

ONE HUMAN FAMILY

LIVING

OUR

SOCIAL

MISSION

CARITAS SINGAPORE
ANNUAL REPORT 2011

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.

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LIVING OUR SOCIAL MISSION

Every baptised Catholic is called to live out the social mission of the Church in his or her daily life: to care for our brothers and sisters in need; to stand for justice and truth and to seek not what is best for ourselves but the common good. The call and challenge to charity, justice and peace are rooted in Scripture.

The work of Caritas Singapore lies at the heart of the Church's social mission. We are called to assist and work with the poor among us, regardless of their faith, language or ethnicity.

Caritas Singapore has been instrumental in bringing together the work of 23 Catholic charities and groups under its care to serve the needs of the poor and disadvantaged in society. In the last year, new service programmes and initiatives were rolled out to meet the growing and changing needs of society. We have two new Catholic charities, ABLE and CLARITY, to help those who are physically and mentally challenged. Caritas Singapore and its member organisations are also working on service programmes that provide holistic help to the poor and needy.

We must not forget that our social mission also calls us to advocate for a better world, and to work at root causes to bring about long term change. Towards this end, I am happy that Caritas Singapore is seeking to build partnerships within and outside of the Church to bring awareness to issues faced by the marginalised. We must continue to address practices and mindsets that contribute to the root causes of the poor.

The Church's social teaching is a rich treasure of wisdom to help Catholics respond faithfully to the issues of our time. Caritas Singapore has done well, through their programmes such as *Salt of the Earth* and *Labourers of the Harvest*, to articulate this teaching and to inspire more Catholics to live out the Church's social mission.

God bless you!

Archbishop Nicholas Chia, DD
Patron, Caritas Singapore

CARITAS SINGAPORE & REVIEW OF FY2011

Caritas Singapore is the social and charitable arm of the Catholic Archdiocese of Singapore. It provides coordination, direction and leadership to 23 Catholic organisations and community groups carrying out work for the poor and the community.

The Catholic charities and groups under the Caritas Singapore umbrella serve a wide array of constituencies such as the poor, families, prisoners, HIV/AIDS patients, migrant workers, children and youths at risk, and those who are physically and mentally challenged. These organisations work with people of all races, languages and religions.

Caritas is a Latin word meaning love and charity. The work of Caritas Singapore and its 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 provide relief, development and social services to 24 million people in more than 200 countries and territories worldwide, regardless of religion, race, gender or ethnicity.

FY 2011

KEY HIGHLIGHTS

At a Board planning retreat held on 18 and 19 February 2011, a strategic review was made of Caritas Singapore's role and focus in the next three years. A broad framework was developed which sets out the core priorities of Caritas Singapore up to 2014 to further the Church's social mission in Singapore.

The framework builds on past achievements of Caritas Singapore, with four core areas which aim to take its social mission work to new levels of effectiveness and impact:-

Objective 1:

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

Caritas Singapore seeks to instil knowledge of the Church's social teaching and to inspire every Catholic to actively live out the Church's social mission.

Living the Church's Social Mission

Objective 2:

Support and enable member organisations

Caritas Singapore will coordinate and support the social mission work of member organisations and promote capacity building.

A Catalyst for Growth

Objective 3:

Being a voice for the poor

Caritas Singapore seeks to be a voice for the poor and marginalised by drawing attention to their circumstances and concerns in Singapore, and working towards integral human development.

Advocacy for a Better World

A Stronger Caritas Network

Objective 4: **Strengthen organisational structures**

Caritas Singapore will work with member organisations to develop processes and structures that promote good governance, management and accountability.



Caritas Singapore participated in the 19th General Assembly of Caritas Internationalis.



Review of strategic plans at Caritas Singapore Board Planning Retreat.



Leaders' Forum held at the Church of St Teresa.

Based on this broad framework, Caritas Singapore's Board Committees identified specific actions and initiatives for each programme area. Caritas Singapore's road map and work plans for the next three years were presented to its member organisations at a Leaders' Forum held on 09 July 2011, and were unanimously adopted.

In May this year, Caritas Singapore participated in the 19th General Assembly of Caritas Internationalis. The Assembly is held once in every four years, and about 300 delegates from over 160 member organisations came together to elect its leaders for the next four years, and set broad policy directions for the confederation.

FINANCIAL HIGHLIGHTS

Financials¹

	FY 2011	FY 2010
Donations and Fees	\$7,545,311	\$5,508,674
Sponsorships	\$ 288,572	\$ 642,396
Others	\$ 47,872	\$ 33,128
Total Incoming Resources	\$7,881,755	\$6,184,198
Costs of Charitable Activities	\$5,764,831	\$4,249,844
Fundraising and Sponsorship Costs	\$ 221,830	\$ 311,176
Governance Costs	\$ 220,536	\$ 194,483
Total Resources Expended	\$6,187,197	\$4,755,503
Net Incoming Resources	\$1,694,558	\$1,428,695

Ratios

	FY 2011	FY 2010
Funds Raised	\$7,832,033	\$6,147,933
Fundraising Expenses	\$ 221,830	\$ 311,176
Fundraising Ratio²	2.8%	5.1%
Grants Given	\$5,255,877	\$3,771,587
Other Charitable Expenses	\$ 508,954	\$ 478,257
Programme Ratio³	93%	89%
Reserves	\$11,352,666	\$9,658,108
Reserves Ratio⁴	1.90 years	2.17 years

ORGANISATION

Board Members	15
Committee Members (excluding Board Members)	49
Staff	7
Member Organisations	23
Beneficiaries	>50,000

¹The income and expenditure items have been described in simpler terms than those used in the financial statements. The equivalent terminology used in the financial statements is shown in the brackets:

- Donations and Fees (Voluntary Income)
- Sponsorships (Activities for Generating Funds)
- Fundraising and Sponsorship Costs (Costs of Generating Voluntary Income and Costs of Activities for Generating Funds)

²Measures fundraising efficiency. Computed based on the formula: Fundraising Expenses ÷ Funds Raised

³Measures funds deployed on charity programmes versus fundraising and overheads. Computed based on the formula: Expenses Spent on Charity Programmes (including Grants) ÷ Total Expenses Spent

⁴Computed based on the formula: Reserves ÷ Total Resources Expended (excluding Total Costs of Generating Funds). (See page 43 to 45 of the Financial Report 2011 for more details.)

ONE HUMAN FAMILY

CATHOLIC CHARITIES AND GROUPS HELPING

The focus of the Church's social mission outreach is the poor and those in need in the broader community, regardless of race, religion and nationality. Member organisations of Caritas Singapore serve over 50,000 beneficiaries in various constituencies of needs:

Helping the poor & destitute



Caring for the terminally ill



Nurturing children & youths



Enriching families



Reaching out to AIDS/HIV sufferers & their families



Providing medical assistance for people in need



Enabling the physically & mentally challenged



Befriending prisoners & ex-prisoners



Befriending migrants & providing them with life skills



Providing overseas humanitarian aid & relief



Engaging Catholics at the workplace to serve the broader community



Providing legal assistance for people in need



BENEFICIARIES HELPED



Boys' Town Singapore provides a sense of purpose and direction while inculcating values in the lives of the youth.



ACMI's Bread Basket programme reaches out to foreign construction workers through the distribution of rice, canned food and toiletries.



St Theresa's Home, a project of Catholic Welfare Services organises therapeutic sessions to help the motoring reflexes of the residents.



Christian Family and Social Movement promotes the building of good Christian families.



Canossville Children's Home After-School Student Care Centre provides a supportive learning environment for the children outside of school.



Faith and Light Community conducts activities to welcome people with intellectual challenges, their families and friends.

LIVING THE CHURCH'S SOCIAL MISSION

INSPIRE EVERY CATHOLIC TO LIVE OUT THE CHURCH'S SOCIAL TEACHING



JRS volunteers reaching out to refugee children from Nepal.



Children of poor families living at the "Payatas Dumpsite" in The Philippines served by acts29.



Children at Morning Star Community Services were introduced to a healthy lifestyle.



CLARITY Singapore offers therapy to those with mental illness and conducts programmes to better promote mental health.

"This is the work we are called to do as a Church: to help the poor, the disadvantaged and those marginalised in our society, and to work towards the creation of a new social order where there is justice, brotherhood, solidarity and sharing."

- Archbishop Nicholas Chia

The social mission of the Church belongs to every baptised person. It is a call to serve the least among us, to hunger and thirst for justice; and to be a peacemaker. Catholics are called by God to project human life, to promote human dignity, to defend those who are poor, and to seek the common good.

Caritas Singapore seeks to inspire every Catholic to live out the Church's social mission by promoting an understanding of the Church's social teaching.

LIVING THE CHURCH'S SOCIAL MISSION

FORMATION

Caritas Singapore works with the Catholic community to promote and facilitate a greater understanding of the Catholic Social Teaching through its many formation programmes.

During the year, sessions were held to brief facilitators, parish ministries as well as young adult groups on the methodology and application of various study guides such as *Salt of the Earth* and *Labourers of the Harvest*.

A new online publication entitled *Faith+Life* was launched to help Catholics connect the Church's social teaching to daily situations.

Reflection materials for Advent 2010 (*God is With Us*) and Lent 2011 (*From Wilderness to the Waters of Life*) were developed in collaboration with the Singapore Pastoral Institute in line with the liturgical year. Formation sessions were also conducted for groups based on the Catholic Social Teaching.



Formation materials on Catholic Social Teaching.



A *Labourers of the Harvest* briefing session.

Sharing among facilitators on *Salt of the Earth* study guide.

Catholic Social Teaching Talk: *Catholic Ethos* by Rev Fr David Garcia, OP.

VOLUNTEERING

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

Its online portal helps to match potential volunteers with volunteering opportunities available at its member organisations.

Caritas Singapore facilitated the visits of several student groups from Raffles Institution, Catholic High School, St Joseph's Institution International School and St Joseph's Institution to member organisations such as Gift of Love Home, Infant Jesus Homes and Children's Centres –

Galilee Centre (IJHCC) and Marine Parade Family Service Centre (MPFSC).

Together with Family Life Society, Caritas Singapore also held a session with the NUS Catholic Students' Society during their Catholic Awareness Week to raise awareness of social mission work in Singapore.

An outreach-cum-formation programme is being planned with member organisations for parish groups interested in social mission work. Caritas Singapore is also developing a social mission curriculum to engage and form young adults in its work.

COMMUNICATIONS

Caritas Singapore has several communication platforms for the widespread dissemination of the social mission message, the Church's charitable events and the matching of charity needs and resources.

A major platform is its online portal which provides comprehensive information on the needs, work and activities of Caritas Singapore and its member organisations. Its online monthly newsletter which is linked to its portal features its events and activities.

Caritas Singapore produces a number of publications; many of which are under its formation programmes (see page 08). It has a dedicated page in *The Catholic News* called "Our Social Mission" which features the social mission work of its member organisations, events as well as articles on Catholic Social Teaching. Many of these articles have been translated into Chinese and published in *Hai Sing Pao*. These articles are available on its website.



Volunteers processing Charities Week 2011 appeal envelopes.



Volunteers helping to distribute golf tee shirts at the CBN Golf for Charity 2011.



Volunteers manning the registration counter at the CHARIS Humanitarian Forum & Fair.

A CATALYST FOR GROWTH

SUPPORT AND ENABLE MEMBER ORGANISATIONS



Volunteers of CHARIS on a house-building mission in Padang, Indonesia.



A therapist engaging residents of Villa Francis Home, a project of Catholic Welfare Services.

MPFSC runs an online counselling chat service for students from selected secondary schools to share their feelings and struggles.

CBN organises regular networking and fellowship sessions to provide members with a network development for business.

“What does love look like? It has the hands to help others. It has the feet to hasten to the poor and needy. It has eyes to see misery and want. It has the ears to hear the sighs and sorrows of men. That is what love looks like.”

- St Augustine of Hippo

Caritas Singapore coordinates and supports the social mission work of 23 Catholic charities and groups under its umbrella. As the enabling body, Caritas Singapore sets a common vision, provides the necessary platforms and resources to help member organisations carry out work for the poor and needy in the community, regardless of faith, language or religion.

A CATALYST FOR GROWTH

COMMUNITY STRATEGY

The Community Strategy Committee of Caritas Singapore helps to develop the Archdiocese's overall strategy to meet community needs.

Following the identification of service gaps by the Community Strategy Committee last year, Caritas Singapore facilitated the start up of two new charity groups, Abilities Beyond Limitations and Expectations (ABLE) and CLARITY Singapore to serve the physically and mentally challenged. It also worked with member organisations to implement new programmes and enhance existing services to better serve community needs.

In 2011, the Community Strategy Committee formed a task force to develop the Archdiocese's framework for helping the poor. The task force group comprises members from Catholic organisations such as Catholic Welfare Services, Society of St Vincent de Paul, Family Life Society, Infant Jesus Homes and Children's Centres,

Roman Catholic Prison Ministry, Marine Parade Family Service Centre, Archdiocesan Commission for Catholic Schools, Caritas Singapore, as well as parishes such as the Church of St Ignatius and the Church of St Mary of the Angels.

The task force's aim is to develop an Archdiocesan framework for helping the poor, based on the principles of Catholic Social Teaching. It seeks to help the poor by working out more upstream help (ie how to prevent the problems that lead to the need for the services) and holistic help (ie to look not just at the particular needs of an individual, but his overall needs, including, for example, employment and physical well-being, and looking beyond the individual to also consider the needs of the family). The task force is studying areas such as providing integrated help by Catholic charities, greater involvement of community in helping the poor and tapping on social enterprises.

MEMBERSHIP AND CAPACITY BUILDING

There are 23 affiliate members under the umbrella of Caritas Singapore (see pages 23 to 24 for the list and profile of members).

As a follow up to the first Leadership Retreat held in 2010, Caritas Singapore organised a Leaders' Forum in July this year for its charity leaders to network, share experiences

and a common vision of social ministry. The session was attended by 31 leaders from its affiliate members.

Strategic planning retreats and workshops were also held in the year for member organisations such as Catholic AIDS Response Effort (CARE) and the Catholic Business Network using the Review of Life methodology.



Members' Event: A Review of Life Workshop conducted by Rev Fr Patrick Goh.



Members' Talk: Connecting Christian Spirituality with Charity by Professor Richard Hardy.



Dr Matthew Mathews, lead researcher, presenting the findings in the "Study of the Poor" project.

A total of 15 talks were organised for member organisations. Topics covered included "Catholic Ethos", "Charity Acts and Code of Governance", "Connecting Christian Spirituality with Charity", "Developing Together", "Christians Developing the World Together" and "Advocacy Based on Catholic Social Teaching".

There were regular meetings and dialogue sessions with individual member organisations to review their needs and discuss about capacity building.

FUNDRAISING

Caritas Singapore raises a common pool of funds to support the social mission work of its member organisations so that they can focus on their core mission of serving those in need. It does this through fundraising events, a GIRO programme platform for donations, and projects organised by supporters.

The major fundraising event was Charities Week 2011, a project held in collaboration with Catholic Welfare Services. It was undertaken during Lent and appeal envelopes were distributed through parishes, Catholic schools and foreign Catholic communities, together with posters. This year's Charities Week raised more than S\$5.5 million from parishes, Catholic schools and business enterprises.

Fundraising Programmes

Programme	Collections S\$	Direct Costs S\$	Indirect Costs S\$	Total Fundraising Costs S\$	Fundraising Ratio %
Charities Week 2011	5,566,243	56,901	53,607	110,508	2.0
Capacity Building Fund	1,105	0	11	11	1.0
Living Water	289,972	1,001	2,793	3,794	1.3
Many Helping Hands	602,159	83,440	5,799	89,239	14.8
Others	1,372,554	5,059	13,219	18,278	1.3
TOTAL	7,832,033	146,401	75,429	221,830	2.8

Many Helping Hands Programme



NTUC Fairprice Foundation contributed \$100,000 to ACMI to fund its key programmes and services that focus on the caring and support of migrant workers.



NTUC Fairprice Foundation donated \$100,000 to Boys' Town Singapore for the Boys' Town Building Fund.



CBN Golf for Charity 2011 organised by the Catholic Business Network at the Sentosa Golf Club with Mr Lim Boon Heng as guest-of-honour, raised a gross amount of \$288,572.

Charities Week 2011

District	Parish	2011 S\$	2010 S\$
City	Cathedral of the Good Shepherd	43,889	67,000
	St Joseph's Church (Victoria Street)	182,266	180,037
	Church of Sts Peter and Paul	23,418	34,223
	Church of Our Lady of Lourdes	18,388	12,667
	Church of the Sacred Heart	32,855	13,056
	Church of St Teresa	83,943	73,018
	Church of St Alphonsus (Novena Church)	41,544	17,831
	Church of St Bernadette	254,502	203,863
	Church of St Michael	38,831	44,930
East	Church of the Holy Family	539,702	386,773
	Church of Our Lady Queen of Peace	162,505	128,919
	Church of St Stephen	56,016	31,935
	Church of Our Lady of Perpetual Succour	354,878	286,735
	Church of the Holy Trinity	187,221	150,438
	Church of the Divine Mercy	93,814	77,681
	Church of St Ignatius	675,572	569,498
	Blessed Sacrament Church	150,974	102,135
West	Church of St Mary of the Angels	184,350	195,826
	Church of St Francis of Assisi	42,242	39,622
	Church of the Holy Cross	420,014	368,230
North	Church of St Joseph (Bukit Timah)	58,093	54,814
	Church of St Anthony	17,229	22,981
	Church of the Holy Spirit	267,852	239,448
	Church of the Risen Christ	132,234	92,837
	Church of Our Lady Star of the Sea	58,499	61,637
	Church of Christ the King	134,128	146,635
Serangoon	Church of the Nativity of the BVM	79,977	69,844
	Church of the Immaculate Heart of Mary	194,464	197,035
	Church of St Francis Xavier	174,920	187,080
	St Anne's Church	131,682	108,303
	Church of St Vincent de Paul	205,726	146,516
Total All Parishes		5,041,728	4,311,547
Others	Schools	156,472	125,194
	Business and Other Donors	368,043	244,572
Grand Total		5,566,243	4,678,113

GRANT MAKING

Funds raised 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 the Finance and Grants Committee and approved by the Board of Caritas Singapore and the Agape Fund Trustees, for any application of Agape Funds.

A total of S\$5,255,877 was approved for this year (see box below).

Group	Amount S\$
Abilities Beyond Limitations and Expectations (ABLE)	450,000
Assisi Hospice ¹	10,000
Archdiocesan Commission for the Pastoral Care of Migrants and Itinerant People	410,100
Boys' Town Singapore ²	611,194
Canossaville Children's Home ³	10,000
Catholic AIDS Response Effort	349,805
Caritas Humanitarian Aid & Relief Initiatives, Singapore (CHARIS)	250,000
Catholic Welfare Services (CWS) ⁴	330,000
CLARITY Singapore	450,000
Family Life Society	941,482
Infant Jesus Homes and Children's Centres	266,400
Marine Parade Family Service Centre	245,754
Morning Star Community Services	347,452
Parish Charitable Works ⁵	294,600
Roman Catholic Prison Ministry	289,090
TOTAL	5,255,877

¹Caritas Singapore directed as grants, a donation received for the benefit of Assisi Hospice.

²Grants to Boys' Town Singapore include two donations totalling S\$125,000 received by Caritas Singapore for its building project.

³Caritas Singapore directed as grants, a donation received for the benefit of Canossaville Children's Home.

⁴Grants to CWS include S\$300,000 being its share of Charities Week 2011 collection and a donation of S\$30,000 received by Caritas Singapore for its St Theresa's Home.

⁵Grants were made to the parishes for various charitable works done by the parishes. A breakdown of the causes is provided on pages 60 to 62.



Dressmaking course offered by ACMI for foreign domestic helpers.



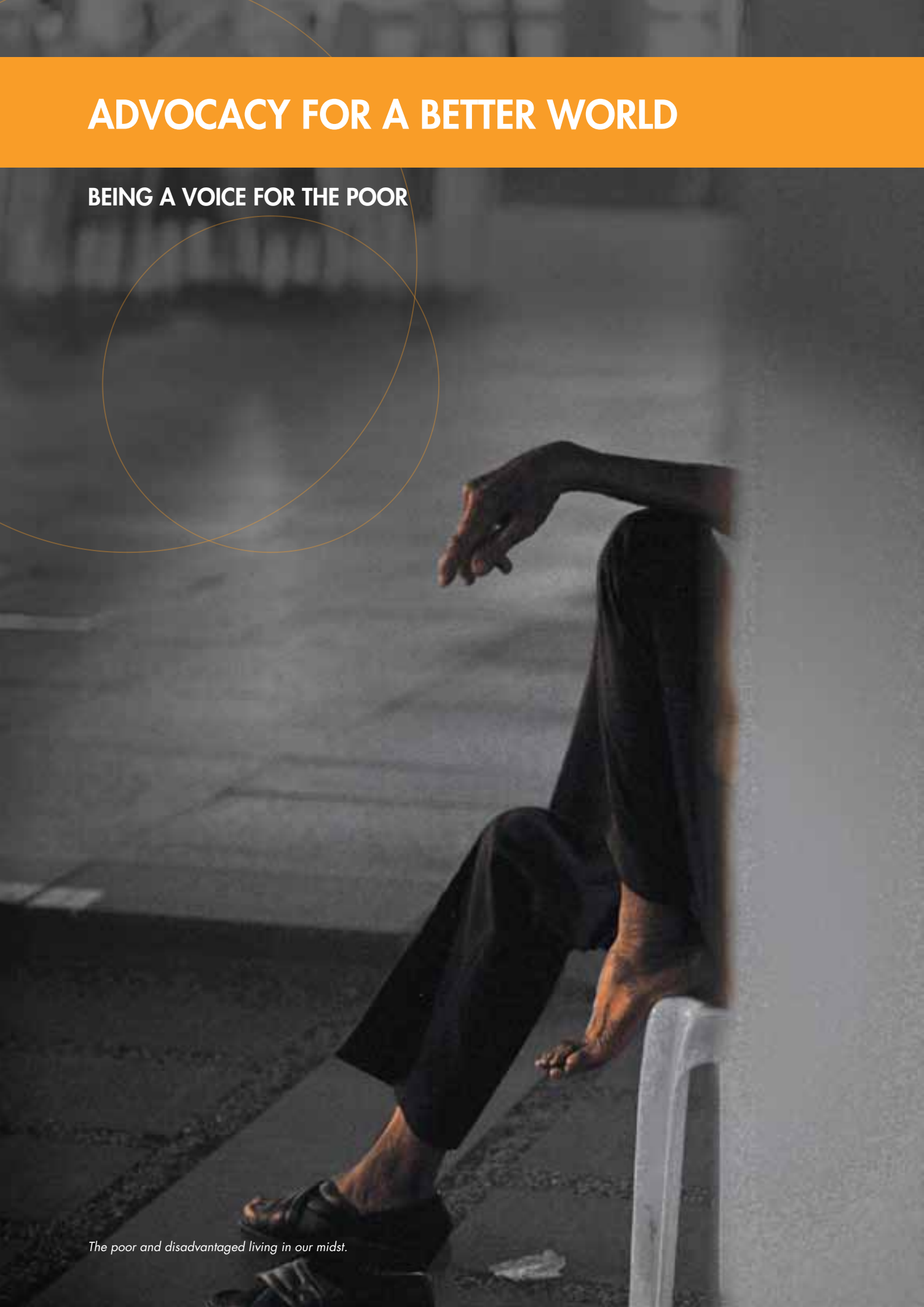
Assisi Hospice's day care centre for adults provides patients with a restful and tranquil place to spend the day.



IJHCC's Sound of Providence music programme accords the children the opportunity to learn, make and create music in their lives.

ADVOCACY FOR A BETTER WORLD

BEING A VOICE FOR THE POOR



The poor and disadvantaged living in our midst.



The poor in society, especially those who were born poor, find it hard to break out of poverty.



The focus of the Caritas Singapore Advocacy Committee is on two key areas of the poor and the disabled.



ABLÉ collaborated with the Handicaps Welfare Association to set up a centre for the physically challenged.

“Charity is the Samaritan who pours oil on the wounds of the traveller who has been attacked. It is justice’s role to prevent the attack.”

- Blessed Frederic Ozanam

We are called to care for the poor and disadvantaged among us. Our care for them goes beyond providing for their immediate needs. We listen to the voice of the silent poor and seek to raise their concerns to the broader community and decision makers aimed at building a more inclusive and cohesive society.

Caritas Singapore and its member organisations strive to be a voice for the poor and marginalised, drawing attention to their circumstances and concerns in Singapore and working towards integral human development.

ADVOCACY FOR A BETTER WORLD

ADVOCACY

Caritas Singapore works in partnership with its member organisations to help the broader community become aware of the causes and plight faced by the poor and marginalised in the community.

Caritas Singapore undertakes research and taps on member organisations' analysis and learning to formulate its advocacy work and strategy. Its work is also rooted in creating strategic partnerships with state and other social institutions, to address policy and practices that are ineffective or create unnecessary barriers to social services.

This year, Caritas Singapore focused its advocacy work on two main areas – the poor and the disabled.

Leveraging on the findings from the Study of the Poor, Caritas Singapore is planning a series of articles on poverty in its Our Social Mission Page as part of its educational programme for the Catholic community.

In the area of the disabled, Caritas Singapore together with its member organisation, ABLÉ, provided inputs to the National Council of Social Service as part of its consultation process to gather feedback from voluntary welfare organisations for the Enabling Master Plan 2012-2016.

A networking session in July was also organised for groups working in the disabled sector to share their views on challenges and issues faced by people with disabilities. The session drew representatives from eight voluntary welfare organisations in Singapore.

In August this year, Rev Monsignor Robert Vitillo who is the Special Advisor on HIV and AIDS for Caritas Internationalis as well as Head of the International Delegation in Geneva gave a talk on his advocacy work. The talk entitled "Advocacy based on Catholic Social Teaching" also touched on the forms and types of advocacy work which Caritas Internationalis engages in.

Advocacy work was also carried out during the year in cooperation with regional Caritas offices. A networking session organised by Catholic Asia Pacific Coalition on HIV/AIDS was attended by CARE, an affiliate member of Caritas Singapore.

A resource manual is being developed to provide guidance to member organisations on channels, protocol and processes for advocacy.



Rev Monsignor Robert Vitillo sharing his work on advocacy with Caritas Singapore member organisations.



A sharing by groups working in the disabled sector on challenges and issues faced by people with disabilities.



Catholic AIDS Response Effort participated in a networking session organised by Catholic Asia Pacific Coalition on HIV/AIDS.



A STRONGER CARITAS NETWORK

STRENGTHEN ORGANISATIONAL STRUCTURES



Caritas Internationalis, a global confederation of 165 national members, is headquartered at the Vatican City.



Volunteers from Roman Catholic Prison Ministry befriend prisoners and their families and offers them spiritual support services during the incarceration.



Family Life Society promotes pro-family and pro-life values through its programmes and services.



Catholic Nurses Guild trains foreign domestic helpers to equip them with care-giving and nursing skills.

“We must travel this road together, united in minds and hearts.”

- Paul VI, Populorum Progressio, 80

We are called to actively participate in the life of communities. In this way, we exercise responsible stewardship by shaping and contributing to the way we make use of the gifts, talents, and resources that have been placed in our care.

Caritas Singapore works with its member organisations to develop processes and structures that promote good governance, management and accountability.

A STRONGER CARITAS NETWORK

SHARED SERVICES AND SUPPORT

Caritas Singapore seeks to synergise resources across the many Catholic charity organisations, and enhance service delivery through collaboration. Member organisations work together in cluster groups to share experiences and increase synergy. Several initiatives for the poor and disabled are undertaken by member organisations on a collaborative basis.

In response to members' feedback and needs, Caritas Singapore developed a staff handbook and a social service guidebook as common resources for members' use. A session is being planned to share knowledge with its members and to brief them on the use of these guidebooks.

The premises of Caritas Singapore are available for member organisations to receive mail and conduct meetings in the city area. Member organisations such as the Catholic Medical Guild, CHARIS, Jesuit Refugee Service Singapore, Faith and Light Community, acts29

and Marine Parade Family Service Centre, have made good use of these facilities. In the past year, as part of its shared services, Caritas Singapore also provided office space for the operation of Catholic Business Network and CLARITY Singapore.

Gifts-in-kind received during the year were channelled to its member organisations:-

- 370 cartons of soft drinks and beverages, which benefitted organisations such as MPFSC, Boys' Town Singapore, IJHCC, Roman Catholic Prison Ministry and four SSVP conferences.
- Lunch hosted by Donna Carmela for 15 SSVP Friends-in-Need.
- 150 tickets to the Chingay procession sponsored by Safe2Travel Pte Ltd which benefitted clients of MPFSC.
- 18 used-laptops which were distributed to ACMI and IJHCC.



Beneficiaries of Marine Parade Family Service Centre cheering at the Chingay Parade.



Society of St Vincent de Paul's Friends-in-Need enjoying a hearty Italian meal.



A CHARIS meeting for volunteers held at Caritas Singapore.

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.

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.

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.

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.

Assisi Hospice

The Assisi Hospice provides integrated high 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.

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.

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.

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.

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.

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.

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.

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.

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.

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 five homes for the aged, and a crisis centre for teenagers and women, namely:

- Villa Francis Home
- St Joseph's Home
- St Theresa's Home
- St Vincent Home
- Gift of Love Home
- Good Shepherd Centre

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.

CLARITY Singapore Limited

CLARITY aims to provide rehabilitation, support and essential training to help people from low- to middle-income families manage their mental health conditions, so that they can regain self-confidence, recover and discover their abilities and beauty in life.

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.

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:

- Beginning Experience
- Choice
- Couple Empowerment Programme
- Couples for Christ
- Engaged Encounter
- Marriage Encounter
- Marriage Preparation Course
- Natural Family Planning
- Pregnancy Crisis Service
- Retrouvaille

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.

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.

Marine Parade Family Service Centre (MPFSC)

MPFSC runs a comprehensive range of social services helping individuals to realise their own potential; empower families to increase their functionality; and nurture the community to strengthen its bonds, in the East Coast area. It also runs Cyber-Counselling for the Youth, and a Good Life at South East programme which promotes productive ageing among the elderly.

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, a prison service to help inmates and their families, and various other counselling, outreach and support services.

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.

Society of St Vincent de Paul (SSVP)

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.

PEOPLE AT CARITAS SINGAPORE

- BOARD OF DIRECTORS
- AGAPE FUND TRUSTEES
- COMMITTEES
- EXECUTIVE TEAM

BOARD OF DIRECTORS



From left to right: Stephen Chu, Kwek Mean Luck, Sr Maria Lau, IJS, Laurence Lien, Thomas Teo, Anthony Soo, Linda Low, George Lim, Angela Lee, Friar John-Paul Tan, OFM, Rev Fr Patrick Goh, Rev Monsignor Eugene Vaz, Jane Foo, Wendy Louis, Paul Foo

	Members	Date of appointment	Committees⁽¹⁾	Other information
1.	George Lim (Chairman wef January 2011)	September 2006	- Chairman, Executive Committee - Nomination Committee	- Deputy Chairman, Caritas Singapore from September 2006 to 31 December 2010 - Volunteer, Jesuit Refugee Service Singapore, an affiliate member of Caritas Singapore - Partner, Wee Tay & Lim LLP
2.	Laurence Lien (Deputy Chairman wef January 2011)	September 2006	- Chairman, Advocacy Committee - Executive Committee	- Chief Executive Officer, National Volunteer and Philanthropy Centre
3.	Stephen Chu	January 2011	Chairman, Fundraising Committee	- Consultant, Asia Resource Corp Pte Ltd
4.	Jane Foo	January 2011	Chairman, Audit Committee	- Compliance Manager, ANZ Bank
5.	Paul Foo	September 2006	- Chairman, Volunteers and Parishes Committee - Nomination Committee	- President, Society of St Vincent de Paul, an affiliate member of Caritas Singapore - Sole Proprietor, MM Engineering Consultant
6.	Rev Fr Patrick Goh	September 2006	- Executive Committee - Advocacy Committee	- Chancellor, Singapore Catholic Archdiocese - Parish Priest, Church of the Holy Family
7.	Kwek Mean Luck	September 2006	Chairman, Community Strategy Committee	- Deputy Secretary (Industry), Ministry of Trade and Industry.

	Members	Date of appointment	Committees⁽¹⁾	Other information
8.	Sr Maria Lau, IJS	September 2006	Chairman, Formation Committee	<ul style="list-style-type: none"> - Provincial, Infant Jesus Sisters - Council Member, Inter-religious Organisation - Constitutional Head, Infant Jesus Homes and Children's Centres, an affiliate member of Caritas Singapore
9.	Angela Lee	January 2011	Formation Committee	<ul style="list-style-type: none"> - Volunteer, Jesuit Refugee Service Singapore, an affiliate member of Caritas Singapore - Homemaker
10.	Wendy Louis	September 2006	Formation Committee	<ul style="list-style-type: none"> - Executive Director, Archdiocesan Commission for Catholic Schools - Executive Secretary, Federation of Asian Bishops' Conferences, Office of Laity and Women's Desk
11.	Linda Low	January 2009	Membership Committee	<ul style="list-style-type: none"> - Board Member, HopeHome Limited - Manager, Pet Shop Enterprise
12.	Anthony Soo	January 2011	Chairman, Membership Committee	<ul style="list-style-type: none"> - Board Member, CARE, an affiliate member of Caritas Singapore - Sales Manager, ExxonMobil Chemical Asia Pacific
13.	Friar John-Paul Tan, OFM	January 2011	Chairman, Young Adults Group Task Force	<ul style="list-style-type: none"> - Parish Priest, Church of St Mary of the Angels
14.	Thomas Teo	January 2011	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
15.	Rev Monsignor Eugene Vaz	October 2006	Chairman, Nomination Committee	<ul style="list-style-type: none"> - Board Member, CHARIS, an affiliate member of Caritas Singapore - Vicar General, Singapore Catholic Archdiocese

¹Appointment with effect from 1 January 2011.

AGAPE FUND TRUSTEES



Front Row: Margaret Lien, J Y Pillay, George Lim
Back Row: Dr Lim Cheok Peng, Frank Wong, Willie Cheng

	Members	Date of appointment	Other information
1.	J Y Pillay (Chairman wef November 2006)	November 2006	- Chairman, Council of Presidential Advisers of the Republic of Singapore - Chairman, Tiger Airways Holdings Limited
2.	Willie Cheng	November 2006	- Chairman, CHARIS - Member, Archdiocesan Land and Properties Singapore
3.	Margaret Lien	November 2006	- Chairman, Wah Hin & Co Pte Ltd - Director, Lien Ying Chow Pte Ltd - Governor Emeritus, Lien Foundation
4.	Dr Lim Cheok Peng	August 2007	- Vice Chairman, Parkway Holdings Limited
5.	George Lim	November 2006	- Chairman, Caritas Singapore
6.	Frank Wong	September 2007	- Vice Chairman, Asia Philanthropic Ventures Pte Ltd

COMMITTEES

Board Infrastructural Committees

Audit Committee

Chair : Jane Foo
Members : Patrick Goh
Trillion So
Janice Wu

Executive Committee

Chair : George Lim
Members : Rev Fr Patrick Goh
Laurence Lien

Finance and Grants Committee

Chair : Thomas Teo
Members : Daniel Chan
Thomas Chia
Thomas Goh
Juliana Ng
Joachim Toh
Belinda Young

Nomination Committee

Chair : Rev Monsignor
Eugene Vaz
Members : George Lim
Paul Foo

Board Programme Committees

Advocacy Committee

Chair : Laurence Lien
Members : Robert Conceicao
Karen Goh
Mark Goh
Rev Fr Patrick Goh
Patrick Goh
Lydia Lim
Ng Bee Leng
Rev Fr Paul Staes,
CICM

Fundraising Committee

Chair : Stephen Chu
Members : Amanda Chen
Steve Gan
Agnes Ee-Goh
Peter Goh
Edmund Heng
Evangeline Koh
Gene Lee
Brendan Leong
Godfrey Robert
Philip Seah
Lynda Soong

Membership Committee

Chair : Anthony Soo
Members : Joseph Cheong
Cecilia Chia
Thomas Chia
Christian Choo
Aloysius Goh
Sherlyn Khong
Jennifer Lim
Linda Low
Francis Mane
Sabina Soh
Christine Wong

Board Programme Committees

Community Strategy Committee

Chair : Kwek Meng Luck

Members : Vincent Chua
Genevieve Ding
Karen Goh
Brenda Wee
Christine Wong
Ruth Wong

Volunteers and Parishes Committee

Chair : Paul Foo

Members : Vivian Chung
Cindy Lee
Cyril Lim
Andrew Tan
Raymond Tan
Selena Tan
William Tey
Judy Wee

Formation Committee

Chair : Sr Maria Lau, IJS

Members : Rev Fr David Garcia, OP
Arthur Goh
Angela Lee
Wendy Louis
Rev Monsignor Eugene Vaz

Project Committees

CBN Golf for Charity Organising Committee

Chair : Belinda Young

Members : Willie Cheng
Stephen Chu
Vincent Kong
Denise Pang
Vincent Pong
Tan Peng Chin
Thomas Teo
Eric Teoh
Joachim Toh

Task Force for Helping the Poor

Chair : Kwek Mean Luck

Members : James Chew
Vincent Chua
Genevieve Ding
Paul Foo
Karen Goh
Han Yah Yee
Neetha James
Sheryl Khong
Joyce Koh
Susan Leen
Wendy Louis
Ow Chee Kin
Philip Tong
Brenda Wee
Christine Wong
Ruth Wong
Kevin Yap

Study of the Poor Committee

Chair : Eugene Tan

Members : James Chew
Cecilia Ee
Joyce Koh
George Lim
John Ng
Brenda Wee
Jonathan Yuen

Young Adults Group Task Force

Chair : Friar John-Paul Tan, OFM

Members : Antony Ng
Thomas Teo

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

EXECUTIVE TEAM



Front Row:
Joyce Koh (Executive Director – appointed in June 2007)

Back Row:
Raymond Yong (Membership)
Sue Anne Kuek (PR and Communications)
Juliana Chua (Finance)
Bernadette Lau (Deputy Executive Director)
Stefanie Herman (Fundraising and Partnerships)
Elijah Tan (Grants and Capacity Building)



Our appreciation to Nicholas Pang and Shima Roy for their continuous support of our work in formation and advocacy.

GOVERNANCE AND FINANCIAL REPORT

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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 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 its own code of governance (“the Caritas Singapore Code”) which builds upon the Charity Council Code, setting out its 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				
	Are there board members holding staff appointments.	NA	No	
1.	There is a maximum limit of four consecutive years for the Treasurer position (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 board members is limited to a maximum of two consecutive terms: Board Chairman, Audit Committee Chairman and Finance Committee Chairman.
2.	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 discussed at the Board meeting in September.
3.	The Board has an Audit Committee (or designated Board members) with documented terms of reference.	1.2.1	Complied	The Audit Committee is chaired by a Caritas Singapore Board member, and terms of reference are documented.
4.	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, in line with grant making schedule.

Conflict of interest

5.	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.
6.	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.
7.	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.
8.	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

9.	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 Caritas Singapore.
10.	There are systems for regular supervision, appraisal and professional development of staff.	5.7	Complied	Caritas Singapore has established systems for annual appraisal, development and training needs of staff.
11.	There is a system to address grievances and resolve conflicts.	5.12	Complied	Grievance procedures for staff and volunteers are set out in the Staff Handbook.

Financial Management and Controls

12.	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 Finance and Accounting Policy Manual.
13.	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.
14.	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.
15.	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	Caritas Singapore has established a reserves policy. See Footnote (1).

16.	The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board.	6.4.3	Complied	The Board approves the investment mandate of Caritas Singapore. The Finance and Grants Committee recommends and oversees its cash management and investments.
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Fundraising Practices

17.	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.
18.	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	8.1	Complied	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.
19.	Are Board members remunerated for their Board services.	NA	No	
20.	Does the charity employ paid staff.	NA	Yes	The Executive Committee oversees the hiring of staff.
21.	No staff is involved in setting his or her own remuneration.	2.2	Complied	The Executive Committee oversees the remuneration of staff.
22.	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied	The annual remuneration of its three highest paid staff in salary bands of less than S\$100,000 and subsequent bands of S\$50,000 is disclosed in its financial report.

Public image

23.	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 Report given to interested parties. The Annual Report is available on its website.
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Footnote (1):

Reserves Policy

The Board has established a reserves policy which states:

The reserves policy of Caritas Singapore aims to hold adequate funds to fulfil its role as the Church's umbrella body for its charity and community organisations, and be in line with regulatory requirements and industry best practices. At the same time, as a Church organisation, it does 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 its annual expenditure and is expected to increase proportionately over the years.

Its 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 its 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 its annual fundraising, such as a Capacity Building Fund that is focused on funding its operating needs to make its annual fundraising for its member organisations more effective.

FINANCIAL REPORT

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DIRECTOR'S REPORT

The Board of Directors are pleased to present their report together with the audited financial statements of Caritas Singapore Community Council Limited (the "Council") for the financial year ended 30 September 2011.

MEMBERS OF THE BOARD OF DIRECTORS

The names of the Board of Directors holding office at the date of this report are:

George Lim	(Chairman)
Laurence Lien	(Deputy Chairman)
Stephen Chu	(Member)
Paul Foo	(Member)
Jane Foo	(Member)
Rev Fr Patrick Goh	(Member)
Kwek Mean Luck	(Member)
Sr Maria Lau, IJS	(Member)
Angela Lee	(Member)
Wendy Louis	(Member)
Linda Low	(Member)
Friar John-Paul Tan, OFM	(Member)
Thomas Teo	(Member)
Anthony Soo	(Member)
Rev Monsignor Eugene Vaz	(Member)

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)(g) of the Singapore Companies Act, Cap. 50.

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.

DIRECTORS' CONTRACTUAL BENEFITS

Since the beginning of the financial year, no Director of the Council has received or become entitled to receive a benefit which is required to be disclosed under Section 201(8) of the Companies Act, Cap.50, by reason of a contract made by the Council or a related corporation with the Director, or with a firm of which he is a member, or with a company in which the Director has a substantial financial interest.

DIRECTOR'S REPORT

SHARE OPTIONS

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

AUDITORS

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
24 November 2011

STATEMENT BY THE DIRECTORS

We, George Lim and Laurence Lien, being two of the Directors of Caritas Singapore Community Council Limited (the "Council"), 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 2011, and of the results of the business, changes in funds and cash flows of the Council for the financial year ended 30 September 2011, 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
24 November 2011

INDEPENDENT AUDITORS' REPORT TO THE MEMBER OF CARITAS SINGAPORE COMMUNITY COUNCIL LIMITED

We have audited the accompanying financial statements of Caritas Singapore Community Council Limited (the "Council") set out on pages 43 to 71, which comprise the balance sheet as at 30 September 2011, the statements of financial activities/comprehensive income, statement of changes in funds and statement of cash flows for the financial year ended 30 September 2011, 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, Cap.50 (the "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.

The management is also responsible for ensuring that the 30% cap mentioned in Regulation 15(1) of the Charities Act, Cap. 37 (Institutions of a Public Character) Regulation 2007 has not been exceeded.

AUDITORS' RESPONSIBILITY

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance 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 AUDITORS' REPORT TO THE MEMBER OF CARITAS SINGAPORE COMMUNITY COUNCIL LIMITED

Opinion

In our opinion,

- (i) the financial statements of the Council and the balance sheet and statement of changes in funds of the Council are properly drawn up in accordance with the provisions of the 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 2011 and the results, changes in funds and cash flows of the Council for the financial year ended 30 September 2011.
- (ii) 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.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

During the course of our audit, nothing has come to our attention that the 30% cap mentioned in Regulation 15(1) of the Charities Act, Cap. 37 (Institutions of a Public Character) Regulations 2007 has been exceeded.

Ernst & Young LLP
Public Accountants and
Certified Public Accountants
Singapore
24 November 2011

STATEMENT OF FINANCIAL ACTIVITIES/COMPREHENSIVE INCOME FOR THE FINANCIAL YEAR ENDED 30 SEPTEMBER 2011

	Note	General Fund 2011 \$	Agape Fund 2011 \$	Total 2011 \$
Incoming Resources				
<i>Incoming resources from generated funds</i>				
Voluntary income	3a	1,673,421	5,871,890	7,545,311
Activities for generating funds	3b	30,072	258,500	288,572
Investment income	3c	1,747	8,120	9,867
<i>Incoming resources from charitable activities</i>				
Other incoming resources	4	38,005	–	38,005
Total Incoming Resources		1,743,245	6,138,510	7,881,755
Resources expended				
<i>Costs of generating funds</i>				
Costs of generating voluntary income	5a	33,435	117,522	150,957
Costs of activities for generating funds	5b	7,386	63,487	70,873
Total costs of generating funds		40,821	181,009	221,830
Net incoming resources available for charitable application		1,702,424	5,957,501	7,659,925
Cost of charitable activities	6	1,475,688	4,289,143	5,764,831
Governance costs	8	–	200,536	200,536
		1,475,688	4,489,679	5,965,367
Total resources expended		1,516,509	4,670,688	6,187,197
Net incoming resources, representing total comprehensive income	10	226,736	1,467,822	1,694,558

STATEMENT OF FINANCIAL ACTIVITIES/COMPREHENSIVE INCOME FOR THE FINANCIAL YEAR ENDED 30 SEPTEMBER 2010

	Note	General Fund 2010 \$	Agape Fund 2010 \$	Total 2010 \$
Incoming Resources				
<i>Incoming resources from generated funds</i>				
Voluntary income	3a	1,018,058	4,490,616	5,508,674
Activities for generating funds	3b	144,080	498,316	642,396
Investment income	3c	–	–	–
<i>Incoming resources from charitable activities</i>				
Other incoming resources	4	23,690	9,438	33,128
Total Incoming Resources		1,185,828	4,998,370	6,184,198
Resources expended				
<i>Costs of generating funds</i>				
Costs of generating voluntary income	5a	27,883	123,440	151,323
Costs of activities for generating funds	5b	37,193	122,660	159,853
Total costs of generating funds		65,076	246,100	311,176
Net incoming resources available for charitable application		1,120,752	4,752,270	5,873,022
Cost of charitable activities	6	1,242,803	3,007,041	4,249,844
Governance costs	8	–	194,483	194,483
		1,242,803	3,201,524	4,444,327
Total resources expended		1,307,879	3,447,624	4,755,503
Net (outgoing)/incoming resources, representing total comprehensive income	10	(122,051)	1,550,746	1,428,695

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

BALANCE SHEET AS AT 30 SEPTEMBER 2011

	Note	2011 \$	2010 \$
Non-current asset			
Property, plant and equipment	11	9,903	65,524
Current assets			
Prepayments		13,751	14,281
Other debtors and deposits	12	9,710	11,634
Cash and cash equivalents		11,619,482	9,699,255
		11,642,943	9,725,170
Current liabilities			
Deferred income	13	5,500	–
Creditors and accruals	14	294,680	132,586
		300,180	132,586
Net current assets		11,342,763	9,592,584
Net assets		11,352,666	9,658,108
Funds			
General Fund			
Restricted fund	17	464,636	359,086
Unrestricted fund	18	1,545,737	1,432,471
		2,010,373	1,791,557
Agape Fund			
Restricted fund/Expendable endowment fund	17	641,440	223,290
Unrestricted fund	18	8,700,853	7,643,261
		9,342,293	7,866,551
Total funds		11,352,666	9,658,108

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 2011

	General Fund \$	Agape Fund \$	Total Fund \$
At 30 September 2009	1,938,508	6,290,905	8,229,413
Net (outgoing)/incoming resources, representing total comprehensive income for the financial year	(122,051)	1,550,746	1,428,695
Gross transfers between funds (Note 18)	(24,900)	24,900	–
At 30 September 2010	1,791,557	7,866,551	9,658,108
Net incoming resources, representing total comprehensive income for the financial year	226,736	1,467,822	1,694,558
Gross transfers between funds (Note 18)	(7,920)	7,920	–
At 30 September 2011	2,010,373	9,342,293	11,352,666

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 2011

	2011 \$	2010 \$
Cash flows from operating activities		
Net incoming resources for the year	1,694,558	1,428,695
Adjustments to exclude investment income and non-cash items:		
Interest income	(9,867)	–
Depreciation charge for the year	62,666	13,192
Gifts-in-kind	–	(920)
Operating cash flows before changes in working capital	1,747,357	1,440,967
Changes in working capital		
Decrease in prepayments	530	14,578
Decrease in other debtors and deposits	1,924	801
Increase/(decrease) in deferred income	5,500	(169,900)
Increase in creditors and accruals	162,094	60,734
Net cash inflows from operating activities	1,917,405	1,347,180
Cash flows from investing activities		
Purchase of property, plant and equipment	(7,045)	(54,357)
Interest income received	9,867	–
Net cash flows used in investing activities	2,822	(54,357)
Net increase in cash and cash equivalents	1,920,227	1,292,823
Cash and cash equivalents at the beginning of the financial year	9,699,255	8,406,432
Cash and cash equivalents at the end of the financial year	11,619,482	9,699,255

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

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

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") and the Recommended Accounting Practice ("RAP") 6. They are also subjected to the provisions of the Charities Act, Cap. 37.

The accounting policies have been consistently applied by the Council during the financial year.

The financial statements have been prepared on a historical cost basis. The financial statements are presented in Singapore Dollars (SGD or \$), which is the Council's functional and presentation currency.

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) that are effective for annual periods beginning on or after 1 January 2011. The adoption of these standards and interpretations did not have any effect on the financial performance or position of the Council.

2.3 Standards issued but not yet effective

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

Description	Effective for annual periods beginning on or after
INT FRS 119 Extinguishing Financial Liabilities with Equity Instruments	1 July 2010
Revised FRS 24 Related Party Disclosures	1 January 2011
Amendments to INT FRS 114 Prepayments of a Minimum Funding Requirement	1 January 2011
INT FRS 115 Agreements for the Construction of Real Estate	1 January 2011
Amendments to FRS 107 Disclosures – Transfers of Financial Assets	1 July 2011
Amendments to FRS 12 Deferred Tax – Recovery of Underlying Assets	1 January 2012

2.3 Standards issued but not yet effective (continued)

Except for the revised FRS 24, the directors expect that the adoption of the other standards and interpretations above will have no material impact on the financial statements in the period of initial application. The nature of the impending changes in accounting policy on adoption of the revised FRS 24 is described below.

Revised FRS 24 Related Party Disclosures

The revised FRS 24 clarifies the definition of a related party to simplify the identification of such relationships and to eliminate inconsistencies in its application. The revised FRS 24 expands the definition of a related party and would treat two entities as related to each other whenever a person (or a close member of that person's family) or a third party has control or joint control over the entity, or has significant influence over the entity. The revised standard also introduces a partial exemption of disclosure requirements for government-related entities. The Council is currently determining the impact of the changes to the definition of a related party has on the disclosure of related party transaction. As this is a disclosure standard, it will have no impact on the financial position or financial performance of the Council when implemented in 2012.

2.4 Significant accounting estimates and judgements

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

Key sources of estimation uncertainty

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.

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 accumulated impairment losses.

The initial cost of property, plant and equipment comprises its net purchase price after deducting for any trade discount and rebates, including import duties and non-refundable purchase taxes, any directly attributable costs of bringing the asset to its working condition and location for its intended use, any trade discounts and rebates are deducted in arriving at the purchase price. The costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurs either when the item is acquired or as a consequence of having used the item during a particular period of purposes other than to produce inventories during that period are capitalised. Expenditure incurred after the property, plant and equipment have been put into operation, such as repairs and maintenance and overhaul costs, is normally charged to the statement of financial activities/comprehensive income in the period in which the costs are

2.6 Property, plant and equipment (continued)

incurred. In situations where it can be clearly demonstrated that the expenditure has resulted in an increase in the future economic benefits expected to be obtained from the use of an item of property, plant and equipment beyond its originally assessed standard of performance, the expenditure is capitalised as an additional cost of property, plant and equipment.

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.

When assets are sold or retired, their cost and accumulated depreciation are removed from the financial statements and any gain or loss resulting from their disposal is included in the statement of financial activities/comprehensive income.

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

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 derecognition of the asset is included in the statement of financial activities/comprehensive income in the year the asset is derecognised.

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 2.17 (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. Where the carrying amount of an asset exceeds its recoverable amount, the asset is written down to its recoverable amount. Impairment losses are recognised in the statement of financial activities/comprehensive income as 'other operating expenses'. 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 to sell, recent market transactions are taken into account, if available. If no such transactions can be identified, an appropriate valuation model is used. These calculations are corroborated by valuation multiples, quoted share prices for publicly traded subsidiaries or other available fair value indicators.

An assessment is made at each reporting date as to whether there is any indication that previously recognised impairment losses recognised for an asset may no longer exist or may have decreased. If such indication exists, the recoverable amount is estimated. 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

2.7 Impairment of non-financial assets (continued)

its recoverable amount. That increased amount cannot exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Reversal of an impairment loss is recognised in the statement of financial activities/comprehensive income. After such a reversal, the depreciation charge is adjusted in future periods to allocate the asset's revised carrying amount, less any residual value, on a systematic basis over its remaining useful life.

2.8 Financial assets

Financial assets are recognised on the balance sheet when, and only when, the Council becomes a party to the contractual provisions of the financial instrument.

When the financial assets are recognised initially, they are measured at fair value, plus any directly attributable transaction costs. 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. Such assets are carried at amortised cost using the effective interest method. Gains and losses are recognised in statement of financial activities/comprehensive income when the loans and receivables are derecognised or impaired, and through the amortisation process.

2.9 Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand which are classified and accounted for as loans and receivables. The accounting policy for the category of financial assets is stated in Note 2.8.

2.10 Impairment of financial assets

The Council assesses at each balance sheet date whether there is any objective evidence that a financial asset or group of financial assets is impaired.

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

If there is objective evidence that an impairment loss on loans and receivables carried at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account. The amount of the loss is recognised in the statement of financial activities/comprehensive income.

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

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

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

2.10 Impairment of financial assets (continued)

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

2.11 Derecognition of financial assets

A financial asset is derecognised where the contractual rights to receive cash flows from the asset have expired.

On derecognition, the difference between the carrying amount and the sum of the consideration received is recognised in the statement of financial activities/comprehensive income.

2.12 Financial liabilities

Financial liabilities are recognised on the balance sheet when, and only when, the Council becomes a party to the contractual provisions of the financial instrument. Financial liabilities are initially recognised at fair value plus directly attributable transaction costs and subsequently measured at amortised cost using effective interest rate method.

Gains and losses are recognised in the statement of financial activities/comprehensive income when the liabilities are derecognised as well through the amortisation process. The liabilities are derecognised when the obligation under the liability is discharged or cancelled or expired.

2.13 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 each balance sheet date and adjusted to reflect the current best estimate. If it is no longer probable that an outflow of resources embodying economic benefits 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.

2.14 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 is recorded as deferred income.

2.15 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.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

2.15 Employee benefits (continued)

(b) Employee leave entitlement

Employee entitlements to annual leave are recognised as a liability when they accrue to employees. The estimated liability for leave is recognised for services rendered by employees up to the balance sheet date.

2.16 Leases

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.

2.17 Incoming resources from generated funds

All incoming resources are included in the statement of financial activities/comprehensive income 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. 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) Grants

Such grants are provided by charitable foundations and provide core funding/are of a general nature. This does not include grants which are specifically for the performance of a service or production of charitable goods.

Such income is recognised rateably over the life of the contract.

(c) Membership subscriptions

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

(d) 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.

2.18 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.

2.19 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 cashflow 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.

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.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

2.20 Governance costs

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

2.21 Depreciation of property, plant and equipment

Depreciation is calculated so as to write off the cost of the assets on a straight-line basis over the expected useful lives of the assets concerned. The principal rates used for this purpose are:

Computer equipment	1 year
Donated assets	1 year
Office equipment and furniture	5 years
Leasehold improvements	2 years

A full year's depreciation is charged in the financial year of acquisition. No depreciation is charged in the financial year of disposal. Fully depreciated assets are retained in the financial statements until they are no longer in use.

The useful life and depreciation method are reviewed annually to ensure that the method and period of depreciation are consistent with the expected pattern of economic benefits from items of property, plant and equipment.

2.22 Funds 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 ongoing 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 St. Jude Fund was created in November 2010 for restricted donations made by donors crossing more than one fiscal year. Non tax-exempt donations for the St. Jude Fund would be credited into the General Fund. An amount of \$60,000 was thus credited into the St. Jude Fund within the General Fund by the same major donor who contributed S\$500,000 to the Agape Fund (see below).
- 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 2011

2.23 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.

2.24 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.

3. INCOMING RESOURCES FROM GENERATING FUNDS

(a) Voluntary income

	General Fund			Agape Fund			Total
	Unrestricted	Restricted/ Endowment	Total	Unrestricted	Restricted/ Endowment	Total	
	\$	\$	\$	\$	\$	\$	\$
Year ended 30.9.2011							
Donations	1,390,516	281,055	1,671,571	5,316,740	555,150	5,871,890	7,543,461
Membership subscriptions	1,850	–	1,850	–	–	–	1,850
Gifts-in-kind	–	–	–	–	–	–	–
	<u>1,392,366</u>	<u>281,055</u>	<u>1,673,421</u>	<u>5,316,740</u>	<u>555,150</u>	<u>5,871,890</u>	<u>7,545,311</u>
Year ended 30.9.2010							
Donations	966,163	48,758	1,014,921	4,472,916	17,700	4,490,616	5,505,537
Membership subscriptions	2,217	–	2,217	–	–	–	2,217
Gifts-in-kind	920	–	920	–	–	–	920
	<u>969,300</u>	<u>48,758</u>	<u>1,018,058</u>	<u>4,472,916</u>	<u>17,700</u>	<u>4,490,616</u>	<u>5,508,674</u>

Included in donations is an amount of \$5,871,890 (2010: \$4,490,616) for which tax-exempt receipts have been issued.

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

3. INCOMING RESOURCES FROM GENERATING FUNDS (continued)

(b) Activities for generating funds

	General Fund			Agape Fund			Total \$
	Unrestricted \$	Restricted/ Endowment \$	Total \$	Unrestricted \$	Restricted/ Endowment \$	Total \$	
Year ended 30.9.2011							
CBN Golf for Charity	30,072	–	30,072	258,500	–	258,500	288,572
	<u>30,072</u>	<u>–</u>	<u>30,072</u>	<u>258,500</u>	<u>–</u>	<u>258,500</u>	<u>288,572</u>
Year ended 30.9.2010							
"Down Memory Lane" charity dinner	116,690	–	116,690	160,400	–	160,400	277,090
CBN Golf for Charity	20,572	–	20,572	273,416	–	273,416	293,988
Sing for Charity	–	6,818	6,818	–	64,500	64,500	71,318
	<u>137,262</u>	<u>6,818</u>	<u>144,080</u>	<u>433,816</u>	<u>64,500</u>	<u>498,316</u>	<u>642,396</u>

The Council commenced the activities for generating funds during the current financial year. Included in the receipts is an amount of \$258,500 (2010: \$498,316) for which tax exempt receipts have been issued.

(c) Investment income

	General Fund			Agape Fund			Total \$
	Unrestricted \$	Restricted/ Endowment \$	Total \$	Unrestricted \$	Restricted/ Endowment \$	Total \$	
Year ended 30.9.2011							
Interest income from short term deposits placed with a bank	1,747	–	1,747	8,120	–	8,120	9,867
Year ended 30.9.2010							
Interest income from short term deposits placed with a bank	–	–	–	–	–	–	–

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	General Fund Unrestricted \$	Agape Fund Unrestricted \$	Total \$
Year ended 30.9.2011			
VWO's-Charities Capability Fund	38,005	–	38,005
	<u>38,005</u>	<u>–</u>	<u>38,005</u>
Year ended 30.9.2010			
Social Mission Conference	18,318	–	18,318
Other	5,372	9,438	14,810
	<u>23,690</u>	<u>9,438</u>	<u>33,128</u>

The Council received a grant amount of \$38,005 (2010: \$nil) from the National Council of Social Service to cofund the engagement of external consultants for two consultancy projects.

Other incoming resources include jobs credits received from the Singapore Government, amounting to \$nil (2010: \$1,587) and \$nil (2010: \$9,438) for General Fund and Agape Fund respectively.

5. COSTS OF GENERATING FUNDS

(a) *Costs of generating voluntary income*

	General Fund Unrestricted \$	Agape Fund Unrestricted \$	Total \$
Year ended 30.9.2011			
Direct costs	16,729	58,799	75,528
Staff costs	10,432	36,669	47,101
Support costs (Note 9)	6,274	22,054	28,328
	<u>33,435</u>	<u>117,522</u>	<u>150,957</u>
Year ended 30.9.2010			
Direct costs	13,744	60,848	74,592
Staff costs	9,597	42,487	52,084
Support costs (Note 9)	4,542	20,105	24,647
	<u>27,883</u>	<u>123,440</u>	<u>151,323</u>

(b) *Costs of activities for generating funds*

	General Fund Unrestricted \$	Agape Fund Unrestricted \$	Total \$
Year ended 30.9.2011			
Direct costs	7,386	63,487	70,873
Year ended 30.9.2010			
Direct costs	37,193	122,660	159,853

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

6. COSTS OF CHARITABLE ACTIVITIES

	General Fund			Agape Fund			Total
	Unrestricted	Restricted/ Endowment	Total	Unrestricted	Restricted/ Endowment	Total	
	\$	\$	\$	\$	\$	\$	\$
Year ended 30.9.2011							
Formation expenditure							
- Direct costs	37,821	-	37,821	-	-	-	37,821
- Support costs (Note 9)	25,753	-	25,753	-	-	-	25,753
- Staff costs	42,820	-	42,820	-	-	-	42,820
Grant and other charitable activities expenditure							
- Direct costs	-	-	-	11,694	-	11,694	11,694
- Support costs (Note 9)	-	-	-	146,792	-	146,792	146,792
- Staff costs	-	-	-	244,074	-	244,074	244,074
- Grant expenditure (Note 7)	1,193,790	175,504	1,369,294	3,749,583	137,000	3,886,583	5,255,877
	<u>1,300,184</u>	<u>175,504</u>	<u>1,475,688</u>	<u>4,152,143</u>	<u>137,000</u>	<u>4,289,143</u>	<u>5,764,831</u>
Year ended 30.9.2010							
Formation expenditure							
- Direct costs	34,012	-	34,012	-	-	-	34,012
- Support costs (Note 9)	22,750	-	22,750	-	-	-	22,750
- Staff costs	48,078	-	48,078	-	-	-	48,078
Grant and other charitable activities expenditure							
- Direct costs	20,500	-	20,500	63,701	-	63,701	84,201
- Support costs (Note 9)	-	-	-	92,898	-	92,898	92,898
- Staff costs	-	-	-	196,318	-	196,318	196,318
- Grant expenditure (Note 7)	891,987	225,476	1,117,463	2,572,124	82,000	2,654,124	3,771,587
	<u>1,017,327</u>	<u>225,476</u>	<u>1,242,803</u>	<u>2,925,041</u>	<u>82,000</u>	<u>3,007,041</u>	<u>4,249,844</u>

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

7. GRANT EXPENDITURE IN FURTHERANCE OF THE COUNCIL'S OBJECTS

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

	2011 \$	2010 \$
Abilities Beyond Limitations and Expectations (ABLE) ^{1,4}	450,000	–
Assisi Hospice ^{1,4}	10,000	–
Boys' Town Singapore ^{1,4}	611,194	469,440
Canossaville Children's Home (CCH) ^{1,4}	10,000	–
Catholic Welfare Services ^{1,4}	300,000	500,000
Catholic AIDS Response Effort (CARE) ^{1,4}	349,805	204,289
CLARITY Singapore Ltd (CLARITY) ^{1,4}	450,000	–
Infant Jesus Homes and Children's Centres (IJHCC) ¹	266,400	–
St. Theresa's Home (programme under CWS) ⁴	30,000	–
Family Life Society (FLS) ^{1,4}	941,482	838,322
Morning Star Community Services (MSCS) ¹	347,452	675,626
Marine Parade Family Service Centre (MPFSC) ¹	245,754	170,736
Roman Catholic Prison Ministry (RCPM) ^{2,4}	289,090	147,200
Archdiocesan Commission for the Pastoral Care of Migrants and Itinerant People (ACMI) ²	410,000	330,000
Caritas Humanitarian Aid & Relief Initiatives, Singapore (CHARIS) ²	250,000	101,174
Singapore Pastoral Institute ³	–	12,000
Parishes ⁵	294,600	322,800
	5,255,877	3,771,587

¹ These are IPC affiliate member organisations of the Council. CARE obtained its IPC status on 1 November 2010.

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

³ This is a non IPC organisation.

⁴ These grants include partial or whole donations credited to the St. Jude Fund as follows:

	2011 \$	2010 \$
General Fund		
CARE	10,000	–
RCPM	50,000	–
	60,000	–

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

7. GRANT EXPENDITURE IN FURTHERANCE OF THE COUNCIL'S OBJECTS (continued)

	2011 \$	2010 \$
Agape Fund		
ABLE	5,000	–
Assisi Hospice	10,000	–
Boys' Town Singapore	5,000	–
Boys' Town Singapore - Building Project	25,000	–
Canossaville Children's Home	10,000	–
Catholic Welfare Services Programmes:		
- Gift of Love Home	2,000	–
- Good Shepherd Centre	2,000	–
- St. Joseph's Home	2,000	–
- St. Theresa's Home	2,000	–
- St. Theresa's Home Dental Project	30,000	–
- St. Vincent Home	2,000	–
- Villa Francis Home for the Aged	2,000	–
CLARITY	5,000	–
FLS - Pregnancy Crisis Services	35,000	–
	137,000	–
	197,000	–

⁵ The Council provided grants to 21 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:

	2011 \$	2010 \$
Financial assistance to individuals/families in crisis	124,100	104,800
Food vouchers/rations to the poor	23,500	38,000
Aid programme to migrant workers	20,000	18,350
Medical clinic programme	–	11,600
Soup Kitchen/St. Anthony's Bread programme	41,600	31,500
Aid programme to needy students	11,000	28,500
General assistance programme for poor and elderly	22,000	30,700
SSVP Conferences ⁶	47,400	37,750
Assisi Hospice ⁷	–	4,200
Boys' Town Singapore ⁸	–	3,100
IJ Homes and Children's Centres ⁹	–	3,100
St. Joseph's Home ¹⁰	–	3,100
St. Theresa's Home ¹¹	–	3,100
Others	5,000	5,000
	294,600	322,800
	294,600	322,800

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

7. GRANT EXPENDITURE IN FURTHERANCE OF THE COUNCIL'S OBJECTS (continued)

- ⁶ 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 29 parishes. These Conferences are grouped into five particular councils under a National Council. 8 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.
- ⁷ The Assisi Hospice provides integrated palliative care.
- ⁸ Boys' Town Singapore cares for youths at risk who primarily come from large troubled single parent and financial needy families.
- ⁹ IJ Homes and Children's Centres care for children who need protection, those facing emotional crisis or are otherwise at risk.
- ¹⁰ St. Joseph's Home provides shelter, care and love for the aged and destitute.
- ¹¹ St. Theresa's Home is a voluntary welfare nursing home that seeks to provide quality holistic care for the elderly and aged sick.

8. GOVERNANCE COSTS

	General Fund Unrestricted \$	Agape Fund Unrestricted \$	Total \$
Year ended 30.9.2011			
Direct costs	–	49,676	49,676
Staff costs	–	94,204	94,204
Support costs (Note 9)	–	56,656	56,656
	–	200,536	200,536
Year ended 30.9.2010			
Direct costs	–	41,022	41,022
Staff costs	–	104,168	104,168
Support costs (Note 9)	–	49,293	49,293
	–	194,483	194,483

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 2011

9. SUPPORT COSTS

	Costs of generating funds \$	Costs of formation activities \$	Costs of charitable activities \$	Governance costs \$	Total support costs \$
Year ended 30.9.2011					
Finance	802	730	4,158	1,605	7,295
Information technology	8,579	7,799	44,456	17,158	77,992
Human resources	8,735	7,940	45,260	17,469	79,404
Corporate resources	10,212	9,284	52,918	20,424	92,838
	<u>28,328</u>	<u>25,753</u>	<u>146,792</u>	<u>56,656</u>	<u>257,529</u>
Year ended 30.9.2010					
Finance	958	884	3,609	1,915	7,366
Information technology	3,984	3,677	15,015	7,967	30,643
Human resources	8,018	7,401	30,222	16,036	61,677
Corporate resources	11,687	10,788	44,052	23,375	89,902
	<u>24,647</u>	<u>22,750</u>	<u>92,898</u>	<u>49,293</u>	<u>189,588</u>

10. NET INCOMING RESOURCES

Net incoming resources are stated after charging:

	2011 \$	2010 \$
Auditors' remuneration		
- Audit fees	15,000	15,000
Depreciation	62,666	13,192
Rental expense	51,720	52,858
	<u>129,386</u>	<u>81,050</u>

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

11. PROPERTY, PLANT AND EQUIPMENT

	Computer equipment \$	Donated assets \$	Office equipment and furniture \$	Leasehold improvements \$	Total \$
Cost:					
At 30 September 2009 and 1 October 2009	26,741	5,978	36,499	30,673	99,891
Additions	49,863	920	4,494	–	55,277
At 30 September 2010	76,604	6,898	40,993	30,673	155,168
Additions	6,694	–	351	–	7,045
At 30 September 2011	83,298	6,898	41,344	30,673	162,213
Accumulated depreciation:					
At 30 September 2009 and 1 October 2009	22,932	5,978	17,955	29,587	76,452
Charge for the year	4,140	77	7,889	1,086	13,192
At 30 September 2010	27,072	6,055	25,844	30,673	89,644
Charge for the year	53,670	843	8,153	–	62,666
At 30 September 2011	80,742	6,898	33,997	30,673	152,310
Net carrying amount:					
At 30 September 2011	2,556	–	7,347	–	9,903
At 30 September 2010	49,532	843	15,149	–	65,524

12. OTHER DEBTORS AND DEPOSITS

	2011 \$	2010 \$
Other debtors	–	1,774
Deposits	9,710	9,860
	9,710	11,634

13. DEFERRED INCOME

The movement in deferred income is as follows:

	2011 \$	2010 \$
Balance at beginning of the year	–	169,900
Incoming resources received during the year	5,500	–
Transfer to comprehensive income statement	–	(169,900)
Balance at end of the year	5,500	–

Deferred income of \$nil (2010: \$169,900) has been recognised as income (Note 3(b)).

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

14. CREDITORS AND ACCRUALS

	2011 \$	2010 \$
Accruals	67,013	130,919
Grants Payable - Agape	226,000	-
Others	1,667	1,667
	294,680	132,586

15. COMMITMENTS

The Council leases offices under non-cancellable lease agreements. The leases, which do not have purchase options, expire at various dates till 31 October 2011. Future minimum rentals under non-cancellable operating leases are as follows:

	2011 \$	2010 \$
Within one year	4,627	55,524
After one year but not more than five years	-	4,627
After five years	-	-
	4,627	60,151

Commitments in the current financial year include a sum of \$342 (2010: \$4,446) for the rental of office space to CHARIS, a member organisation of the Council. The Council has a back to back lease agreement with CHARIS for the rental of its office space.

As the owner of 55 Waterloo Street has plans to renovate the building, they have not entered into a new lease agreement with the Council. In the meantime, the owner has allowed the Council to continue the tenancy on a month to month basis until such time when the owner serves the notice to vacate. The Council is currently looking for an alternative office space.

16. LEASE RECEIVABLE

The Council has a back to back lease agreement with CHARIS for the rental of its office space. The lease, which does not have purchase options, expires on 31 October 2011. Future minimum lease receivable under non-cancellable operating leases are as follows:

	2011 \$	2010 \$
Within one year	342	4,104
After one year but not more than five years	-	342
After five years	-	-
	342	4,446

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

17. RESTRICTED AND EXPENDABLE ENDOWMENT FUNDS

	Balance at beginning of the year \$	Incoming resources \$	Resources expended \$	Balance at end of the year \$
2011				
General Fund				
<i>ACMI</i> ¹	–	120,000	–	120,000
<i>Boys' Town Singapore</i> ¹	–	100,000	100,000	–
<i>FLS</i> ¹	15,505	–	15,505	–
<i>St. Jude Fund</i> ²	–	60,000	60,000	–
<i>Capacity Building Fund</i> ³	343,581	1,055	–	344,636
	<u>359,086</u>	<u>281,055</u>	<u>175,505</u>	<u>464,636</u>
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>St. Jude Fund</i> ²	–	500,000	137,000	363,000
<i>Capacity Building Fund</i> ³	223,290	50	–	223,340
	<u>223,290</u>	<u>555,150</u>	<u>137,000</u>	<u>641,440</u>
Total restricted and expendable endowment funds	582,376	836,205	312,505	1,106,076
Total unrestricted funds (Note 18)	9,075,732	7,045,550	5,874,692	10,246,590
Total funds	<u>9,658,108</u>	<u>7,881,755</u>	<u>6,187,197</u>	<u>11,352,666</u>

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

17. RESTRICTED AND EXPENDABLE ENDOWMENT FUNDS (continued)

	Balance at beginning of the year \$	Incoming resources \$	Resources expended \$	Balance at end of the year \$
2010				
General Fund				
ACMI ¹	188,108	30,000	218,108	–
CARE ¹	–	3,409	3,409	–
RCPM ¹	–	3,409	3,409	–
CHARIS ¹	–	550	550	–
FLS ¹	–	15,505	–	15,505
Capacity Building Fund ³	340,877	2,704	–	343,581
	<u>528,985</u>	<u>55,577</u>	<u>225,476</u>	<u>359,086</u>
Agape Fund				
CWS ¹	–	17,500	17,500	–
FLS ¹	–	64,500	64,500	–
Capacity Building Fund ³	223,090	200	–	223,290
	<u>223,090</u>	<u>82,200</u>	<u>82,000</u>	<u>223,290</u>
Total restricted and expendable endowment funds	752,075	137,777	307,476	582,376
Total unrestricted funds (Note 18)	7,477,338	6,046,421	4,448,027	9,075,732
Total funds	<u><u>8,229,413</u></u>	<u><u>6,184,198</u></u>	<u><u>4,755,503</u></u>	<u><u>9,658,108</u></u>

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

² See Note 2.22 for background and further explanation of the St. Jude Fund, and Note 7 (Footnote 4) 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 2011

18. UNRESTRICTED FUNDS

	Balance at beginning of the year \$	Incoming resources \$	Resources expended \$	Gross transfers between funds \$	Balance at end of the year \$
2011					
General Fund	1,432,471	1,462,190	1,341,004	(7,920)	1,545,737
Agape Fund	7,643,261	5,583,360	4,533,688	7,920	8,700,853
Total (Note 17)	9,075,732	7,045,550	5,874,692	-	10,246,590
2010					
General Fund	1,409,523	1,130,251	1,082,403	(24,900)	1,432,471
Agape Fund	6,067,815	4,916,170	3,365,624	24,900	7,643,261
Total (Note 17)	7,477,338	6,046,421	4,448,027	-	9,075,732

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.

19. 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.

20. RELATED PARTY TRANSACTIONS

The following significant transactions took place during the year:

	2011 \$	2010 \$
Grant expenditure (Note 7)		
- CHARIS	250,000	101,174
- CARE	349,805	204,289
- IJHCC	266,400	-

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

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

21. EMPLOYEE BENEFITS

	General Fund Unrestricted \$	Agape Fund Unrestricted \$	Total \$
2011			
Salaries and leave accruals	17,651	364,416	382,067
Central provident fund contributions	2,131	44,000	46,131
Other short-term benefits	3,669	75,736	79,405
	23,451	484,152	507,603
2010			
Salaries and leave accruals	16,155	342,839	358,994
Central provident fund contributions	1,874	39,778	41,652
Other short-term benefits	2,776	58,903	61,679
	20,805	441,520	462,325

22. COMPENSATION OF KEY MANAGEMENT PERSONNEL

	2011 \$	2010 \$
Salaries, bonus and other benefits-in-kind	236,000	197,500
Central provident funds contributions	54,427	22,950
	290,427	220,450

The above compensation relates to the top three executives, with the following remuneration bands:

\$100,001 to \$150,000	1
Below \$100,000	2

23. TAXATION

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

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

24. 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 at bank. 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.

(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:

	One year or less \$
2011	
<i>Financial assets:</i>	
Cash and cash equivalents	11,619,482
Total undiscounted financial assets	<u>11,619,482</u>
<i>Financial liabilities:</i>	
Creditors and accruals	293,013
Total undiscounted financial liabilities	<u>293,013</u>
Total net undiscounted financial assets	<u><u>11,326,469</u></u>

NOTES TO THE FINANCIAL STATEMENTS - 30 SEPTEMBER 2011

24. FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES (continued)

	One year or less \$
2010	
Financial assets:	
Other debtors and deposits	1,774
Cash and cash equivalents	9,699,255
Total undiscounted financial assets	9,701,029
Financial liabilities:	
Creditors and accruals	130,919
Total undiscounted financial liabilities	130,919
Total net undiscounted financial assets	9,570,110

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 short term deposits and these are placed with financial institutions of high credit standing and regulated.

25. RESERVES MANAGEMENT

The reserves of the Council comprise the General Fund and CSCC Agape 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.

26. FINANCIAL INSTRUMENTS

Fair values

The fair value of a financial instrument is the amount at which the instrument could be exchanged or settled between knowledgeable and willing parties in an arm's length transaction, other than in a forced or liquidation sale.

Financial instruments whose carrying amount approximate fair value

Management has determined that the carrying amounts of cash and cash equivalents, other debtors and deposits and, creditors and accruals, based on their notional amounts, reasonably approximate their fair values because these are mostly short term in nature.

27. AUTHORISATION OF FINANCIAL STATEMENTS FOR ISSUE

The financial statements for the financial year ended 30 September 2011 were authorised for issue in accordance with a resolution of the Directors on 24 November 2011

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, 6 Shenton Way, DBS Building Tower One, Singapore 068809
Registered Office	: 55 Waterloo Street #09-03, Catholic Welfare Centre, Singapore 187954
Telephone	: +65 6337 3711
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**

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