the use of the word "Poor".



The poor in our society?

MEMBERSHIP AND CAPACITY BUILDING

Caritas Singapore organises regular events and workshops for the 23 affiliate member organisations under our umbrella (see pages 28–29 for the list and profile of members) to foster better networking and enable them to work as a community towards providing an integrated and holistic support to help those in need.

We held two Leaders' Council meetings in March and July to allow for better dialogue with our affiliate member organisations and to enable them to build stronger ties amongst themselves. The leaders shared on key work areas for 2013. We also provided updates on our Poverty Initiative and Agape Village. Our affiliate member organisations showed their concerted support for our Poverty Initiative with the signing of a Memorandum of Understanding. His Grace, Archbishop William Goh who was present at the July meeting, met with representatives from our 23 affiliate member organisations to gain a better understanding of our work.

Rev Fr David Garcia, OP delivered a three-part Catholic Social Teaching workshop that was specially tailored for leaders of affiliate member organisations as part of

their leadership formation and development. A similar workshop is being planned for their staff members.

"A Call to Social Mission" programme which we introduced in 2012, was conducted from March to April this year to identify potential leaders and volunteers for our affiliate member organisations. Through this programme, we were able to place several new volunteers with St Theresa's Home, a project of Catholic Welfare Services, Boys' Town Singapore and Infant Jesus Homes and Children's Centres.

In April 2013, we hosted the inaugural Caritas Singapore Easter Lunch Celebration for staff members and volunteers of our affiliate member organisations. At the lunch gathering, we shared our common vision of working together to serve those in need.

In the course of the year, we facilitated a strategic planning workshop using the "Review of Life" Methodology, for the Catholic Lawyers Guild. We continue to offer support to our affiliate member organisations in this area.



The Leaders' Council enabled us to better dialogue with our affiliate member organisations

FUNDRAISING

Caritas Singapore raises a common pool of funds to support the charitable work undertaken by our Catholic social mission groups to help the needy. We do this through fundraising events, a GIRO platform for donations and fundraising projects organised by friends of Caritas Singapore.

We carried out Charities Week 2013, our main fundraising campaign during Lent through the distribution of appeal envelopes at the parishes, Catholic schools and foreign Catholic communities. It was a collaborative effort with the Catholic Welfare Services. Over \$5.2 million was raised from parishes, Catholic schools and business enterprises in this year's Charities Week.

FUNDRAISING PROGRAMMES

Programme	Collections \$	Direct Costs \$	Indirect Costs \$	Total Fundraising Costs \$	Fundraising Ratio %
Agape Village	4,428,460	233,744	0	233,744	5.3
Charities Week 2013	5,298,939	49,781	56,765	106,546	2.0
Capacity Building Fund	50	0	0	0	0
Sustained Giving (GIRO)	429,638	1,336	4,602	5,938	1.4
Many Helping Hands	635,683	83,465	6,810	90,275	14.2
Others	894,442	24,527	9,582	34,109	3.8
Total	11,687,212	392,853	77,759	470,612	4.0

MANY HELPING HANDS PROGRAMME



Down Memory Lane 5 Charity Concert 2013 organised by friends of Caritas Singapore at the Orchid Country Club raised a gross amount of \$314,184.



CBN Golf for Charity 2013 organised by Catholic Business Network at the Tanah Merah Country Club with Mr Lim Boon Heng as guest-of-honour, raised a gross amount of \$221,500.

CHARITIES WEEK 2013

District	Parish	2013 \$	2012 \$
City	Cathedral of the Good Shepherd	4,989	22,297
	St Joseph's Church (Victoria Street)	231,580	201,379
	Church of Sts Peter & Paul	28,835	30,928
	Church of Our Lady of Lourdes	16,514	21,260
	Church of the Sacred Heart	18,450	26,594
	Church of St Teresa	89,566	92,813
	Church of St Alphonsus (Novena Church)	7,872	28,053
	Church of St Bernadette	326,457	274,887
	Church of St Michael	39,966	35,150
East	Church of the Holy Family	521,412	550,252
	Church of Our Lady Queen of Peace	148,333	150,896
	Church of St Stephen	11,745	27,730
	Church of Our Lady of Perpetual Succour	309,028	303,292
	Church of the Holy Trinity	143,921	171,690
	Church of the Divine Mercy	112,851	100,397
West	Church of St Ignatius	537,481	549,041
	Blessed Sacrament Church	142,133	173,447
	Church of St Mary of the Angels	190,498	173,365
	Church of St Francis of Assisi	53,036	41,735
	Church of the Holy Cross	324,998	389,419
North	Church of St Joseph (Bukit Timah)	68,527	49,630
	Church of St Anthony	34,671	16,207
	Church of the Holy Spirit	334,784	323,006
	Church of the Risen Christ	121,861	142,238
	Church of Our Lady Star of the Sea	43,537	51,669
	Church of Christ the King	125,123	165,696
Serangoon	Church of the Nativity of the BVM	104,329	75,539
	Church of the Immaculate Heart of Mary	190,010	185,357
	Church of St Francis Xavier	289,347	226,820
	St Anne's Church	128,565	97,330
	Church of St Vincent de Paul	144,942	160,443
Total All Parishes		4,845,361	4,858,560
Other	Schools	95,556	98,561
	Business and Other Donors	358,022	278,228
Grand Total		5,298,939	5,235,349

GRANT MAKING

Funds raised by Caritas Singapore are distributed through a formal grant making process that covers early engagement, application, evaluation, approval, agreement, disbursement and monitoring.

Applications for grants from various groups were made in two window periods in the year. These were

reviewed and vetted by a Grants Committee and approved by the Board of Caritas Singapore and the Agape Fund Trustees.

A total sum of \$6,095,778 was disbursed in the past year (see box below).

Group	Amount \$
Abilities Beyond Limitations and Expectations (ABLE)	540,000
Archdiocesan Commission for the Pastoral Care of Migrants and Itinerant People	350,000
Assisi Hospice ¹	10,000
Boys' Town Singapore ²	600,000
Canossaville Children's Home ¹	10,200
Caritas Humanitarian Aid & Relief Initiatives, Singapore (CHARIS)	512,000
Catholic AIDS Response Effort	830,000
Catholic Welfare Services (CWS) ³	300,000
Clarity Singapore Limited ¹	280,000
Faith and Light Community	1,370
Family Life Society	465,000
Infant Jesus Homes and Children's Centre	700,000
Marine Parade Family Service Centre	383,008
Morning Star Community Services	500,000
Roman Catholic Prison Ministry	300,000
Parish Charitable Works ⁴	314,200
Total	6,095,778

¹ Caritas Singapore directed as grants, a donation received for the benefit of Assisi Hospice, Canossaville Children's Home and Clarity Singapore Limited.

² Grants to Boys' Town Singapore include a donation of \$100,000 received by Caritas Singapore for its building project.

³ Grants to CWS include \$300,000 being its share of Charities Week 2013 collection.

⁴ Grants were made to the parishes for various charitable works done by the parishes. A breakdown of the causes is provided on pages 71 and 72.



Boys' Town Singapore helps youths at risk to become socially integrated, responsible and contributing members of society



Clarity organises workshops, talks and social activities for their clients, their caregivers and the public



ACMI's Bread Basket programme reaches out to migrant workers through provisions and food



CHARIS volunteers applying their knowledge gained from the IVA training in the mission trip to Monkayo Mindanao in the Philippines



Residents of Gift of Love Home, a project of the Catholic Welfare Services, enjoying a relaxing afternoon



MPFSC provides "metoyou" cyber-counselling, a channel for youths to share their feelings with trained cyber-counsellors

ADVOCACY FOR A BETTER WORLD



Being a voice for the poor

“**L**ove is not patronising and charity isn't about pity, it is about love. Charity and love are the same – with charity you give love, so don't just give money but reach out your hand instead.”

~ Mother Teresa ~



ADVOCACY



Participants at RoundTable II on "Partnership Against Poverty"

The Advocacy Working Group (AWG) has identified "The Poor" as our area of focus for the next few years.

We started FY 2013 with brainstorming ideas on how to raise public awareness and understanding of poverty in Singapore with the objective of developing a campaign against poverty. The concept was developed with the help of professional advertising agency, Goodfellas. To this end, a campaign brief was prepared and shared with our affiliate member organisations and other like-minded charities at the RoundTable II called "Partnership Against Poverty" in April 2013. This was attended by more than 80 participants from non-profit organisations and the private sector.

The Poverty Initiative will be developed over the next three to five years. The objective is to highlight awareness, education and research of the realities of poverty, why poverty exists as well as the impact and consequences on the lives of the bottom 10 per cent of our population leading to participation, solidarity and solutions. The project is about what we, as a community, can do to work with the poor, and how we can start by understanding the issues surrounding poverty and

then taking concrete steps to ensure that everyone can live decently and with dignity.

The public awareness programme began with an advertising campaign proposal and developed into a multi-pronged strategy. The media campaign and an online poverty game will lead people to a dedicated poverty microsite (sgagainstpoverty.org) which features stories shared by poor and marginalised families and individuals, supported by poverty facts and research.

A majority of our affiliate member organisations have officially endorsed the campaign. We plan to work with them and other non-profit organisations to outreach and provide support to the marginalised in the various projects under discussion. Ultimately, when the Agape Village opens, it will provide the platform for us to serve the poor, the physically and mentally disadvantaged, families in difficulties, the marginalised and those seeking jobs, under one roof. Agape Village will also provide skills training and counselling.

Besides the Poverty Initiative, we also put out a regular news digest on issues and policies that affect the poor and marginalised in Singapore.

AGAPE VILLAGE, A CARITAS SINGAPORE INITIATIVE FOR PARTNERING THE POOR IN SINGAPORE

Caritas Singapore has embarked on the construction of Agape Village, a four-storey social services hub for the poor. Located at Lorong 8, Toa Payoh, this project hopes to bring together the services of Caritas Singapore's 23 Catholic social mission groups under one common roof.

Several of our affiliate member organisations will be operating at Agape Village, allowing them to provide direct services to anyone who calls at the village for help, regardless of race or religion. These affiliate member organisations are Catholic Welfare Services, Abilities Beyond Limitations and Expectations, Archdiocesan Commission for the Pastoral Care of Migrants and Itinerant People, Catholic Lawyers Guild, Clarity Singapore Limited, Family Life Society, Roman Catholic Prison Ministry, Marine Parade Family Service Centre, Boys' Town Singapore and Society of St Vincent de Paul. Facilities at Agape Village will include counselling rooms, training rooms, a respite centre, multi-purpose halls, a café, a roof garden and areas designated for social enterprise.

On 05 September 2013, Agape Village held its Ground Breaking and Blessing Ceremony with Minister for Social and Family Development and Second Minister for Defence, Mr Chan Chun Sing as Guest-of-Honour.

Mr Chan, who endorsed the project, shared that: "Many families need help – not just in a single dimension of financial assistance or job placement, but...a package of help...to build a better future", and that Agape Village is in harmony with the Government's efforts to better integrate and deliver social services.

Archbishop William Goh said that Agape Village is a "call to live our faith in action and walk the path of service" to others in need. Agape Village envisions "Partnering the Poor, Living the Faith" as its guiding principle in its service of the community.

Building costs are estimated at \$15 million. Fundraising is currently underway.



Agape Village Ground Breaking and Blessing Ceremony officiated by Archbishop William Goh and Archbishop Emeritus Nicholas Chia with Guest-of-Honour, Mr Chan Chun Sing, Minister for Social and Family Development and Second Defence Minister

A STRONGER CARITAS NETWORK



Strengthen organisational structures

“**F**aith isn't the ability to believe long and far into the misty future.
It's simply taking God at His Word and taking the next step.”

~ Joni Erickson Tada ~



SHARED SERVICES AND SUPPORT

Caritas Singapore seeks to synergise resources across our many Catholic social mission groups, and enhance service delivery through collaboration. We encourage our affiliate member organisations to work together.

Gifts-in-kind received in the course of the year were distributed to our affiliate member organisations:

- 415 copies of brand new Catholic Children Books and Bibles from SC (San Choy) International Pte Ltd were given to IJHCC and CHARIS.
- A total of 70 desktops and 29 laptops obtained from Veolia Water Solutions & Technologies (SEA) Pte Ltd, ING Investment Management Asia Pacific (Singapore) Ltd and SKF Industrial Market, Strategic Industries benefitted SSVP, ACMI, CARE, IJHCC, JRS, Boys' Town Singapore and CHARIS.
- 800 packets of 5-kilogramme rice donated by Mr Jerome Pang were channelled to SSVP, MPFSC, CWS, Morning Star Community Services, CARE and acts29.
- 315 cartons of milk tea offered by an anonymous donor were taken up by ACMI, CWS and Boys' Town Singapore.
- A grand piano donated by Mr Don Ferrin was accepted by IJHCC for its IJ Village.
- Several hundred cartons of HB pencils donated by Mr and Mrs Fo were handed out to a number of our affiliate member organisations.

During the year, we facilitated a guided tour offered by Bell & Cessna of its company facilities and airport hangars for Boys' Town Singapore.

THE BROADER COMMUNITY

The social mission of the Church focuses on the outreach to the poor and those in need in the broader community, regardless of race, religion or nationality.

Affiliate member organisations of Caritas Singapore serve over 50,000 beneficiaries in various areas of needs:

The Poor and Destitute

- Catholic Welfare Services
- Society of St Vincent de Paul

Families, Youth and Children

- Boys' Town Singapore
- Canossaville Children's Home
- Christian Family and Social Movement
- Faith and Light Community
- Family Life Society
- Infant Jesus Homes and Children's Centres
- Marine Parade Family Service Centre
- Morning Star Community Services

Prisoners

- Roman Catholic Prison Ministry

People Living with HIV/AIDS

- Catholic AIDS Response Effort

People with Legal and Medical Needs

- Catholic Lawyers Guild
- Catholic Medical Guild
- Catholic Nurses Guild

People with Physical and Mental Challenges

- Abilities Beyond Limitations and Expectations (ABLE)
- Clarity Singapore Limited

People with Terminal Illnesses

- Assisi Hospice

Migrant Workers

- Archdiocesan Commission for the Pastoral Care of Migrants and Itinerant People

Overseas Missions

- acts29
- Caritas Humanitarian Aid & Relief Initiatives, Singapore (CHARIS)
- Jesuit Refugee Service Singapore

General

- Catholic Business Network



Beneficiaries of St Vincent Home, a project of Catholic Welfare Services, undergoing therapy at a handicraft session



Volunteers of Jesuit Refugee Service Singapore presenting balloons to the children at the Shan Refugee Camp in Thailand



Canossaville Children's Home runs a Student Care Centre for children from single-parent poor families and others















Assisi Hospice provides high quality palliative care to adults and children with life limiting illnesses through its In-patient, Home and Day Care services



ACMI offers various training courses at its Training Centre to teach migrant workers basic skills

AFFILIATE MEMBER ORGANISATIONS

The following are Catholic organisations under the umbrella of Caritas Singapore which are involved in charity and community work. There are 23 such organisations and their details and website links can be found at the website of Caritas Singapore.

 <p>ABLE Beyond Limitations and Expectations</p>	<p>Abilities Beyond Limitations and Expectations (ABLE) ABLE seeks to enable and empower the physically challenged to live productive, meaningful and independent lives, and be full contributors to the community. ABLE's first initiative was a collaboration with the Handicaps Welfare Association to set up a centre for the physically challenged.</p>
	<p>acts29 acts29 is a youth organisation of the Catholic Church which commits itself to evangelisation through mission and dialogue. Among its work, acts29 serve the poor in the "Payatas Dumpsite" of Quezon City, Philippines.</p>
 <p>ACMI To be family to migrants</p>	<p>Archdiocesan Commission for the Pastoral Care of Migrants and Itinerant People (ACMI) ACMI's befrienders help foreign workers in need, making hospital visits, providing food, shelter and legal aid. Its Bread Basket programme provides food supplies and toiletries to foreign workers, especially construction workers. ACMI also runs training courses to teach migrant workers basic skills.</p>
 <p>ASSISI HOSPICE</p>	<p>Assisi Hospice Assisi Hospice provides integrated quality palliative care to in-patient, home care and day care for children, adults and paediatric cancer patients as well as to other patients with palliative care needs.</p>
	<p>Boys' Town Singapore Boys' Town Singapore is dedicated to providing guidance, shelter, education, vocational training and practical living skills to youths who primarily come from large, troubled, single-parent and financially needy families.</p>
 <p>CANOSSAVILLE</p>	<p>Canossaville Children's Home The Canossian Sisters care for young children and adolescents who are at risk, who lack parental care or family support. The home houses up to 30 children. In addition, the sisters run a Student Care Centre for children from single-parent poor families and others.</p>
 <p>CHARIS Caritas Humanitarian Aid & Relief Initiatives, Singapore</p>	<p>Caritas Humanitarian Aid & Relief Initiatives, Singapore (CHARIS) CHARIS is the Catholic Church's umbrella body for overseas humanitarian aid. It is set up to coordinate the Archdiocesan response to disasters and humanitarian needs in fulfilment of the Church's social mission.</p>
 <p>CARE</p>	<p>Catholic AIDS Response Effort (CARE) CARE volunteers help AIDS patients and their families. The team provides befriending, counselling and support through various programmes, as well as shelter to those with nowhere to go.</p>
 <p>CBN catholic business network singapore</p>	<p>Catholic Business Network (CBN) CBN was set up with the mission to bring together Catholic business owners and Catholic professionals and executives for the advancement of Catholic values and ethics in their work, and to serve the broader community.</p>
	<p>Catholic Lawyers Guild (CLG) The CLG provides mutual support and encouragement among lawyers for the sanctification of their professional work, as well as the provision of legal assistance to the Church and persons in need.</p>
	<p>Catholic Medical Guild Catholic doctors come together to examine social and ethical issues in the light of Church teachings and also conduct humanitarian missions overseas together with other organisations.</p>
	<p>Catholic Nurses Guild This association of nurses promotes professional and spiritual growth of its members, who also participate in many Church activities to help the sick, handicapped and elderly.</p>

	<p>Catholic Welfare Services (CWS) CWS, the backbone of the Church's charity efforts since 1959, conducts a number of projects to help the poor, destitute and those in need. It runs six homes for the aged, namely:</p> <ul style="list-style-type: none"> • Villa Francis Home • St Joseph's Home • St Theresa's Home • St Vincent Home • Gift of Love Home • Good Shepherd Centre
	<p>Christian Family and Social Movement (CFSM) In working towards building good Christian families, CFSM assists all family members to live and fulfil their various roles in the family, work place, community and nation.</p>
	<p>Clarity Singapore Limited Clarity aims to provide rehabilitation, support and essential training to help people from low- to middle-income families recover from and manage their psychiatric illnesses, so that they can find sustainable and meaningful livelihood.</p>
	<p>Faith and Light Community (FLC) FLC reaches out to intellectually disabled people and their families to help them realise that everyone is a gift from God.</p>
	<p>Family Life Society (FLS) The Society's focus is on promoting understanding and respect for family and family life. FLS is active in pro-life, parenting and school family education, runs hotline and counselling for people in crises. FLS has several established affiliate programmes that provide the full spectrum of support in the family life cycle:</p> <ul style="list-style-type: none"> • Beginning Experience • Couple Empowerment Programme • Engaged Encounter • Marriage Preparation Course • Pregnancy Crisis Service • Choice • Couples for Christ • Marriage Encounter • Natural Family Planning • Retrouvaille
	<p>Infant Jesus Homes and Children's Centres (IJHCC) IJHCC welcomes children from low-income families who need protection, face emotional crisis or are otherwise at risk. Its residents are engaged in social, physical and academic activities in an environment where they can be nurtured and cared for. It also runs programmes and services that include residential care, out-of-school care, learning support, community home and crisis shelter.</p>
	<p>Jesuit Refugee Service (JRS) Singapore JRS is an international Catholic organisation whose mission is to accompany, serve and advocate for refugees and forcibly displaced people. JRS Singapore works with parishes to raise awareness about the plight of refugees and supports the work of other JRS organisations in the Asia Pacific and South Asian regions.</p>
	<p>Marine Parade Family Service Centre (MPFSC) MPFSC runs a comprehensive range of social services helping individuals to realise their own potential; empowering families to increase their functionality; and nurturing the community to strengthen its bonds, in the East Coast and Telok Blangah areas. It also runs Cyber-Counselling for the Youth, and a Good Life at South East programme which promotes productive ageing among the elderly.</p>
	<p>Morning Star Community Services (MSCS) MSCS aims to strengthen and enrich family life through education programmes, workshops and camps for parents and children. It runs school-based social work programmes, and various other counselling, outreach and support services.</p>
	<p>Roman Catholic Prison Ministry (RCPM) RCPM offers befriending and spiritual support services for prisoners and their families during the incarceration as well as their after-care needs. It provides counselling and fellowship services that help promote their human and spiritual development.</p>
	<p>Society of St Vincent de Paul One of the best-known Catholic charities, the Society uses monthly collections from all churches to provide direct help to the poor and under-privileged of all religions for the past 60 years. It provides monetary assistance and food rations to those in need and also befriending services.</p>

The image features a minimalist design with stylized human figures in shades of olive green. On the left, a large figure is partially cut off by the edge, with a smaller figure above it. At the bottom, three smaller figures are arranged in a row. The background is a solid olive green color.

PEOPLE AT CARITAS SINGAPORE

BOARD OF DIRECTORS



From left to right :

Laurence Lien (Deputy Chairman), Irene Chan, George Lim (Chairman), Janet Ang, Benedict Cheong, Sr Maria Lau, IJS, Thomas Teo,

Members	Date of Appointment	Committees	Other Information
1. George Lim (Chairman wef January 2011)	September 2006	<ul style="list-style-type: none"> Chairman, Executive Committee Nomination Committee Agape Village Steering Committee 	<ul style="list-style-type: none"> Senior Counsel and Partner, Wee Tay & Lim LLP Board Member, Singapore Land Authority Board Member, Singapore Mediation Centre Board Member, Pro Bono Office of the Law Society
2. Laurence Lien (Deputy Chairman wef January 2011)	September 2006	<ul style="list-style-type: none"> Chairman, Advocacy Committee Executive Committee 	<ul style="list-style-type: none"> Chief Executive Officer, National Volunteer and Philanthropy Centre
3. Janet Ang	January 2013	<ul style="list-style-type: none"> Chairman, Agape Village Steering Committee 	<ul style="list-style-type: none"> Managing Director, IBM Singapore Board Member, National Volunteer and Philanthropy Centre
4. Irene Chan	January 2013	<ul style="list-style-type: none"> Chairman, Communications Committee 	<ul style="list-style-type: none"> Director of Corporate Planning & Service Quality, KK Women's & Children's Hospital
5. Benedict Cheong	January 2013	<ul style="list-style-type: none"> Chairman, Community Strategy Committee 	<ul style="list-style-type: none"> CEO, Temasek Foundation Board Member, Temasek Cares CLG Limited
6. Jane Foo	January 2011	<ul style="list-style-type: none"> Chairman, Audit Committee Membership Committee 	<ul style="list-style-type: none"> Director, Compliance and Ethics, American Express International Inc
7. Sr Maria Lau, IJS	September 2006	<ul style="list-style-type: none"> Chairman, Formation Committee 	<ul style="list-style-type: none"> Vice-President, Inter-Religious Organisation Council Member, Archdiocesan Commission for Catholic Schools Chairperson, Archdiocesan Catholic Council for Inter-Religious Dialogue

BOARD OF DIRECTORS



Angela Lee, Anthony Soo, Jane Foo, Tan Cheng Han, Friar John-Paul Tan, OFM, Rev Monsignor Ambrose Vaz, Francis Wong

Members	Date of Appointment	Committees	Other Information
9. Angela Lee	January 2011	<ul style="list-style-type: none"> Formation Committee 	<ul style="list-style-type: none"> Volunteer, Jesuit Refugee Service Singapore, an affiliate member of Caritas Singapore Homemaker
10. Anthony Soo	January 2011	<ul style="list-style-type: none"> Chairman, Membership Committee 	<ul style="list-style-type: none"> Board Member, CARE, an affiliate member of Caritas Singapore ViF Global Development Manager, ExxonMobil Chemical Asia Pacific
11. Tan Cheng Han	January 2013	<ul style="list-style-type: none"> Chairman, Fundraising Committee 	<ul style="list-style-type: none"> Senate Member, National University of Singapore Professor of Law, Nanyang University of Singapore
12. Thomas Teo	January 2011	<ul style="list-style-type: none"> Chairman, Finance and Grants Committee 	<ul style="list-style-type: none"> Board Member, CHARIS, an affiliate member of Caritas Singapore Chief Financial Officer, GK Goh Holdings Limited
13. Friar John-Paul Tan, OFM	January 2011	<ul style="list-style-type: none"> Chairman, Young Adults Committee Executive Committee 	<ul style="list-style-type: none"> Chancellor, Singapore Catholic Archdiocese Board Member, Catholic Foundation Parish Priest, Church of St Mary of the Angels
14. Rev Monsignor Ambrose Vaz	September 2013	<ul style="list-style-type: none"> Nomination Committee 	<ul style="list-style-type: none"> Vicar General (Pastoral), Singapore Catholic Archdiocese Rector, St Francis Xavier Major Seminary
15. Francis Wong	January 2013	<ul style="list-style-type: none"> Chairman, Volunteer Resources Committee 	<ul style="list-style-type: none"> Council Member, Catholic Business Network CEO, Centre for Non-Profit Leadership

We express our heartfelt thanks to Rev Fr Eugene Vaz and Rev Fr Patrick Goh who served on the Board from September 2006 to September 2013.

AGAPE FUND TRUSTEES



Front Row : Margaret Lien, Ng Kok Song, George Lim

Back Row : Dr Lim Cheok Peng, Frank Wong (Chairman), Willie Cheng

Members	Date of Appointment	Other Information
1. Frank Wong (Chairman wef January 2013)	September 2007	<ul style="list-style-type: none"> Vice Chairman, Asia Philanthropic Ventures Pte Ltd
2. Willie Cheng	November 2006	<ul style="list-style-type: none"> Chairman, CHARIS Council Member, Archdiocesan Land and Properties Singapore
3. Margaret Lien	November 2006	<ul style="list-style-type: none"> Chairman, Lien Ying Chow Pte Ltd Governor Emeritus, Lien Foundation
4. Dr Lim Cheok Peng	August 2007	<ul style="list-style-type: none"> Senior Adviser to the Board, IHH Healthcare Berhad
5. George Lim	November 2006	<ul style="list-style-type: none"> Chairman, Caritas Singapore
6. Ng Kok Song	August 2013	<ul style="list-style-type: none"> Adviser and Chair of Global Investments, Government of Singapore Investment Corporation Board Member, Singapore Exchange Trustee, World Community for Christian Meditation

COMMITTEES

Board Infrastructural Committees

■ Audit Committee

Chair | Jane Foo
Member | Yvonne Chu
Chris Woo
Patricia Lim

■ Executive Committee

Chair | George Lim
Members | Friar John-Paul Tan, OFM
Laurence Lien

■ Finance and Grants Committee

Chair | Thomas Teo
Member | Thomas Goh
Edwin Lee
Juliana Ng
Joachim Toh
Tan Cheng Han
Belinda Young

■ Nomination Committee

Chair | Rev Monsignor Ambrose Vaz
Member | George Lim

Board Programme Committees

■ Advocacy Committee

Chair | Laurence Lien
Member | Robert Conceicao
Karen Goh
Mark Goh
Rev Fr Patrick Goh
Don Gurugay
Jeremy Khoo
Ng Bee Leng
Rev Fr Paul Staes, CICM

■ Agape Village Steering Committee

Chair | Janet Ang
Member | Sr Marilyn Lim, FDCC
(Spiritual Director)
Theodore Chan
Kwek Mean Luck
Bernadette Lau
Patrick Lau
Lim Soon Hock
George Lim
David Soh
Teo Jin Lee
Andrew Thomas

■ Communications Committee

Chair | Irene Chan
Member | Robert Conceicao
Venessa Lee
Jeremy Lim
Joyce Ong
Jeanette Tan

■ Community Strategy Committee

Chair | Benedict Cheong
Member | Vincent Chua
Genevieve Ding
Karen Goh
Christine Wong

■ Formation Committee

Chair | Sr Maria Lau, IJS
Member | Fang Swee Im
Rev Fr David Garcia, OP
Arthur Goh
Goh Han Serm
Angela Lee
Rev Fr Eugene Vaz

COMMITTEES

Board Programme Committees

■ Fundraising Committee

Chair	Tan Cheng Han
Member	Michael Seow Kris Sidharta Lynda Soong Adrian Tan Angelia Tan Alvin Yapp

■ Membership Committee

Chair	Anthony Soo
Member	Patrick Chua Jane Foo Goh Teik Poh Sherlyn Khong Jennifer Lim Francis Mane Damien Ooi Sabina Soh

■ Volunteer Resources Committee

Chair	Francis Wong
Member	David Matthew Fong Ho Ming Heng Roland Yeow Judy Wee

■ Young Adults Committee

Chair	Alan Lim
Deputy Chair	Jessica Huang
Member	Friar John-Paul Tan, OFM (Adviser) Anthony Ng (Mentor) Thomas Teo (Mentor) Park Hyun Hannah Lee Michelle Lee Philene Leow Erwin Susanto Mark Tang Francis Tay

Project Committees

Caritas Singapore Golf for Charity 2014 Organising Committee

Chair	Peter Goh
Member	Willie Cheng Stephen Chu Agnes Ee Bobby Lean Gene Lee Charles Leong Vincent Kong Tan Kai Seng Michael Tan Eric Teoh

Social Mission Conference 2014 Organising Committee

Chair	Angela Lee
Co-Chair	Jane Foo
Member	Francis Wong Helen Choo Nicholas Loo David Teo David Lau Annabelle Koh Adeline Heng Rosemary Hong

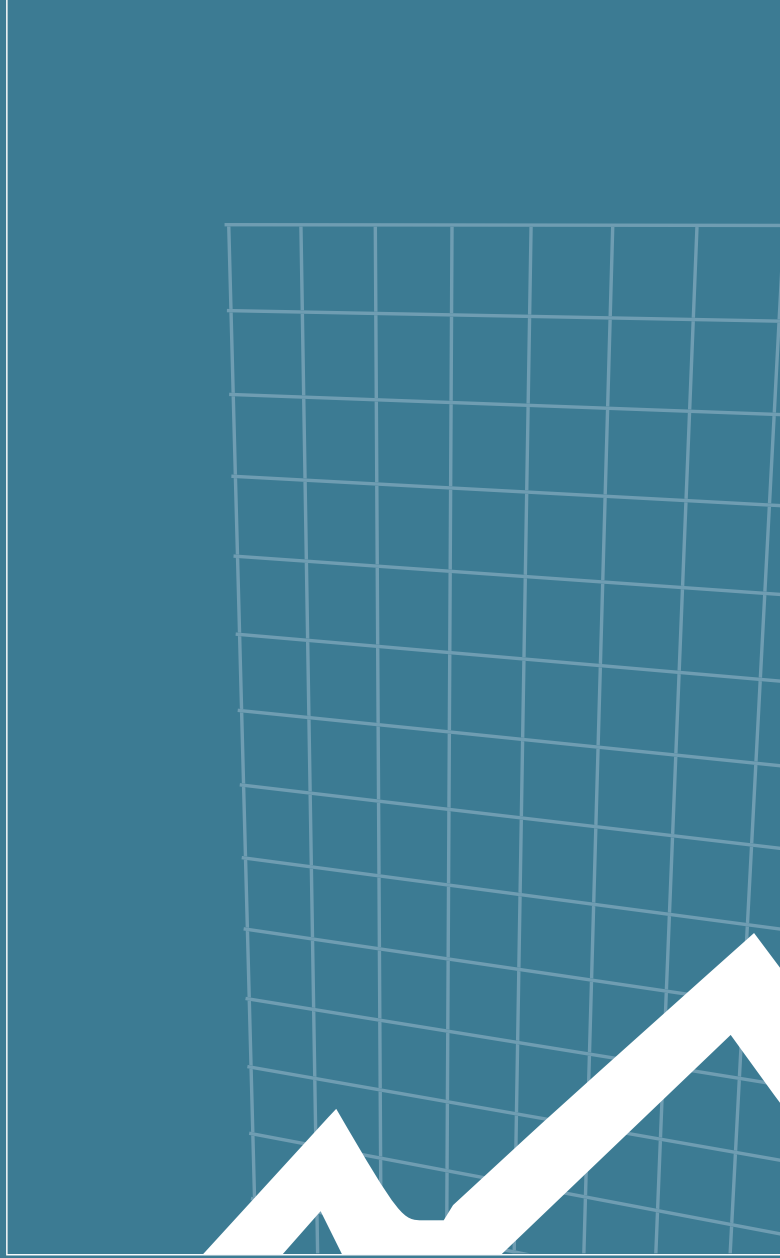
Note:
Committee listings include members who have served during the financial year.

EXECUTIVE TEAM

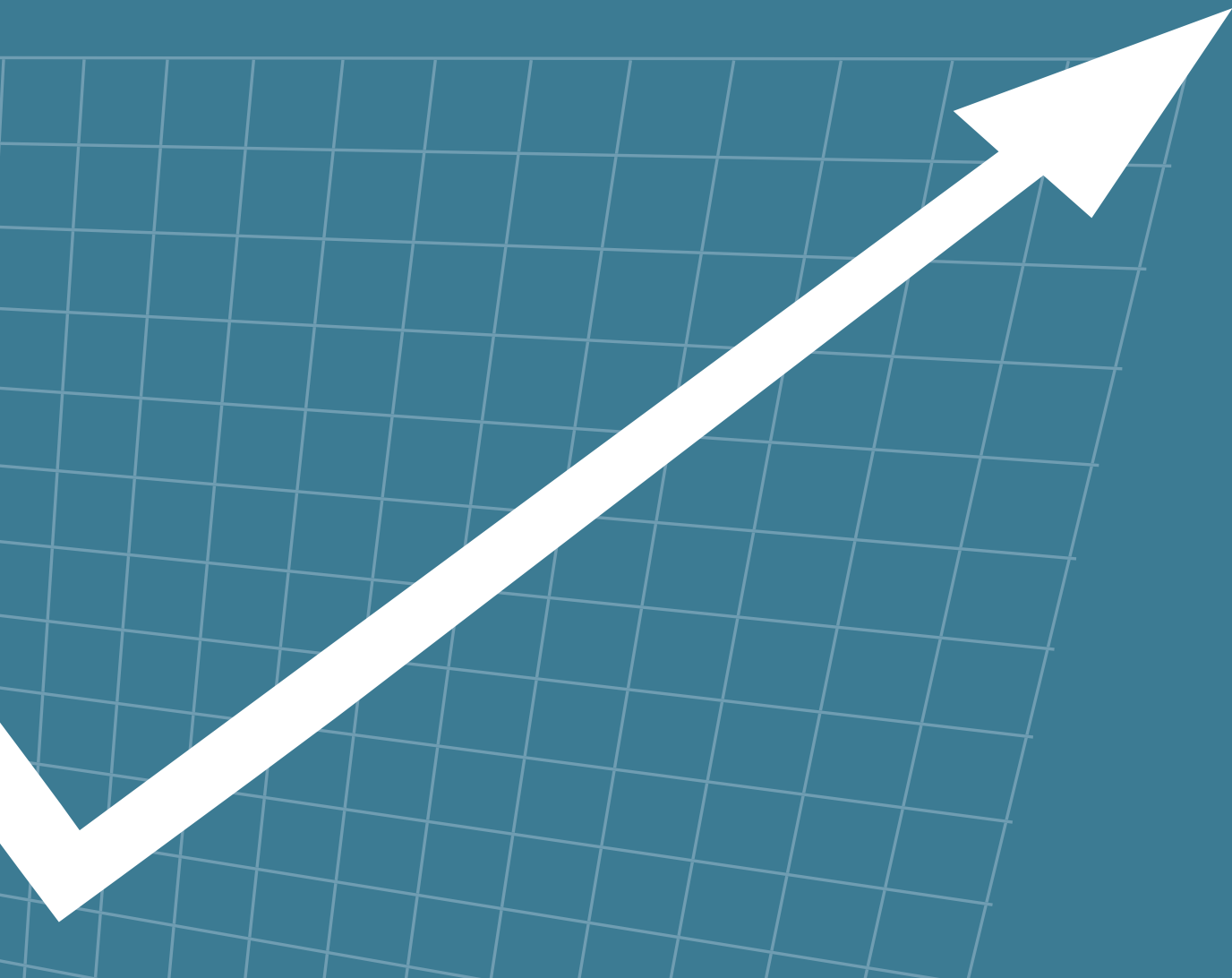


From left to right :

- Raymond Yong (*Volunteer Resources and Special Projects*)
- Juliana Chua (*Finance and Grants*)
- Sue Anne Kuek (*Communications*)
- Stefanie Herman (*Fundraising and Partnerships*)
- Bernadette Lau (*Executive Director*)
- Gail Ng (*Formation*)
- Tang Lay Lee (*Advocacy and Social Response*)
- Leong Seey Seey (*Membership Development*)
- Gordon Pinto (*Agape Village General Manager*)



GOVERNANCE AND FINANCIAL REPORT



- Corporate Governance
- Financial Report

CORPORATE GOVERNANCE

Caritas Singapore Community Council Limited (“Caritas Singapore” or “the Council”) is committed to maintaining high standards of corporate governance.

In Singapore, best practices in governance are set out in the Code of Governance for Charities and Institutions of a Public Character (IPC) (“the Charity Council Code”) which was first introduced by the Charity Council in November 2007. The Code was refined in 2010 leading the Charity Council to issue a revised Code on 19 January 2011 to help charities apply the Code more effectively.

The Code is not mandatory but charities and IPCs are encouraged to follow the code and explain any deviations from it. The Charity Council also launched an online Governance Evaluation Checklist designed to help charities and IPCs self-evaluate the extent they

have complied with essential guidelines in the Charity Council Code.

Caritas Singapore has also developed our own code of governance (“the Caritas Singapore Code”) which builds upon the Charity Council Code, setting out our implementation of the principles where appropriate and adding in the Catholic ethos. This is being updated to take into account refinements made to the Charity Council Code.

For the purpose of this report, Caritas Singapore’s compliance of and explanations for any deviations from the Charity Council Code are provided below. In addition, the Governance Evaluation Checklists of Caritas Singapore and CSCC Agape Fund can be viewed on the Charity portal at www.charities.gov.sg.

CARITAS SINGAPORE'S CODE OF GOVERNANCE EVALUATION CHECKLIST

S/N	Description	Code ID	Response	Explanation (if compliance is in progress, not complied or not applicable)
Board Governance				
1	Are there board members holding staff appointments		No	
2	There is a maximum term limit of four consecutive years for the Treasurer position (or equivalent, eg Finance Committee Chairman).	1.1.6	Complied	The Caritas Singapore Board has established a set of guidelines on board renewal to ensure continuity and appropriate mix of experience and skills. The tenure for the following positions is limited to a maximum of two consecutive terms (ie four years): Board Chairman, Audit Committee Chairman, and Finance Committee Chairman.
3	The Board conducts regular self-evaluation to assess its performance and effectiveness.	1.1.10	Complied	The Caritas Singapore Board did a written self-evaluation survey and the comments were collated & circulated to the Board for information.
4	There are Board Committees (or designated Board members) with documented terms of reference.	1.2.1	Complied	Each Board Committee is chaired by a Caritas Singapore Board member, and terms of reference are documented.
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	The Caritas Singapore Board meets once in every two months. The quorum for meeting is one-third of members. The Board of Agape Trustees meets at least once in a year.

S/N	Description	Code ID	Response	Explanation (if compliance is in progress, not complied or not applicable)
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	The conflict of interest declaration procedures for Board members are documented in the Caritas Singapore Code of Governance; and in the Finance and Accounting Policy Manual. All Board members also provide a disclosure of their interests in all other organisations, including member organisations in which they are directors or have control on the board. The Staff Handbook covers conflict of interests for paid staff.
7	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	Board members declare potential or actual conflicts of interest and this is documented in the minutes of meeting.
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	The Board reviews the relevance of Caritas Singapore's vision and mission at its planning retreat held once in a year.
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	The Board holds an annual retreat to develop a structured and integrated work plan for the year in line with its mission and strategies. The Board retreat was held in February this year.
Human Resource Management				
10	The Board approves documented human resource policies for staff.	5.1	Complied	Human resource policies are documented in the Staff Handbook which is approved by the Executive Committee of the Board.
11	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	Caritas Singapore has established systems for annual appraisal, development and training needs of staff.
12	There is a system to address grievances and resolve conflicts.	5.11	Complied	Grievance procedures for staff and volunteers are set out in the Staff Handbook.
Financial Management and Controls				
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	Finance policies and procedures are documented in the Financial and Accounting Policy Manual.
14	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	Internal audits are conducted to review the processes and adequacy of internal controls. The Board is updated on the progress of programmes and events.
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	An annual operating budget is prepared in consultation with the Board Committees based on programmes agreed to at the Board annual retreat. This is approved by the Caritas Singapore Board and the Board of Agape Trustees. Financial reports are also tabled at the Board meetings.
16	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	Caritas Singapore has established a reserves policy and this is disclosed in the notes to its audited financial statements.
17	Does the charity invest its reserves.	Yes		

S/N	Description	Code ID	Response	Explanation (if compliance is in progress, not complied or not applicable)
18	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.	6.4.4	Complied	The Board approves the investment mandate of Caritas Singapore. The Finance and Grants Committee recommends and oversees its cash management and investments.
Fundraising Practices				
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	Fundraising processes and controls are set out in the Finance and Accounting Policy Manual. The Fundraising Committee reviews and approves the fundraising processes, internal controls and messages to ensure integrity and transparency of the process.
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	Copies of Caritas Singapore Annual and Financial Reports are sent to stakeholders including its member organisations, key donors, parishes and strategic partners. This is also published on Caritas Singapore's website.
21	Are Board members remunerated for their Board services.		No	
22	Does the charity employ paid staff.		Yes	
23	No staff is involved in setting his or her own remuneration.	2.2	Complied	The Executive Committee oversees the remuneration of staff.
24	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	The total annual remuneration of its three highest paid staff in salary bands of less than \$100,000 is disclosed in its annual report.
Public image				
25	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	Information regarding Caritas Singapore's scope, structure and programmes are provided on its website and its publications such as the Annual Reports given to interested parties. The Annual Report is available on its website.

Footnote (1):

Reserves Policy

The Board has established a reserves policy which states:

The reserves policy of Caritas Singapore aims to uphold adequate funds to fulfil our role as the Church's umbrella body for our charity and community organisations, and be in line with regulatory requirements and industry best practices. At the same time, as a Church organisation, we do not seek to hold excessive funds to provide for unknown and far future needs.

The financial needs of Caritas Singapore comprise (1) operating and programme costs and (2) grants to member organisations. The latter expenditure represents the majority of our annual expenditure and is expected to increase proportionately over the years.

Our grant making role is critical to the functioning and continuation of several Catholic charities which depend on the Council for the majority if not all of their operational expenses. Caritas Singapore should have sufficient reserves to allow these organisations to commit to multi-year programmes.

Caritas Singapore will target a general reserve level of two years taking into account that the grant making function represents the majority of our expenditure, and the lag period between member organisations' budgetary needs and the inflow from current year's fundraising activities.

In the long term, Caritas Singapore may establish specific restricted funds that may be needed to meet donor niches and help with our annual fundraising, such as a Capacity Building Fund that is focused on funding our operating needs to make our annual fundraising for our member organisations more effective.



FINANCIAL REPORT

- Directors' report 44
- Statement by the Directors 46
- Independent auditor's report 47
- Statement of financial activities/
comprehensive income 49
- Balance sheet 51
- Statement of changes in funds 52
- Statement of cash flows 53
- Notes to the financial statements 54

DIRECTOR'S REPORT

The directors are pleased to present their report to the members together with the audited financial statements of Caritas Singapore Community Council Limited (the "Council") for the financial year ended 30 September 2013.

1. Directors

The directors of the Council in office at the date of this report are:

George Lim	(Chairman)
Laurence Lien	(Deputy Chairman)
Angela Lee	(Member)
Anthony Soo	(Member)
Benedict Cheong	(Member)
Francis Wong	(Member)
Friar John-Paul Tan, OFM	(Member)
Irene Chan	(Member)
Jane Foo	(Member)
Janet Ang	(Member)
Rev. Monsignor Ambrose Vaz	(Member)
Sr Maria Lau, IJS	(Member)
Tan Cheng Han	(Member)
Thomas Teo	(Member)

2. Arrangements to enable directors to acquire shares and debentures

The Council is a company limited by guarantee and has no share capital. None of the Directors holding office at the end of the financial year had an interest in the share capital of the Council that is required to be reported pursuant to Section 201(6)(f) of the Singapore Companies Act, Cap. 50.

3. Directors' interests in shares and debentures

The Council is a company limited by guarantee.

There were no shares or debentures in issue in the Council at the end of the financial year.

4. Directors' contractual benefits

Except as disclosed in the financial statements, since the end of the previous financial year, no director of the Council has received or become entitled to receive a benefit by reason of a contract made by the Council or a related corporation with the director, or with a firm of which the director is a member, or with a company in which the director has a substantial financial interest.

DIRECTOR'S REPORT

5. Options

The Council is a company limited by guarantee. As such, there are no share options or unissued shares under option.

6. Auditor

Ernst & Young LLP have expressed their willingness to accept reappointment as auditors.

On behalf of the Board of Directors

George Lim
Director

Laurence Lien
Director

Singapore
21 November 2013

STATEMENT BY DIRECTORS

We, George Lim and Laurence Lien, being two of the directors of Caritas Singapore Community Council Limited, do hereby state that, in the opinion of the directors:

- (i) the accompanying statements of financial activities/comprehensive income, balance sheet, statement of changes in funds and statement of cash flows together with the notes thereto are drawn up so as to give a true and fair view of the state of affairs of the Council as at 30 September 2013, and the results of the business, changes in funds and cash flows of the Council for the financial year ended on that date, and
- (ii) at the date of this statement, there are reasonable grounds to believe that the Council will be able to pay its debts as and when they fall due.

On behalf of the Board of Directors

George Lim
Director

Laurence Lien
Director

Singapore
21 November 2013

INDEPENDENT AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED 30 SEPTEMBER 2013

Independent auditor's report to the Members of Caritas Singapore Community Council Limited

Report on the Financial Statements

We have audited the accompanying financial statements of Caritas Singapore Community Council Limited (the "Council"), which comprise the balance sheet as at 30 September 2013, the statement of financial activities/comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Singapore Companies Act, Chapter 50 (the "Act"), the Charities Act, Chapter 37 (the "Charities Act") 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/comprehensive income 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 entity's preparation and fair presentation 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, 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.

INDEPENDENT AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED 30 SEPTEMBER 2013

Independent auditor's report to the Members of Caritas Singapore Community Council Limited

Opinion

In our opinion, the financial statements are properly drawn up in accordance with the provisions of the Act, the Charities Act and Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of the Council as at 30 September 2013 and the results, changes in funds and cash flows of the Council for the financial year ended on that date.

Report on Other Legal and Regulatory Requirements

In our opinion, the accounting and other records required by the Act to be kept by the Council have been properly kept in accordance with the provisions of the Act.

During the course of our audit, nothing has come to our attention that causes us to believe that during the year.

- (a) The use of the donation money was not in accordance with the objectives of the Council as required under regulation 16 of the Charities (Institutions of a Public Character Regulations); and
- (b) The Council has not complied with the requirements in Chapter 37, Regulation 15 (Fund-raising expenses) of the Charities (Institutions of a Public Character) Regulations.

Ernst & Young LLP
Public Accountants and
Chartered Accountants
Singapore

21 November 2013

STATEMENT OF FINANCIAL ACTIVITIES/COMPREHENSIVE INCOME FOR THE FINANCIAL YEAR ENDED 30 SEPTEMBER 2013

	Note	General Fund 2013 \$	Agape Fund 2013 \$	Agape Building Fund 2013 \$	Total 2013 \$
Incoming resources					
<i>Incoming resources from generated funds</i>					
Voluntary income	3a	817,115	5,906,053	4,428,460	11,151,628
Activities for generating funds	3b	76,784	458,900	–	535,684
Fair value gains on investment securities	3c	1,932	13,911	–	15,843
Interest income		4,478	32,227	–	36,705
<i>Incoming resources from charitable activities</i>					
Other incoming resources	4	3,083	–	–	3,083
Total incoming resources		903,392	6,411,091	4,428,460	11,742,943
Resources expended					
<i>Costs of generating funds</i>					
Costs of generating voluntary income	5a	47,045	106,360	233,744	387,149
Costs of activities for generating funds	5b	11,963	71,500	–	83,463
Total costs of generating funds		59,008	177,860	233,744	470,612
Net incoming resources available for charitable application		844,384	6,233,231	4,194,716	11,272,331
Cost of charitable activities	6	1,580,649	5,201,922	–	6,782,571
Governance costs	8	–	185,294	–	185,294
Total resources expended		1,580,649	5,387,216	–	6,967,865
Net incoming resources, representing total comprehensive income	10	(736,265)	846,015	4,194,716	4,304,466

STATEMENT OF FINANCIAL ACTIVITIES/COMPREHENSIVE INCOME FOR THE FINANCIAL YEAR ENDED 30 SEPTEMBER 2012

	Note	General Fund 2012 \$	Agape Fund 2012 \$	Agape Building Fund 2012 \$	Total 2012 \$
Incoming resources					
<i>Incoming resources from generated funds</i>					
Voluntary income	3a	1,166,024	5,657,741	–	6,823,765
Activities for generating funds	3b	30,572	202,500	–	233,072
Fair value gains on investment securities	3c	1,135	7,734	–	8,869
<i>Incoming resources from charitable activities</i>					
Other incoming resources	4	13,180	–	–	13,180
Total incoming resources		1,210,911	5,867,975	–	7,078,886
Resources expended					
<i>Costs of generating funds</i>					
Costs of generating voluntary income	5a	25,000	121,302	–	146,302
Costs of activities for generating funds	5b	8,435	55,870	–	64,305
Total costs of generating funds		33,435	177,172	–	210,607
Net incoming resources available for charitable application		1,177,476	5,690,803	–	6,868,279
Cost of charitable activities	6	1,385,088	3,397,358	–	4,782,446
Governance costs	8	–	181,252	–	181,252
Total resources expended		1,385,088	3,578,610	–	4,963,698
Net incoming resources, representing total comprehensive income	10	(207,612)	2,112,193	–	1,904,581

The accompanying accounting policies and explanatory notes form an integral part of the financial statements.

BALANCE SHEET AS AT 30 SEPTEMBER 2013

	Note	2013 \$	2012 \$
Non-current asset			
Property, plant and equipment	11	21,621	18,968
Prepayments	12	3,704,566	–
		<u>3,726,187</u>	<u>18,968</u>
Current assets			
Prepayments	12	187,245	14,930
Other debtors and deposits	13	82,857	47,602
Investment securities	14	2,024,711	6,008,869
Cash and cash equivalents	15	12,391,007	7,566,151
		<u>14,685,820</u>	<u>13,637,552</u>
Non-current liability			
Hire purchase creditor	18	5,920	8,552
Current liabilities			
Deferred income	16	1,668	208,960
Creditors and accruals	17	842,706	181,761
		<u>844,374</u>	<u>390,721</u>
Net current assets		<u>13,841,446</u>	<u>13,246,831</u>
Net assets		<u>17,561,713</u>	<u>13,257,247</u>
Funds			
General Fund			
Restricted fund	20	365,836	345,786
Unrestricted fund	21	556,960	1,349,575
Agape Building – unrestricted designated fund	22	537,960	–
		<u>1,460,756</u>	<u>1,695,361</u>
Agape Fund			
Restricted fund/Expendable endowment fund	20	422,340	559,540
Unrestricted fund	21	12,021,861	11,002,346
Agape Building – unrestricted designated fund	22	3,656,756	–
		<u>16,100,957</u>	<u>11,561,886</u>
Total funds		<u>17,561,713</u>	<u>13,257,247</u>

The accompanying accounting policies and explanatory notes form an integral part of the financial statements.

STATEMENT OF CHANGES IN FUNDS FOR THE FINANCIAL YEAR ENDED 30 SEPTEMBER 2013

	General Fund \$	Agape Fund \$	Agape Building Fund \$	Total Fund \$
At 30 September 2011	2,010,373	9,342,293	–	11,352,666
Net incoming resources	(207,612)	2,112,193	–	1,904,581
Gross transfers between funds (Note 20)	(107,400)	107,400	–	–
At 30 September 2012	1,695,361	11,561,886	–	13,257,247
Net incoming resources	(736,265)	846,015	4,194,716	4,304,466
Gross transfers between funds (Note 20)	(36,330)	36,330	–	–
At 30 September 2013	922,766	12,444,231	4,194,716	17,561,713

The accompanying accounting policies and explanatory notes form an integral part of the financial statements.

STATEMENT OF CASH FLOWS FOR THE FINANCIAL YEAR ENDED 30 SEPTEMBER 2013

	2013 \$	2012 \$
Cash flows from operating activities		
Net incoming resources for the year	4,304,466	1,904,581
Adjustments:		
Fair value gains on investment securities	(24,711)	(8,869)
Interest income	(36,706)	–
Interest expense on hire purchase equipment	513	384
Depreciation charge for the year	12,038	9,820
Disposal of property, plant and equipment written off	–	707
Operating cash flows before changes in working capital	4,255,600	1,906,623
Changes in working capital		
Increase in prepayments	(3,876,881)	(1,179)
Decrease/(increase) in other debtors and deposits	1,451	(37,892)
(Decrease)/increase in deferred income	(207,292)	203,460
Increase/(decrease) in creditors and accruals	660,945	(115,551)
Net cash inflows from operating activities	833,823	1,955,461
Cash flows from investing activities		
Purchase of property, plant and equipment	(14,691)	(6,490)
Purchase of investment securities	–	(6,000,000)
Redemption of Investment Securities	4,008,869	–
Net cash flows from/(used in) investing activities	3,994,178	(6,006,490)
Cash flows from financing activities		
Repayment of obligations under hire purchase	(2,632)	(1,918)
Interest expense on hire purchase equipment	(513)	(384)
Net cash flows used in financing activities	(3,145)	(2,302)
Net increase/(decrease) in cash and cash equivalents	4,824,856	(4,053,331)
Cash and cash equivalents at the beginning of the financial year	7,566,151	11,619,482
Cash and cash equivalents at the end of the financial year	12,391,007	7,566,151

The accompanying accounting policies and explanatory notes form an integral part of the financial statements.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

1. General information

Caritas Singapore Community Council Limited (the "Council") is a company limited by guarantee and registered charity under the Singapore Companies Act, Cap. 50 (Registration and Unique Entity No: 200613504D). The Council was initially registered as the Catholic Social and Community Council Limited under the Charities Act, Chapter 37, in Singapore (Registration No: 02022). On 26 August 2008, it formally changed its name to Caritas Singapore Community Council Limited. The registered office is at 55 Waterloo Street, #09-03, Catholic Welfare Centre, Singapore 187954.

The Council has established the CSCC Agape Fund (Agape Fund), a trust fund governed by a board of six trustees. The fund was also registered under the Charities Act, Chapter 37, in Singapore (Unique Entity No: T06CC2001K). The objectives of the fund are in line with that of the Council.

The principal activities of the Council are to provide the overall leadership to the various charitable organisations under the Archdiocese which assist in the relief of poverty and provide support to needy beneficiaries regardless of age, sex, nationality, religion or moral character. The Council is the official social and community arm of the Archdiocese to fulfil the Church's social mission for the benefit of the broader community.

2. Summary of significant accounting policies

2.1 *Basis of preparation*

The financial statements of the Council have been prepared in accordance with Singapore Financial Reporting Standards ("FRSs"). They are also subjected to the provisions of the Charities Act, Cap. 37.

The financial statements have been prepared on the historical cost basis except as disclosed in the accounting policies below.

The financial statements are presented in Singapore Dollars (SGD or \$).

2.2 *Changes in accounting policies*

The accounting policies adopted are consistent with those of the previous financial year except in the current financial year, the Council has adopted all the new and revised standards and Interpretations of FRS (INT FRS) which are effective for annual financial periods beginning on or after 1 October 2012. The adoption of these standards did not have any effect on the financial performance or position of the Council.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.3 Standards issued but not yet effective

The Council has not adopted the following standards that have been issued but not yet effective:

Description	Effective for annual periods beginning on or after
Revised FRS 19 Employee Benefits	1 January 2013
FRS 113 Fair Value Measurements	1 January 2013
Amendments to FRS 107 <i>Disclosures – Offsetting Financial Assets and Financial Liabilities</i>	1 January 2013
Revised FRS 27 <i>Separate Financial Statements</i>	1 January 2014
Revised FRS 28 <i>Investments in Associates and Joint Ventures</i>	1 January 2014
FRS 110 <i>Consolidated Financial Statements</i>	1 January 2014
FRS 111 <i>Joint Arrangements</i>	1 January 2014
FRS 112 <i>Disclosure of interests in other Entities</i>	1 January 2014
Amendments to FRS 32 <i>Offsetting Financial Assets and Financial Liabilities</i>	1 January 2014

The directors expect that the adoption of the other standards above will have no material impact on the financial statements in the period of initial application.

2.4 Significant accounting judgements and estimates

The preparation of the Council's financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts of income, expenses, assets and liabilities, and the disclosure of contingent liabilities at the end of each reporting period. Uncertainty about these assumptions and estimates could result in outcomes that require a material adjustment to the carrying amount of the asset or liability affected in the future periods.

There are no significant accounting estimates and judgements at the balance sheet date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2.5 Functional currency

The Council has determined the currency of the primary economic environment in which the Council operates i.e. functional currency, to be SGD. Incoming resources and resources expended are primarily influenced by fluctuations in SGD.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.6 *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 Council and the cost of the item can be measured reliably. Subsequent to recognition, property, plant and equipment are stated at cost less accumulated depreciation and any accumulated impairment losses.

When significant parts of property, plant and equipment are required to be replaced in intervals, the Council recognises such parts as individual assets with specific useful lives and depreciation, respectively. Likewise, when a major inspection is performed, its cost is recognised in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognised in profit or loss as incurred.

Depreciation is computed on a straight-line basis over the estimated useful lives of the assets as follows:

		Years
Computer equipment	-	1
Donated assets	-	1
Office equipment and furniture	-	5
Leasehold improvements	-	2

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.

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 on de-recognition of the asset is included in the statement of financial activities/comprehensive income in the year the asset is derecognised.

There are no items of property, plant and equipment acquired in full or in part from the proceeds of a grant.

Where functional items of property, plant and equipment have been donated, they are included in the balance sheet at their fair value at the date of the gift and also included in the statement of financial activities/comprehensive income as an incoming resource. Accounting policies for the valuation of gifts are disclosed in Note 2.16 (c).

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.7 *Impairment of non-financial assets*

The Council assesses at each reporting date whether there is an indication that an asset may be impaired. If any such indication exists, or when annual impairment testing for an asset is required, the Council 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 groups of assets. Where 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 using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. In determining fair value less costs of disposal, recent market transactions are taken into account, if available. If no such transactions can be identified, an appropriate valuation model is used.

Impairment losses of continuing operations are recognised in profit or loss, 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.

For assets excluding goodwill, an assessment is made at each reporting date 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 Council 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 the statement of financial activities/comprehensive income unless the asset is measured at revalued amount, in which case the reversal is treated as a revaluation increase.

2.8 *Financial assets*

Initial recognition and measurement

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

When financial assets are recognised initially, they are measured at fair value, plus, in the case of financial assets not at fair value through profit or loss, directly attributable transaction costs.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.8 *Financial assets (cont'd)*

Subsequent measurement

The subsequent measurement of financial assets depends on their classification as follows:

(a) 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.

(b) Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss include financial assets designated upon initial recognition at fair value through profit or loss. Subsequent to initial recognition, financial assets at fair value through profit or loss are measured at fair value. Any gains or losses arising from changes in fair value of the financial assets are recognised in statement of financial activities/comprehensive income.

De-recognition

A financial asset is derecognised where the contractual right to receive cash flows from the asset has expired. On de-recognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received and any cumulative gain or loss that had been recognised in other comprehensive income is recognised in statement of financial activities/comprehensive income.

2.9 *Cash and cash equivalents*

Cash and cash equivalents comprise cash at bank and on hand, and short-term, highly liquid investments that are readily convertible to known amount of cash and which are subject to an insignificant risk of changes in value. The accounting policy for the category of financial assets is stated in Note 2.8.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.10 *Financial liabilities*

Financial liabilities are recognised when, and only when, the Council becomes a party to the contractual provisions of the financial instrument. The Council determines the classification of its financial liabilities at initial recognition.

All financial liabilities are initially recognised at fair value plus in the case of financial liabilities not at fair value through profit or loss, directly attributable transaction costs.

Subsequent measurement

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

Derecognition

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expired. When an existing financial liability is replaced by another from the same lender on substantially different term, 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 difference in the respective carrying amounts is recognised in statement of financial activities/comprehensive income.

2.11 *Provisions*

Provisions are recognised when the Council has a present obligation (legal or constructive) where, as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and the amount of the obligation can be estimated reliably.

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.

2.12 *Government grants*

Government grants are recognised where there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. Government grants shall be recognised in the statement of financial activities/comprehensive income on a systematic basis over the periods in which the entity recognises as expenses the related costs for which the grants are intended to compensate.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.13 *Deferred income*

Income received is recognised at fair value where there is reasonable assurance that the income will be received and all attaching conditions will be complied with. Income received in advance or subject to donor-imposed conditions that specify a future time period in which the expenditure of corresponding resources can take place is recorded as deferred income.

2.14 *Employee benefits*

(a) Defined contribution plans

The Council participates in the national pension schemes as defined by the laws of the countries in which it has operations. In particular, the Council makes contributions to the Central Provident Fund scheme in Singapore, a defined contribution pension scheme. Contributions to defined contribution pension schemes are recognised as an expense in the period in which the related service is performed.

(b) Employee leave entitlement

Employee entitlements to annual leave are recognised when they accrue to employees. The estimated liability for leave is recognised for services rendered by employees up to the end of the reporting period.

2.15 *Leases*

The determination of whether an arrangement is, or contains a lease is based on the substance of the arrangement at inception date: whether fulfilment of the arrangement is dependent on the use of a specific asset or assets and the arrangement conveys a right to use the asset, even if that right is not explicitly specified in an arrangement.

For arrangements entered into prior to 1 June 2005, the date of inception is deemed to be 1 June 2005 in accordance with the transitional requirements of INT FRS 104.

(a) *Finance lease*

Finance leases which transfer to the Council substantially all the risks and rewards incidental to ownership of the leased item, are capitalised at the inception of the lease at the fair value of the leased asset or, if lower, at the present value of the minimum lease payments. Any initial direct costs are also added to the amount capitalised. Lease payments are apportioned between the finance charges and reduction of the lease liability so as to achieve a constant rate of interest on the remaining balance of the liability. Finance charges are charged to the statement of financial activities/comprehensive income. Contingent rents, if any, are charged as expenses in the periods in which they are incurred.

Capitalised leased assets are depreciated over the shorter of the estimated useful life of the asset and the lease term, if there is no reasonable certainty that the Council will obtain ownership by the end of the lease term.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.15 Leases (cont'd)

(b) Operating lease

Operating lease payments are recognised as an expense in the statement of financial activities/comprehensive income on a straight-line basis over the lease term. The aggregate benefit of incentives provided by the lessor is recognised as a reduction of rental expense over the lease term on a straight-line basis.

2.16 Incoming resources from generated funds

All incoming resources are recognised to the extent that it is probable that the economic benefits will flow to the Council and the amount can be reliably measured. No amounts are included for services donated by volunteers. Incoming resources from generated funds comprise:

Voluntary income

(a) Donations

Such income is recognised when received. Income received is recognised at fair value where there is reasonable assurance that the income will be received and all attaching conditions will be complied with. All income is demarcated between the Council's General Fund and the Agape Fund. The Agape Fund is registered as an IPC and thus donations requiring tax exemption are credited into the Agape Fund. Non tax-exempt donations are credited to the General Fund.

(b) Membership subscriptions

Such income is recognised on an accrual basis over the life of the subscriptions.

(c) Gifts-in-kind

Gifts-in-kind are recognised based on an estimate of the fair value at the date of the receipt of the donation of the non-monetary asset or the grant of a right to a monetary asset. The donation is recognised if the amount of the gift can be measured reliably and there is no uncertainty that it will be received.

Activities for generating funds

Proceeds from such activities are recognised in the period in which the event takes place. Any sales of merchandise are accounted for when the transaction occurs.

Interest income

Interest income is accounted for on accrual basis using the effective interest method.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.17 *Incoming resources from charitable activities*

This income arises from activities such as talks, seminars and conferences undertaken by the Council in furtherance of its charitable objectives. Proceeds from such activities are recognised in the period in which the event takes place.

2.18 *Resources expended*

Expenditure is accounted for on accrual basis. Allocations of support costs are based on payroll costs of time spent by staff, or direct expenditure and activity levels, as appropriate. Resources expended comprise:

Costs of generating voluntary income

The costs of generating voluntary income are those costs attributable to generating income for the Council, including salaries and directly attributable overheads such as the costs of producing advertising and direct mail materials.

Costs of activities for generating funds

These costs include the direct cost of hosting such activities and all directly attributable overheads. No value is ascribed to goods donated for re-sale or for auction.

Costs of charitable activities

The charitable activities of the Council flow from its vision and purpose. The primary charitable activities are grants given to member organisations to part finance their operational expenditure and programmes and also to parishes to fund charitable projects which are directed to the poor and those in need in the community.

The Council's charitable activities of awarding grants are distributed through a formal grant making process by the Finance and Grants Committee, which reviews and recommends such grants for the approval by the Board of the Council and thereafter the Board of Trustees for any application of funds from the Agape Fund.

The Council's Finance and Grants Committee also reviews and evaluates all funding requests from parishes and their proposed charitable works. The Board of the Council reviews and approves the Committee's recommendations of the grants before they are disbursed in full to the parishes.

Grants to member organisations which have IPC status are applied from the Agape Fund. All other grants are applied from the General Fund. The grants are disbursed in tranches, at the discretion of the Council, to take into account the cash flow requirements of the member organisations.

Grant expenditure is charged to the statement of financial activities/comprehensive income immediately from the point of the award being made, as evidenced by the grant agreement entered into between the Council and the grantee.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.18 *Resources expended (cont'd)*

Support costs

Support Costs are those costs incurred in support of fundraising activities and the awarding and payment of grants. These are an integral cost of carrying out the direct charitable objectives of the organisation. The details of support costs in the statement of financial activities/comprehensive income are disclosed in Note 9.

Governance costs

Governance costs are those incurred in compliance with constitutional and statutory requirements including related professional fees.

2.19 *Fund accounting*

The funds held by the Council are:

- General Funds are funds that can be used in accordance with the charitable objectives of the Council. Such funds are either unrestricted or restricted. The restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose. Currently, there are two restricted funds, the Capacity Building Fund and the St. Jude Fund. The Capacity Building Fund is an expendable endowment fund established so that in the long term, the interest income generated from this fund would support the on-going operating needs of the Council. Non tax-exempt donations for the Capacity Building Fund are credited into the General Fund, and usage of the fund requires the approval of the Board of the Council.
- The Agape Fund is made up of tax-exempt donations that can be used in accordance with the charitable objectives of the Council. The Agape Fund also has both unrestricted and restricted funds, the latter which includes the Capacity Building Fund and the St. Jude Fund. Tax-exempt donations for the Capacity Building Fund are credited into the Agape Fund and usage of the fund requires the approval of the Board of the Council and the Board of Trustees. The St. Jude Fund was created in November 2010 for restricted donations made by donors crossing more than one fiscal year. Tax-exempt donations for the St. Jude Fund are also credited into the Agape Fund and usage of the fund is according to the intent of the donor. The first major donor of the St. Jude Fund, who wishes to remain anonymous, contributed a sum of S\$500,000 for grants to be made to various member organisations over a period of ten years starting in FY2011.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

2. Summary of significant accounting policies (cont'd)

2.19 *Fund accounting (cont'd)*

- The Agape Building Fund is an unrestricted designated sub-fund set up under both the Agape Fund for donations with tax-exempt receipts and the General Fund for donations without tax-exempt receipts. The usage of the tax-exempt donations under the Agape Fund requires the approval of the Board of the Council and the Board of Trustees. The Agape Building Fund has been designated primarily to fund the construction and operations of Agape Village at Lorong 8 Toa Payoh on a 3,000 square metre piece of land owned by the Titular Roman Catholic Archdiocese of Singapore.

The Council intends to create a new one-stop Catholic Services hub where people in need can connect to the 23 charities and services under its umbrella to help those in need, regardless of race, language or religion. It will also bring together the common services of our Catholic charities under one roof – integrated case management, counselling, legal aid, medical aid, care-giver support, skills training and job matching for displaced workers and professionals, mentoring and life skills, coaching for the poor and marginalised in our society.

2.20 *Related parties*

A related party includes the trustees/office bearers (that is, directors) and key management of the Council. It also includes an entity or person that directly or indirectly controls, is controlled by, or is under common or joint control with these persons. It also includes members of the key management personnel of close members of the family of any individual referred to herein and others who have the ability to control, jointly control or significantly influence by or for which significant voting power in such entity resides with, directly or indirectly, any such individual.

2.21 *Current tax*

Under Section 13U(1) of the Income Tax Act, all registered charities will enjoy automatic income tax exemption without having the need to meet the 80% spending rule. In other words, they do not need to file income tax returns.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

3. Incoming resources from generating funds

(a) *Voluntary income*

	General Fund		Agape Fund		Agape Building Fund			
	Unrestricted	Restricted/ Endowment	Total	Unrestricted	Restricted/ Endowment	Total	Unrestricted but Designated	Total
	\$	\$	\$	\$	\$	\$	\$	\$
Year ended 30.9.2013								
Donations	796,965	20,050	817,015	5,876,053	30,000	5,906,053	4,428,460	11,151,528
Membership subscriptions	100	-	100	-	-	-	-	100
	797,065	20,050	817,115	5,876,053	30,000	5,906,053	4,428,460	11,151,628
Year ended 30.9.2012								
Donations	1,162,124	1,150	1,163,274	5,557,741	100,000	5,657,741	-	6,821,015
Membership subscriptions	2,750	-	2,750	-	-	-	-	2,750
	1,164,874	1,150	1,166,024	5,557,741	100,000	5,657,741	-	6,823,765

Included in donations is an amount of \$5,906,053 (2012: \$5,657,741) for Agape Fund and \$3,890,500 for Agape Building Fund (2012: \$nil) for which tax-exempt receipts have been issued.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

3. Incoming resources from generating funds (cont'd)

(b) Activities for generating funds

	General Fund		Agape Fund		Agape Building Fund		Total
	Unrestricted	Restricted/ Endowment	Unrestricted	Restricted/ Endowment	Unrestricted but Designated	Total	
	\$	\$	\$	\$	\$	\$	\$
Year ended 30.9.2013							
Down Memory Lane	67,784	-	246,400	-	-	246,400	314,184
CBN Golf for Charity	9,000	-	212,500	-	-	212,500	221,500
	76,784	-	458,900	-	-	458,900	535,684
Year ended 30.9.2012							
Down Memory Lane	-	-	-	-	-	-	-
CBN Golf for Charity	30,572	-	202,500	-	-	202,500	233,072

The Council commenced the activities for generating funds during the current financial year. Included in the receipts is an amount of \$458,900 (2012: \$202,500) for which tax exempt receipts have been issued.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

3. Incoming resources from generating funds (cont'd)

(c) Fair value gains on investment securities

	General Fund		Agape Fund		Agape Building Fund			
	Unrestricted	Restricted/ Endowment	Total	Unrestricted	Restricted/ Endowment	Total	Unrestricted but Designated	Total
		\$			\$			
Year ended 30.9.2013								
Fair value gains on investment securities	1,932	–	1,932	13,911	–	13,911	–	15,843
Year ended 30.9.2012								
Fair value gains on investment securities	1,135	–	1,135	7,734	–	7,734	–	8,869

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

4. Incoming resources from charitable activities

	General Fund Unrestricted \$	Agape Fund Unrestricted \$	Total \$
Year ended 30.9.2013			
VWO's-Charities Capability Fund	3,083	-	3,083
Year ended 30.9.2012			
VWO's-Charities Capability Fund	4,600	-	4,600
Social Mission Conference 2012	8,580	-	8,580
	<u>13,180</u>	<u>-</u>	<u>13,180</u>

The Council received a grant amount of \$3,083 (2012: \$4,600) from the National Council of Social Service to co-fund a consultancy project.

5. Costs of generating funds

(a) *Costs of generating voluntary income*

	General Fund Unrestricted \$	Agape Fund Unrestricted \$	Agape Building Fund Unrestricted but Designated \$	Total \$
Year ended 30.9.2013				
Direct costs	37,595	38,051	233,744	309,390
Staff costs	5,505	39,792	-	45,297
Support costs (Note 9)	3,945	28,517	-	32,462
	<u>47,045</u>	<u>106,360</u>	<u>233,744</u>	<u>387,149</u>
Year ended 30.9.2012				
Direct costs	11,197	54,331	-	65,528
Staff costs	8,840	42,894	-	51,734
Support costs (Note 9)	4,963	24,077	-	29,040
	<u>25,000</u>	<u>121,302</u>	<u>-</u>	<u>146,302</u>

(b) *Costs of activities for generating funds*

Year ended 30.9.2013				
Direct costs	<u>11,963</u>	<u>71,500</u>	<u>-</u>	<u>83,463</u>
Year ended 30.9.2012				
Direct costs	<u>8,435</u>	<u>55,870</u>	<u>-</u>	<u>64,305</u>

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

6. Costs of charitable activities

	General Fund		Agape Fund		Agape Building Fund		
	Unrestricted	Restricted/	Unrestricted	Restricted/	Unrestricted	but Designated	Total
		Endowment		Endowment			
	\$	\$	\$	\$	\$	\$	\$
Year ended 30.9.2013							
Formation expenditure							
– Direct costs	1,991	–	–	–	–	–	1,991
– Support costs (Note 9)	42,203	–	–	–	–	–	42,203
– Staff costs	58,885	–	–	–	–	–	58,885
Grant and other charitable activities expenditure							
– Direct costs	–	–	124,932	–	124,932	–	124,932
– Support costs (Note 9)	–	–	191,536	–	191,536	–	191,536
– Staff costs	–	–	267,246	–	267,246	–	267,246
– Grant expenditure (Note 7)	1,477,570	–	4,451,008	167,200	4,618,208	–	6,095,778
	1,580,649	–	5,034,722	167,200	5,201,922	–	6,782,571

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

6. Costs of charitable activities (cont'd)

	General Fund		Agape Fund		Agape Building Fund		
	Unrestricted	Restricted/	Unrestricted	Restricted/	Unrestricted	but Designated	Total
		Endowment		Endowment			
\$	\$	\$	\$	\$	\$	\$	\$
Year ended 30.9.2012							
Formation expenditure							
– Direct costs	32,989	–	32,989	–	–	–	32,989
– Support costs (Note 9)	35,742	–	35,742	–	–	–	35,742
– Staff costs	63,672	–	63,672	–	–	–	63,672
Grant and other charitable activities expenditure							
– Direct costs	20,185	–	20,185	31,304	–	31,304	51,489
– Support costs (Note 9)	–	–	–	109,458	–	109,458	109,458
– Staff costs	–	–	–	194,996	–	194,996	194,996
– Grant expenditure (Note 7)	1,112,500	120,000	1,232,500	2,879,700	181,900	3,061,600	4,294,100
	1,265,088	120,000	1,385,088	3,215,458	181,900	3,397,358	4,782,446

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

7. Grant expenditure in furtherance of the Council's objects

The amounts payable during the period relating to this expenditure are set out below:

	2013	2012
	\$	\$
Abilities Beyond Limitations and Expectations (ABLE) ^{1,3}	540,000	384,000
Archdiocesan Commission for the Pastoral Care of Migrants and Itinerant People (ACMI) ²	350,000	344,000
Assisi Hospice ^{1,3}	10,000	10,000
Boys' Town Singapore ^{1,3}	600,000	600,000
Canossaville Children's Home (CCH) ^{1,3}	10,200	10,000
Caritas Humanitarian Aid & Relief Initiatives, Singapore (CHARIS) ²	512,000	280,000
Catholic Welfare Services ^{1,3}	300,000	300,000
Catholic AIDS Response Effort (CARE) ^{1,3}	830,000	394,000
CLARITY Singapore Ltd (CLARITY) ^{1,3}	280,000	5,000
Faith & Light	1,370	-
Family Life Society (FLS) ^{1,3}	465,000	699,500
Infant Jesus Homes & Children's Centres (IJHCC) ¹	700,000	398,000
Marine Parade Family Service Centre (MPFSC) ¹	383,000	261,100
Morning Star Community Services (MSCS) ¹	500,000	-
Parishes ⁴	314,200	288,500
Roman Catholic Prison Ministry (RCPM) ^{2,3}	300,000	320,000
	<u>6,095,778</u>	<u>4,294,100</u>

¹ These are IPC affiliate member organisations of the Council.

² These are non IPC affiliate member organisations of the Council.

³ These grants include partial or whole donations credited to the St. Jude Fund as follows:

Agape Fund

ABLE	5,000	5,000
Assisi Hospice	10,000	10,000
Boys' Town Singapore	5,000	5,000
Canossaville Children's Home	10,000	10,000
Catholic Welfare Services Programmes:		
– Gift of Love Home	2,000	2,000
– Good Shepherd Centre	2,000	2,000
– St. Joseph's Home	2,000	2,000
– St. Theresa's Home	2,000	2,000
– St. Vincent Home	2,000	2,000
– Villa Francis Home for the Aged	2,000	2,000
CLARITY	5,000	5,000
	<u>47,000</u>	<u>47,000</u>

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

7. Grant expenditure in furtherance of the Council's objects (cont'd)

⁴ The Council provided grants to 20 parishes to fund the parishes' projects for the poor and those in need in the community. The following is a summary of the specific causes, as requested by the parishes, for which these grants have been given:

	2013	2012
	\$	\$
Aid programme to needy students	–	22,000
Aid programme to migrant workers	27,400	22,800
Education grant	12,800	–
Financial assistance to individuals/families in crisis	127,503	106,400
Food vouchers/rations to the poor	15,628	20,000
General assistance programme for poor and elderly	–	39,300
Golden Circle programme	20,000	–
Hardship grant	25,478	–
Medical clinic programme	9,000	10,000
Others	8,787	5,000
Parish Charity Project	7,000	–
Soup Kitchen/St Anthony's Bread programme	20,608	20,100
SSVP Conferences ⁵	39,538	42,900
	<u>313,742</u>	<u>288,500</u>

⁵ The Society of St. Vincent de Paul (SSVP) seeks to help the underprivileged families by providing financial aid and food rations. SSVP is organised with individual Conferences at 30 parishes. These Conferences are grouped into five particular councils under a National Council. Nine of the parishes have requested and received grants for the benefit of their Conferences. A listing of these conferences and the allocated grant amounts has also been provided to the SSVP National Council.

8. Governance costs

	General Fund	Agape Fund	
	Unrestricted	Unrestricted	Total
	\$	\$	\$
Year ended 30.9.2013			
Direct costs	–	45,325	45,325
Staff costs	–	81,535	81,535
Support costs (Note 9)	–	58,434	58,434
	<u>–</u>	<u>185,294</u>	<u>185,294</u>
Year ended 30.9.2012			
Direct costs	–	44,558	44,558
Staff costs	–	87,549	87,549
Support costs (Note 9)	–	49,145	49,145
	<u>–</u>	<u>181,252</u>	<u>181,252</u>

Included in the direct costs are costs of preparing of financial reports, audit fees, board and committee costs.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

9. Support costs

	Costs of generating funds \$	Costs of formation activities \$	Costs of charitable activities \$	Governance costs \$	Total support costs \$
Year ended 30.9.2013					
Finance	152	200	906	277	1,535
Information technology	3,062	3,981	18,067	5,511	30,621
Human resources	10,652	13,847	62,846	19,173	106,518
Corporate resources	18,596	24,175	109,717	33,473	185,961
	<u>32,462</u>	<u>42,203</u>	<u>191,536</u>	<u>58,434</u>	<u>324,635</u>
Year ended 30.9.2012					
Finance	369	453	1,389	624	2,835
Information technology	3,668	4,515	13,826	6,207	28,216
Human resources	9,674	11,907	36,465	16,372	74,418
Corporate resources	15,329	18,867	57,778	25,942	117,916
	<u>29,040</u>	<u>35,742</u>	<u>109,458</u>	<u>49,145</u>	<u>223,385</u>

10. Net incoming resources

Net incoming resources are stated after charging:

	2013 \$	2012 \$
Auditors' remuneration		
- Audit fees	15,000	16,853
Depreciation	12,038	9,820
Rental expense	142,361	65,049
Loss on disposal of property, plant and equipment	-	707
	<u>179,409</u>	<u>192,429</u>

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

11. Property, plant and equipment

	Computer equipment \$	Donated assets \$	Office equipment and furniture \$	Leasehold improvements \$	Total \$
Cost:					
At 30 September 2011 and 1 October 2010	83,298	6,898	41,344	30,673	162,213
Additions	5,991	–	13,601	–	19,592
Disposals	–	–	(4,295)	(30,673)	(34,968)
At 30 September 2012	89,289	6,898	50,650	–	146,837
Additions	14,092	–	599	–	14,691
At 30 September 2013	103,381	6,898	51,249	–	161,528
Accumulated depreciation:					
At 30 September 2011 and 1 October 2010	80,742	6,898	33,997	30,673	152,310
Charge for the year	3,611	–	6,210	–	9,821
Disposals	–	–	(3,589)	(30,673)	(34,262)
At 30 September 2012	84,353	6,898	36,618	–	127,869
Charge for the year	8,046	–	3,992	–	12,038
At 30 September 2013	92,399	6,898	40,610	–	139,907
Net carrying amount:					
At 30 September 2013	10,982	–	10,639	–	21,621
At 30 September 2012	4,936	–	14,032	–	18,968

During the financial year, the Council acquired office equipment amounting to \$Nil (2012: \$13,102) by means of hire purchase. The cash outflow on addition of property, plant and equipment amounted to \$14,691 (2012: \$6,490).

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

12. Prepayments

	2013	2012
	\$	\$
Prepayments (current)		
Lanworks software – maintenance and assurance	6,557	5,727
Insurance	3,233	3,534
Lease rental	174,596	–
Others	2,859	5,669
	<u>187,245</u>	<u>14,930</u>
Prepayments (non-current):		
Lease rental	<u>3,704,566</u>	–

The Council has entered into two term lease from 19 June 2013 with The Titular Catholic Archbishop of Singapore (TRCAS) at 55 Waterloo Street as follows:

- (1) Unit #07-01 and Unit #08-01 ending 18 February 2042. The Monthly Rent for the term was paid in advance by way of three (3) payments totalling \$3,351,960.
- (2) Unit #06-01 ending 18 June 2023. The Monthly Rent for the term was paid in advance by way of three payments totalling \$576,671.

13. Other debtors and deposits

	2013	2012
	\$	\$
Other debtors	43,205	7,950
Deposits	39,652	39,652
	<u>82,857</u>	<u>47,602</u>

14. Investment securities

	2013	2012
	\$	\$
Singapore Fullerton Cash Fund	<u>2,024,711</u>	<u>6,008,869</u>

The Council subscribed to the Singapore Fullerton Cash Fund, ("Fund"), which is a money market fund. The Fund offers daily dealing and has no redemption penalty. The Fund invests primarily in SGD deposits with reputable financial institutions.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

15. Cash and cash equivalents

	2013 \$	2012 \$
Cash at banks and on hands	3,391,007	7,566,151
Short-term deposits	9,000,000	–
Cash and cash equivalents	12,391,007	7,566,151

Cash at banks earns interest at floating rates based on daily bank deposit rates. Short-term deposits are made for varying periods of between one day and six months, depending on the immediate cash requirements of the Council, and earn interest at the respective short-term deposit rates. The weighted average effective interest rate as at 30 September 2013 for the Council was 0.76% (2012: Nil).

16. Deferred income

The movement in deferred income is as follows:

	2013 \$	2012 \$
Balance at beginning of the year	208,960	5,500
Incoming resources received during the year	–	208,960
Transfer to comprehensive income statement	(207,292)	(5,500)
Balance at end of the year	1,668	208,960

Deferred income of \$207,292 (2012: \$5,500) has been recognised as income.

17. Creditors and accruals

	2013 \$	2012 \$
Accruals	258,074	77,462
Hire purchase creditor (Note 18)	2,632	2,632
Grants payable – Agape Fund	400,000	100,000
Grants payable – General Fund	182,000	–
Others	–	1,667
	842,706	181,761

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

18. Hire purchase creditor

The hire purchase agreement expires over the next five years and the discount rate implicit in the hire purchase is 3.91% per annum.

Future minimum payments under hire purchase together with the present value of the net minimum payments are as follows:

	2013		2012	
	Minimum payments \$	Present value of payments \$	Minimum payments \$	Present value of payments \$
Within one year	3,144	2,632	3,144	2,632
After one year but not more than five years	7,074	5,920	10,218	8,552
Total minimum lease payments	10,218	8,552	13,362	11,184
Amount representing finance charges	(1,666)	–	(2,178)	–
Present value of net minimum lease payments	8,552	8,552	11,184	11,184

19. Commitments

The Council leases offices under non-cancellable lease agreements. The leases, which do not have purchase options, expire at 30 November 2013. Future minimum rentals under non-cancellable operating leases are as follows:

	2013 \$	2012 \$
Within one year	16,872	56,832
After one year but not more than five years	–	–
After five years	–	–
	16,872	56,832

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

20. Restricted and expendable endowment funds

	Balance at beginning of the year \$	Incoming resources \$	Resources expended \$	Balance at end of the year \$
2013				
General Fund				
ACMI ¹	–	20,000	–	20,000
<i>Capacity Building Fund</i> ³	345,786	50	–	345,836
	345,786	20,050	–	365,836
Agape Fund				
CCH ¹	200	–	200	–
CLARITY ¹	20,000	–	20,000	–
ABLE ¹	–	–	–	–
IJHCC ¹	–	30,000	–	30,000
CARE ¹	–	–	–	–
<i>Boys' Town Singapore</i>	–	–	100,000	(100,000)
<i>St. Jude Fund</i> ²	316,000	–	47,000	269,000
<i>Capacity Building Fund</i> ³	223,340	–	–	223,340
	559,540	30,000	167,200	422,340
Total restricted and expendable endowment funds	905,326	50,050	167,200	788,176
Total unrestricted funds (Note 21)	12,351,921	11,692,895	7,271,279	16,773,537
Total funds	13,257,247	11,742,945	7,438,479	17,561,713

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

20. Restricted and expendable endowment funds (cont'd)

	Balance at beginning of the year \$	Incoming resources \$	Resources expended \$	Balance at end of the year \$
2012				
General Fund				
<i>ACMI</i> ¹	120,000	–	120,000	–
<i>Capacity Building Fund</i> ³	344,636	1,150	–	345,786
	464,636	1,150	120,000	345,786
Agape Fund				
<i>CWS</i> ¹	200	–	200	–
<i>CCH</i> ¹	200	–	–	200
<i>CLARITY</i> ¹	20,000	–	–	20,000
<i>ABLE</i> ¹	34,000	–	34,000	–
<i>IJHCC</i> ¹	500	–	500	–
<i>CARE</i> ¹	200	–	200	–
<i>Boys' Town Singapore</i>	–	100,000	100,000	–
<i>St. Jude Fund</i> ²	363,000	–	47,000	316,000
<i>Capacity Building Fund</i> ³	223,340	–	–	223,340
	641,440	100,000	181,900	559,540
Total restricted and expendable endowment funds	1,106,076	101,150	301,900	905,326
Total unrestricted funds (Note 21)	10,246,590	6,977,736	4,872,405	12,351,921
Total funds	11,352,666	7,078,886	5,174,305	13,257,247

¹ The Funds were raised for the needs of the member organisations or as specified by the donors.

² See Note 2.19 for background and further explanation of the St. Jude Fund, and Note 7 (Footnote 3) for the details of the grants made from the St. Jude Fund.

³ The Capacity Building Fund is an expendable endowment fund established by the Council that seeks to fund, in the long term, the operating needs of the Council.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

21. Unrestricted funds

	Balance at beginning of the year	Incoming resources	Resources expended	Gross transfers between funds	Balance at end of the year
	\$	\$	\$	\$	\$
2013					
General Fund	1,349,575	883,342	1,639,657	(36,300)	556,960
Agape Fund	11,002,346	6,381,093	5,397,878	36,300	12,021,861
Agape Building Fund (Note 22)	–	4,428,460	233,744	–	4,194,716
Total (Note 20)	12,351,921	11,692,895	7,271,279	–	16,773,537
2012					
General Fund	1,545,737	1,209,761	1,298,523	(107,400)	1,349,575
Agape Fund	8,700,853	5,767,975	3,573,882	107,400	11,002,346
Total (Note 20)	10,246,590	6,977,736	4,872,405	–	12,351,921

The transfer relates to donations received in prior financial year where donors who had previously not required tax exempt receipts for their donations have now requested for tax exemption. The Inland Revenue of the Authority of Singapore has been notified, and has approved the change in tax exemption status for these donations.

22. Agape Building Fund

The Agape Building Fund is an unrestricted designated sub-fund set up under both the Agape Fund for donations with tax-exempt receipts and the General Fund for donations without tax-exempt receipts. The usage of the tax-exempt donations under the Agape Fund requires the approval of the Board of the Council and the Board of Trustees. The Agape Building Fund has been designated primarily to fund the construction and operations of Agape Village at Lorong 8 Toa Payoh on a 3,000 square metre piece of land owned by the Titular Roman Catholic Archdiocese of Singapore.

The Council intends to create a new one-stop Catholic Services hub where people in need can connect to the 23 charities and services under its umbrella to help those in need, regardless of race, language or religion. It will also bring together the common services of our Catholic charities under one roof – integrated case management, counselling, legal aid, medical aid, care-giver support, skills training and job matching for displaced workers and professionals, mentoring and life skills, coaching for the poor and marginalised in our society.

The building is expected to be completed in April/May 2015 at an estimated total cost of approximately \$15,000,000 (including contingencies) based on the current construction tender awarded on 10 October 2013.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

23. Trustees'/Directors' remuneration

No Trustee or Director has received any remuneration from the Council or Agape Fund during the year and neither has received reimbursements for expenses incurred in attending Board, committee or Trustee meetings.

24. Related party transactions

The following significant transactions took place during the year:

	2013	2012
	\$	\$
Grant expenditure (Note 7)		
– CHARIS	512,000	280,000
– CARE	830,000	394,000
	<u>830,000</u>	<u>394,000</u>

These organisations are related parties to the Council in this financial year due to common directors.

25. Employee benefits

	General Fund	Agape Fund	
	Unrestricted	Unrestricted	Total
	\$	\$	\$
2013			
Salaries and leave accruals	57,318	345,900	403,218
Central provident fund contributions	7,071	42,671	49,742
Other short-term benefits	14,466	87,297	101,763
	<u>78,855</u>	<u>475,868</u>	<u>554,723</u>
2012			
Salaries and leave accruals	64,605	289,949	354,554
Central provident fund contributions	7,907	35,490	43,397
Other short-term benefits	13,560	60,858	74,418
	<u>86,072</u>	<u>386,297</u>	<u>472,369</u>

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

26. Compensation of key management personnel

	2013	2012
	\$	\$
Salaries, bonus and other benefits-in-kind	215,330	207,047
Central provident funds contributions	26,994	24,762
	<u>242,324</u>	<u>231,809</u>

There are no employees with emoluments above \$100,000. The above compensation relates to the top 3 executives.

27. Taxation

The Council is exempted from income tax under Section 13(1) (zm) of the Income Tax Act, Cap. 134.

28. Financial risk management objectives and policies

The Council's principal financial instruments comprise cash and cash equivalents. The main purpose of these financial instruments is to finance the Council's operations. The Council has various other financial assets and liabilities such as other receivables and other creditors and accruals, which arise directly from its operations.

Due to the nature of the Council's activities, it has minimal financial risks exposure. The Finance and Investment Committee provides oversight of the Council's overall risk management and it recommends to the Board of the Council the overall policy pertaining to the Council's cash management and investment. The Council's Directors review and agree to policies for managing each of these risks and they are summarised below:

(a) *Interest rate risk*

The Council's exposure to interest rate risk arises primarily from the Council's cash and cash equivalents. The Council does not place its funds in investment debt securities nor does it use derivative financial instruments to hedge its interest rate risk.

The Council's policy is to obtain the most favourable interest rates available.

Information relating to the Council's interest rate exposure is also disclosed in the respective notes to the financial statements where applicable.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

28. Financial risk management objectives and policies (cont'd)

(b) *Liquidity risk*

Liquidity risk is the risk that the Council will encounter difficulty in meeting financial obligations due to shortage of funds. The Council's exposure to liquidity risk arises primarily from mismatches of the maturities of financial assets and liabilities.

Analysis of financial instruments by remaining contractual maturities

The table below summarises the maturity profile of the Council's financial assets and liabilities at the balance sheet date based on contractual undiscounted repayment obligations:

	2013		2012	
	1 year or less	More than 1 year	1 year or less	More than 1 year
	\$	\$	\$	\$
Financial assets				
Other debtors and deposits	82,857	–	47,602	–
Cash and cash equivalents	12,391,007	–	7,566,151	–
	<u>12,473,864</u>	<u>–</u>	<u>7,613,753</u>	<u>–</u>
Financial liabilities				
Hire purchase creditor	2,632	5,920	3,144	10,218
Creditors and accruals	842,705	–	177,462	–
	<u>845,337</u>	<u>5,920</u>	<u>180,606</u>	<u>10,218</u>

In the management of liquidity risk, the Council monitors and maintains a level of cash and cash equivalents deemed adequate by the Directors to finance the Council's operations and mitigate the effects of fluctuations in cash flows.

(c) *Credit risk*

Credit risk is the risk of financial loss to the Council if a counterparty to a financial instrument fails to meet its contractual obligations.

The Council's principal financial instruments comprise cash and cash equivalents and these are placed with financial institutions of high credit standing and regulated.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

29. Fair value of financial instruments

The Council has determined that the carrying amounts of financial assets and liabilities are reasonable approximation of their fair values as they are mostly short-term in nature.

The carrying amounts of assets and liabilities in each of their following categories are as follows:

	Fair value through profit or loss \$	Loans and receivables \$	Non-financial assets \$	Total \$
2013				
Assets				
Non-current				
Property, plant and equipment	–	–	21,621	21,621
Prepayments	–	–	3,704,586	3,704,586
Current				
Prepayments	–	–	187,245	187,245
Other debtors and deposits	–	82,857	–	82,857
Investment securities	2,024,711	–	–	2,024,711
Cash and cash equivalents	–	12,391,007	–	12,391,007
	2,024,711	12,473,864	3,913,432	18,412,007
Liabilities				
Non-current				
Hire purchase creditor			5,920	5,920
Current				
Deferred income			1,668	1,668
Creditors and accruals			842,706	842,706
			850,294	850,294

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2013

29. Fair value of financial instruments (cont'd)

	Fair value through profit or loss \$	Loans and receivables \$	Non-financial assets \$	Total \$
2012				
Assets				
Non-current				
Property, plant and equipment	–	–	18,968	18,968
Current				
Prepayments	–	–	14,930	14,930
Other debtors and deposits	–	47,602	–	47,602
Investment securities	6,008,869	–	–	6,008,869
Cash and cash equivalents	–	7,566,151	–	7,566,151
	6,008,869	7,613,753	33,898	13,656,520

	Amortised cost \$	Total \$
Liabilities		
Non-current		
Hire purchase creditor	8,552	8,552
Current		
Deferred income	208,960	208,960
Creditors and accruals	181,761	181,761
	399,273	399,273

30. Reserves management

The reserves of the Council comprise the General Fund, the Agape Fund and the Agape Building Fund. The Council targets a general reserve level of two years, taking into account that the grant making function represents the majority of its expenditure, and the lag period between member organisations' budgetary needs and the inflow from current year's fundraising activities.

31. Authorisation of financial statements for issue

The financial statements for the financial year ended 30 September 2013 were authorised for issue in accordance with a resolution of the Directors on 21 November 2013.

CORPORATE INFORMATION

Registration	Caritas Singapore Community Council Limited (Caritas Singapore) is a company limited by guarantee (ACRA Registration No: 200613504D) and a registered charity (UEN: 200613504D). The Agape Fund is a trust with Institution of a Public Character (IPC) status and a registered charity (UEN: T06CC2001K).
Name	Caritas Singapore was originally registered as the Catholic Social & Community Council Limited) on 13 September 2006. On 26 August 2008, it formally changed its legal name to Caritas Singapore Community Council Limited.
Legal Counsel	Genesis Law Corporation Advocates & Solicitors
Auditors	Ernst & Young One Raffles Quay North Tower, Level 18 Singapore 048583
Bankers	DBS Bank Ltd 12 Marina Boulevard, Level 3 MBFC Tower 3 Singapore 018982
Registered Office	55 Waterloo Street #08-01 Catholic Centre Singapore 187954
Telephone	+65 6338 3448
Fax	+65 6337 7101
Website	www.caritas-singapore.org

CARITAS SINGAPORE LOGO:

- * The stylised cross signifies Caritas Singapore as a Catholic organisation.
- * The cross also forms an “umbrella” to depict its role as the umbrella body for the Church’s social and community organisations.
- * The colour orange represents the light of Christ that radiates through the centre of the cross, the source that inspires and strengthens us all.





**CARITAS SINGAPORE
COMMUNITY COUNCIL**

55 Waterloo Street #08-01
Catholic Centre
Singapore 187954
Tel: +65 6338 3448 Fax: +65 6337 7101
www.caritas-singapore.org