

CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022

1. **PURPOSE & OBJECTS**

1.1 The object of the Charity is to provide holistic care and support to People Living With HIV/AIDS (PLWHAs) and their families. It includes providing basic needs like temporary housing and meals as well as emotional and spiritual support whenever required.

1.2 Our Vision:
"Be a sign of God's love in restoring dignity of PLWHAS accepted by society without prejudice or discrimination."

1.3 Our Mission:

1.3.1 To cater to the spiritual, psychological, financial and physical wellbeing of People Living with HIV/AIDS (PLWHAS) so as to give them hope to live a fulfilling life.

1.3.2 To help raise the level of public awareness of HIV/AIDS, and to promote greater compassion and understanding towards PLWHAs.

1.4 Our core values are built upon Christian values taught to us through Scriptures as well as the Catholic Social Teachings and doctrines of the Catholic Church. We respect the dignity of the human person and this is the basis of all our dealings with beneficiaries, volunteers and staff.

In the delivery of care to our beneficiaries, we are committed to practices promoted by the Caritas Principles of Service which covers the 5 areas of serving with dignity, choice and participation, personal and family responsibility, short-term relief and long-term improvements, and empowerment.

2. **OVERVIEW**

2.1 Catholic AIDS Response Effort (CARE) was registered as a Society on 2 August 2004.

2.2 CARE was registered as a Charity under the Charities Act (Chapter 37) since 7 July 2006.

2.3 **IPC Status**

2.3.1 CARE has been accorded Institution of Public Character status from 1 February 2020 to 31 January 2022. Towards the end of 2021, an application was submitted for renewal of our IPC Status. Our IPC status has been extended to 31 January 2024.

2.3.2 The Governance Evaluation for year 2021 will be submitted after the 2022 AGM. Members may log on to the Charity Portal (www.charities.gov.sg) for more details for past evaluations.

2.3.3 In accordance with the Revised Code of Governance, the Management Committee (MC) has formed an Audit Committee to look into audit of the Charity's internal processes. The Committee has identified several areas for audit and is looking at appointing an external

**CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022**

agency to conduct internal audit. It is planned to conduct the first round of internal audit before the end of 2022.

2.4 CARE has a Constitution, lodged with the Registry of Societies, as its governing instrument.

2.5 Other Information

UEN – T04SS0204E

Bankers – DBS Bank and Standard Chartered Bank

Auditor – Tan, Chan & Partners

3. **GOVERNING BOARD**

3.1 Members of the Governing Board

3.1.1 In the course of the year under review, an Annual General Meeting (AGM) was held on 20 May 2021.

3.1.2 The following members were elected to the MC for 2021/2022:

Post	Name	Employment	Past Charity Board Appointments
President *	President	CEO, Essentia Partners Pte Ltd	Vice President, CARE (2016-May 2020) President, CARE (2020-May 2021)
Vice President	Antony Ng	Advisor, D'Crypt Pte Ltd	Treasurer, CARE (2020- May 2021) Board Member, CHARIS 2019-2020
Secretary	Nicholas Chee	Retired	Secretary, CARE (2017-May 2021)
Treasurer	Anthony Soo	Retired	President, CARE (2016-May 2020) Treasurer, CARE (2020-May 2021) Vice-Chairman, Caritas Singapore (2015-2018)
Member	Francois Bretault	French Teacher SJI International	MC Member, CARE (since 2017)

**CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022**

			Founding & Board Member, Centre for Interfaith Understanding (2019 to present) Council Member, Archdiocesan Catholic Council for Interreligious Dialogue (2013-2020)
Member	Jacinta Rajoo	Director, Blanchard Pte Ltd	President, CARE (2012-July 2015)
Member	Susanna Goh	Office Manager, PK Wong & Nair LLC	Treasurer, CARE (2016-May 2018)

* Ambrose Tan continued to serve his 2nd year (1st Term) as President.

3.1.3 Fr Kenson Koh continued as Spiritual Director. Fr Kenson is the Parish Priest of the Church of the Nativity of the Blessed Virgin Mary.

3.1.4 At the time of writing this report, the 2021/2022 MC met four times. This meets with the requirements of both CARE Constitution and the Code of Governance for IPCs. Attendance at the meetings is as follows:

Name	Attendance	Percentage
Rev Fr Kenson Koh	5/5	100%
Ambrose Tan	5/5	100%
Antony Ng	5/5	100%
Nicholas Chee	4/5	80%
Anthony Soo	4/5	80%
Susanna Goh	5/5	100%
Francois Bretault	4/5	80%
Jacinta Rajoo	3/5	60%

3.1.5 The Charity has put in place documented procedures for MC Members and staff to declare actual or potential conflicts of interests on a need-to basis. MC members also abstain and do not participate in decision-making on matters where there is conflict of interest.

3.1.6 The Charity has in place a whistle-blowing policy to address concerns about possible wrongdoing or improprieties in financial or other matters within the charity. Concerned members may submit their feedback to whistleblowing@care.org.sg and your feedback will be directed to someone who is independent of the MC with no vested interest.

CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022

3.1.7 Representatives from our Sector Regulator, Ministry of Social & Family Services, held an engagement session with members of the CARE MC and Staff on 12 August 2021. The meeting discussed ways to strengthen the Charity's governance.

4. **MANAGEMENT**

4.1 Executive Management Team

The following form the Executive Management Team:

<u>Name</u>	<u>Designation</u>	<u>Date Joined</u>
Michael Charles Loh	Executive Director	1 May 2011
Florence Seah	Programme Manager	1 July 2011

None of the above paid staff serve on the MC of the Charity or are in anyway, related to the President of the Charity or any of its MC members.

The Executive Director is the key management personnel for the Charity. His compensation falls under the remuneration band of S\$100,000 to S\$200,000.

4.2 Employees

4.2.1 The following are employees of the Charity as at 31 December 2021:

<u>Name</u>	<u>Designation</u>	<u>Date Joined</u>
Diana Khoo	Admin/Accounts Executive	1 May 2018
Matthew Poh	Programme Executive	1 May 2021

Joseph Ang, Programme Executive, decided to retire upon expiry of his contract on 23 July 2021.

At the time of writing this report, the position of Night Supervisor was vacant. In its place, we had two part-time workers who covered the duties of the Night Supervisor.

None of the above paid staff serve on the MC of the Charity or are in anyway, related to the President of the Charity or any of its MC members.

**CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022**

4.3 Training

4.3.1 Staff are encouraged to go for training to improve their skills and knowledge in order to be able to deliver higher quality services to the Charity and its beneficiaries. In the year under review, the Executive Director attended several training programmes that are mainly related to governance issues.

5. **FINANCIAL PERFORMANCE**

5.1 Revenue

DESCRIPTOR	2020	2021
Income	874,086	1,264,297 *
Expenditure	446,098	540,978
Donations	6,790	6,010

* Income comprises mainly grants received from Caritas Singapore, Care & Share Matching Grant and the Bicentennial Fund. Please refer to the Audited Report for details.

5.2 Major Financial Transaction

5.2.1 A major expenditure in the year was the Cyclical Maintenance of the shelter home including major repair works to the roofing and toilets. A total of \$140,917 was spent.

5.3 Purpose of Charitable Assets

5.3.1 The Designated Fund of \$1,000,000, being held in Fixed Deposit, is set aside for renovation of the new premises when the current lease expires.

5.3.2 The Restricted Fund from the Care & Share Matching Fund, amounting to \$298,904, is set aside for capacity building and improvement works to the existing premises.

5.4 Reserves Policy

The Charity shall maintain an Operating Reserve Fund (Retained Earnings) for purposes of meeting shortfalls or deficits for any financial year. The Operating Reserve Fund will be funded with surplus operating funds without donor restrictions.

As Caritas Singapore is the Charity's main funding agency, CARE chooses to be in alignment with their reserves policy for member-organisations. The current recommendation for member-organisations is two years of reserves.

CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022

The Charity's reserves position is recorded in its Audited Financial Report.

5.5 Auditors

Tan, Chan & Partners were appointed to carry out financial audit for year 2021.

6. GENERAL MEMBERSHIP

6.1 At the time of reporting, there were 24 members on the Membership Register. Of these, 8 served on the Management Committee.

7. VOLUNTEERS

7.1 As at 31 December 2021, there were 24 active volunteers on the CARE Register of Volunteers.

7.2 As CARE is classified as a Category 1 facility, we had to adhere to stricter Covid guidelines as recommended by the Ministry of Health. As such, all volunteer activities and programmes had to be stopped until further notice.

7.3 While the volunteers were not able to be present physically at the shelter home with our residents, many of them took on the role of praying from home for the needs of CARE and special intentions for individual residents.

7.4 In the year under review, we did not have any opportunity to work with corporate volunteers as the pandemic situation did not permit it.

8. PROGRAMMES & SERVICES

8.1 Residential CARE Shelter

8.1.1 CARE operates the only Shelter Home for PLWHAs in Singapore and this continues to be our major programme. The Shelter provides temporary housing for people with AIDS who have no one and/or nowhere to turn to. These group of people are usually homeless and resort to living on the streets.

8.1.2 Admissions

Total residents as at 1 Jan 2021	17
Total admissions during the year	4
Total discharges during the year	5
Total as at 31 Dec 2020	16

CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022

8.1.3 Distribution by Religion

Buddhism/Taoism	5
Christianity - Catholicism	5
Christianity - Others	3
Sikhism	2
Islam	3
Others	3
Total	21

8.1.4 Distribution by Ethnic Groups

Chinese	15
Malay	2
Indian	3
Others	1
Total	21

8.1.5 CARE Shelter accepts people from all walks of life, race and religion as long as they are certified to be suffering from HIV/AIDS and are homeless and, upon assessment, are found to be suitable and are ready and willing to live in a community setting.

8.1.6 CARE continued to receive referrals from the National Centre for Infectious Disease and the Singapore Prisons Service. In the year we also had referrals from various acute and regional hospitals as well as family service centres.

8.2 Pastoral Care for Residents

8.2.1 CARE adopts the Caritas' Principles of Service for the delivery of care to its beneficiaries. In line with these principles, CARE places emphasis on the dignity of the person and allow our beneficiaries to make their own decisions and take responsibility for the outcome. For example, counselling is provided only when the individual resident requests for it.

8.2.2 Residents are free to choose to participate in the programmes of their choice according to their interest, talents and ability. One of these programmes is Dum Spiro Spero where the participants make hand-made items such as rosaries, candles, comfort crosses and Christmas cribs. Its main objective is to help residents appreciate the joy of work. The sale of these handicrafts produced by our residents give recognition of your acceptance of these often 'forgotten' individuals in our society. Each time someone takes home one of their works, they affirm their belief that they are not forgotten. This gives them hope and a sense of self-worth to carry on living fulfilling lives.

CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022

- 8.2.3 During the pandemic, Dum Spiro Spero slowed down, mainly due to 2 reasons. First, most of the residents found employment during the pandemic and therefore were unable to participate. Second, without the advocacy outreach at parishes, the few residents, who were not gainfully employed, found little purpose and meaning in continuing to make the handmade items. Nevertheless, production continued albeit at a slower pace to meet orders received from regular supporters throughout the year.
- 8.2.4 Another aspect of CARE's approach to pastoral care is promoting a helping culture among the residents. During the pandemic, the few residents who were not gainfully employed felt closer and chipped in to help out in the household chores and maintenance of the premises.
- 8.2.5 CARE's approach to pastoral care has always been holistic in nature. Besides seeing to their physical needs, we also attend to their psychological, emotional and spiritual needs which are our real focus. Our holistic approach to giving care has resulted in positive attitudinal changes in many of our residents.
- 8.2.6 During the pandemic, all group activities, outings and support sessions were suspended. In adherence to Covid guidelines for Category 1 facilities, volunteers were not allowed to visit. To fill the gap, staff put in extra effort to engage residents individually and attended to their emotional and other needs. This is in line with our mission of embracing PLWHAs in friendship, thereby giving them the assurance that they have friends who cares for them.
- 8.2.7 While CARE provides free service to all races and religions and allows them to practise their own faith, we are open to sharing the Catholic faith with residents who show interest.
- 8.2.8 During the year under review, 2 of our beneficiaries passed on. In both cases, CARE provided emotional support to the bereft families. In one case, a family conference was held to help them with their closure.

8.3 Employment for Residents

- 8.3.1 Residents who are able and are willing, generally would seek employment so that they can be financially self-supporting. This is one of the steps towards integration to society. The pandemic created new work opportunities for many. As a result of this, there has been an increase in the number of residents who are now gainfully employed. More than seventy-five percent of the residents are now working. Many of them worked as health screeners or social distancing ambassadors.
- 8.3.2 Residents who are gainfully employed made token contributions towards their own living expenses. This is in line with the Caritas Principles of Care of empowering rather than creating

**CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022**

dependency. In the process, residents regain their dignity and ownership, becoming more responsible for themselves.

8.3.3 For residents who are not employed, the most commonly cited reasons were old age and poor health.

8.4 Non-Residential Programme

8.4.1 In the year under review, the Non-Residential Programme (NRP) benefitted a total of 25 persons, all of whom are living with HIV/AIDS and staying on their own. This group comprises women PLWHAs and their dependent children, male PLWHAs who are living on their own who require some form of assistance, and ex-residents who have moved out to stay on their own.

8.4.2 Many of the women PLWHAs are foreigners who are married to Singaporean men. As foreigners they do not receive many of the benefits that female citizens are entitled to.

8.4.3 CARE provides them with monthly food rations, transport pocket money for their school-going children, annual school textbook funding and more. They attend individual monthly consultation with our Programme Manager.

8.4.5 The profile of our non-residential beneficiaries is as follows:

Non-Resident Description	Chinese	Malay	Indian	Thais	Total
PLWHA Women	0	1	1	12	14
Children	0	1*	2	3	6
PLWHA Men	2	0	0	0	2
Ex-residents	3	0	0	0	3
Total	5	2	3	15	25

*One child has started work so does not need any more financial assistance

8.5 Advocacy

CARE's Advocacy Programme aims at:

- (a) Debunking the misconceptions that the public has about the disease; and
- (b) Helping others to come to terms with their own prejudices in order to be able to accept PLWHAs and stop discrimination against them.

**CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022**

This is done through several platforms, including:

8.5.1 Student Outreach

With the Covid restrictions in place for most part of 2021, student outreach were done virtually. An experiential workshop for a class of Catholic Junior College was held via zoom on 16 March 2021.

Following the workshop, the students carried out a public health education project in school. They did research and designed posters to debunk the common misconceptions of the disease and displayed them at strategic locations throughout the school campus.

At the end of the school project, the students wrote letters of encouragement to residents of the shelter.

8.5.2 Outreach to Parishes

An outreach programme was conducted in collaboration with the Church of the Transfiguration during Advent 2021. Residents made 200 sets of Advent candles (a Dum Spiro Spero project) with advocacy messages which were distributed to parishioners.

8.5.3 Caritas Singapore

In collaboration with Caritas Singapore's Agape Experience, we reached out to 1,144 confirmands, catechumens and catechists from different parishes across Singapore. Due to the pandemic, these sessions were conducted via zoom. During the experience, participants are given information about CARE. In the session on human dignity, CARE is used as an example of how people who are sick and who are facing difficulties, are helped to regain their dignity.

8.5.4 World AIDS Day (WAD)

Same as in 2020, we were not able to hold a physical Mass due to the Covid restrictions on religious gathering and worship.

Instead, our annual advocacy message was shared by Archbishop William Goh during his online Mass on 28th November, the first Sunday of Advent. Several other parishes also screened our advocacy video at the end of their Masses. The outreach was wide-reaching with 26,723 people viewing Archbishop's online Mass.

The WAD Mass is also an opportunity for Catholics to come together as one community to pray for those suffering from the disease and their families. This show of solidarity gives PLWHA the assurance that they are not forgotten or alone in their plight and that there are people who still care for them.

**CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022**

8.5.5 Catholic200SG

CARE participated in 2 'Ignitus! Social Mission with Love' activities organized by Caritas Singapore as part of Catholic200SG which celebrated 200 years of Catholicism in Singapore, as follows:

8.5.5.1 Experiential Workshop on Sat 21 Aug 2021 via zoom

8.5.5.2 Virtual Exhibition launched on 20 August 2021. It was originally planned to end in October but was extended to 30 November 2021 due to overwhelming response.

8.5.7 Advocacy through Catholic Media

An article entitled 'Sanctuary for AIDS Sufferers' was published in the Catholic News on 28 November 2021.

The article talked about CARE's message of friendship to those suffering from AIDS who are desperately in search of love and recognition.

9. MISCELLANEOUS

9.1 Caritas Singapore

9.1.1 During the year, Caritas Singapore continued to be our main sponsor. CARE is grateful for the support received from Caritas Singapore over the years. With this financial support, we are free from having to carry out active fundraising activities thereby allowing us more time to focus our attention on real work such as running activities and programmes that can benefit our residents.

9.1.2 CARE was featured in the latest version of Caritas' corporate video entitled "God's Love In Action". It included sharings by a shelter resident and a staff.

9.2 Covid-19 Pandemic

9.2.1 CARE continued to operate following strictly to the Covid guidelines issued by the Ministry of Health (MoH) and Ministry of Social & Family Services (MSF).

9.2.2 For purpose of classification based on level of risk exposure and vulnerability of beneficiaries, CARE falls under Category 1 meaning we had to adhere to the strictest level of caution and protection.

9.2.3 For the period under review, all volunteer and group activities were suspended indefinitely until notice of resumption is received from the relevant authorities.

**CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2021 to 31 December 2021)
For Adoption at the Annual General Meeting 2022**

9.2.4 Administratively, staffing was divided into two teams working at the office and from home on a weekly rotation basis. All meetings including those of the Management Committee were conducted via zoom.

10.3 Premises

10.3.1 The lease for use of CARE's shelter home expired on 31 December 2021. Singapore Land Authority (SLA) agreed to an extension of additional 3 years up to 31 December 2024.

10.3.2 CARE records its thanks to SLA for extension of the lease and for continuing to help in searching for other suitable new sites.

11. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2021

11.1 The audited Statement of Accounts for the financial year ended 31 December 2021 is attached.

12. ACKNOWLEDGEMENT

12.1 On behalf of the Management Committee, I wish to record our thanks to the following people and organizations:

12.1.1 Our Spiritual Director, Rev Fr Kenson Koh for his spiritual guidance and his many invaluable contributions in spite of his extremely busy schedule.

12.1.2 Caritas Singapore for funding the operations of CARE Shelter and our programmes.

12.1.3 The hardworking members of the CARE Management Committee, the capable staff and dedicated volunteers.

12.2 Without their support, time and effort, we would not have been able to operate the Shelter and offer our services to the people we serve at CARE and in the community. We are where we are today mainly because of their generous support, collaboration and contributions.

Ambrose Tan
President