

CATHOLIC AIDS RESPONSE EFFORT
Annual Report
(1 January 2022 to 31 December 2022)
For Adoption at the Annual General Meeting 2023

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 well-being 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 CARE's core values are built upon Christian values taught to us through Scriptures, Catholic Social Teachings, and the 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 Caritas's 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 2022 to 31 January 2024.
 - 2.3.2 The Governance Evaluation for the year 2022 will be submitted after the 2023 AGM. Members may log on to the Charity Portal (www.charities.gov.sg) for more details about past evaluations.

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- 2.3.3 In accordance with the Code of Governance, the Management Committee (MC) has added an additional post of Assistant Treasurer to ensure better internal control in place with documented procedures approved by the MC for financial matters.
- 2.3.4 The internal audit that was planned in 2022 has been postponed to FY2023/2024 due to change in key management personnel and the resignation of the Audit Committee Chair.
- 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
 Auditor – Tan, Chan & Partners

3. GOVERNING BOARD

- 3.1 Members of the Governing Board (Management Committee)
- 3.1.1 In the course of the year under review, an Annual General Meeting (AGM) was held on 30 May 2022.
- 3.1.2 The following members were elected to the MC for 2022/2023:

Post	Name	Employment	Past Charity Board Appointments
President	Antony Ng	Director and Advisor, D'Crypt Pte Ltd	Treasurer, CARE (2018 – May 2019) Vice President, CARE (2020 – May 2021) Board Member, CHARIS 2019-2020
Vice President	Ambrose Tan	CEO, Essentia Partners Pte Ltd	Vice President, CARE (2017- May 2020) President, CARE (2020-May 2021)
Secretary	Jacinta Rajoo	Director, CJ Consulting Group Pte Ltd	President, CARE (2013-July 2016)

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Treasurer	Susanna Goh	Office Manager PK Wong & Nair LLC	Treasurer, CARE (2017-May 2018) Asst Treasurer, CARE (2018 - May 2019)
Asst Treasurer	Nicholas Chee	Retired	Secretary, CARE (2018-May 2021)

* Anthony Soo and Francois Bretault stepped down from the Management Committee after many years of service in CARE. The Management Committee thanked them for their years of contribution to CARE.

*Ambrose Tan, Jacinta Rajoo and Susanna Goh have served the Management Committee for 10 years or more. Their professional experience and dedication to our cause make them valuable members of the Catholic AIDS Response Effort.

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 2022/2023 MC met five 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	4/5	80%
Ambrose Tan	4/5	80%
Antony Ng	5/5	100%
Nicholas Chee	3/5	60%
Susanna Goh	5/5	100%
Jacinta Rajoo	3/5	60%

3.1.5 The Charity has put in place documented procedures since 2019 for MC Members and staff to declare actual or potential conflicts of interests on a yearly basis. MC members also abstain and do not participate in decision-making on matters where there is conflict of interest.

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- 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.

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
Eileen Lim	Deputy Executive Director	1 Nov 2022

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.

Executive Director retired on 31 Dec 2022 after 11 years of service. The Management Committee and staff thanked him for his many years of service and contribution to CARE.

The Deputy Executive Director succeeded in the position of Executive Director after his retirement.

The three highest paid staff received emoluments in the following bands:

Band	2022	2021
\$100,000 to \$200,000	1	1
Below \$100,000	2	1

4.2 Employees

- 4.2.1 The following are employees of the Charity as at 31 December 2022:

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

* Matthew Poh, Programme Executive, resigned in May 2022.

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At the time of writing this report, the position of Night Supervisor was vacant. CARE has two part-time workers who cover the duties of the Night Supervisor.

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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 were mainly related to governance issues.

5. FINANCIAL PERFORMANCE

5.1 Revenue

DESCRIPTOR	2022	2021
Income	161,466	1,264,297 *
Expenditure	499,460	540,978
Donations	4,201	6,010

* Income comprises mainly grants received from Caritas Singapore and Care & Share Matching Grant. Please refer to the Audited Financial Statements for details.

5.2 Major Financial Transaction
 Nil

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 \$287,823, is set aside for capacity building and improvement works to the existing premises. This unused fund will be refunded to Ministry of Social and Family Development in FY2023 because the grant utilization period had expired on 31 Mar 2022.

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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 Caritas's member-organisations is reserves amounting to two years of operating expense.

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

5.5 Auditors

Tan, Chan & Partners were appointed to carry out financial audit for year 2022.

6. GENERAL MEMBERSHIP

- 6.1 There are 24 members on the Membership Register in FY 2022. Of these, eight served on the Management Committee; two members stepped down in end-May 2022; and only six Management Committee remain in FY2022.

7. VOLUNTEERS

- 7.1 As at 31 December 2022, there were 22 active volunteers on the CARE Register of Volunteers.
- 7.2 As CARE is classified as a Category 1 facility, CARE had to adhere to stricter Covid guidelines as recommended by the Ministry of Health during the pandemic. As such, all volunteer activities and programmes were either halted or carried out circumspectly.
- 7.3 For the first half of 2022 when the volunteers could not be present physically at the shelter home with the beneficiaries, many of them took on the role of praying from home for the needs of CARE and the special intentions of the individual beneficiaries.
- 7.4 In the Second half of 2022, CARE gradually resumed monthly intercessory prayer and other events on a small scale involving a few volunteers.

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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 the major programme. The Shelter provides temporary housing for people with AIDS who have no one to turn to and/or nowhere to stay. Our residents would otherwise usually be homeless and would resort to living on the streets.

8.1.2 Admissions

Total residents as at 1 Jan 2022	16
Total admissions during the year	1
Total discharged during the year	3
Total as at 31 Dec 2022	14
Total number served during the year	17

8.1.3 Distribution by Religion

Buddhism/Taoism	5
Christianity - Catholicism	4
Christianity - Others	2
Sikhism	2
Islam	2
No religion	2
Total	17

8.1.4 Distribution by Ethnic Groups

Chinese	13
Malay	2
Indian	2
Total	17

8.1.5 CARE Shelter accepts people from all walks of life, race, and religion as long as they are diagnosed with 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 continues to receive referrals from the National Centre for Infectious Disease, the Singapore Prisons Service and other social service agencies. In the year, we also had referrals from various acute and regional hospitals as well as family service centres.

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8.2 Pastoral Care for Residents

- 8.2.1 CARE adopts the Caritas' Principles of Service for the delivery of care to its beneficiaries. Adhering to these principles, CARE places emphasis on the dignity of the person and the beneficiaries making their own decisions and taking responsibility for the outcome, for example, counselling is provided only when the individual resident requests for it.
- 8.2.2 Residents and non-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 the residents gives them recognition and a sense of acceptance. Each time someone takes home one of their works, they are affirmed; they know they are not forgotten and are being accepted. This gives them hope and a sense of self-worth to carry on living meaningful lives.
- 8.2.3 Dum Spiro Spero slowed down as many of the residents' found employment during the pandemic and hence were unable to participate. Furthermore, with very limited outreach to parishes, the few residents who were unemployed could only continue producing limited amounts of handmade items. Despite the smaller quantity and slower pace, CARE was still able 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, built a closer relationship and helped 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 the residents' physical needs, CARE also attends to their psychological, emotional and spiritual needs. The holistic approach to giving care has resulted in positive attitudinal changes in many of the residents.
- 8.2.6 While CARE is open to all races and religions and allows the residents to practise their own faith, CARE shares the Catholic faith with residents who show interest.
- 8.2.7 During the year under review, one of the beneficiaries passed on and CARE provided the necessary support for the deceased and his family.

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8.3 Employment for Residents

- 8.3.1 Residents who are able and willing will generally seek employment so that they can be financially independent. This is one of the steps towards re-integration into society. The pandemic created new work opportunities for many, and more locals are being employed due to the shortage of foreign workers. As a result, there has been an increase in the number of residents who are now gainfully employed. More than 75% of the residents are now economically active and this compares to 20% prior to the pandemic. Many of them work as security guards, cleaners, health screeners or waiters.
- 8.3.2 Residents who are gainfully employed make token contributions towards their own living expenses. This is in line with the Caritas Principles of Care of empowering rather than creating 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 common reasons are 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 23 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 citizens are entitled to.
- 8.4.3 CARE provides them with financial assistance in the form of monthly food rations, transport and pocket money for their school-going children, annual school textbook funding and more. Emotional support is given as and when needed.
- 8.4.5 A non-resident is also involved in the Dum Spiro Spero Project. She sews tote bags which are displayed and sold at Church Outreach.

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8.4.6 The profile of non-residential beneficiaries is as follows:

Non-Resident Description	Chinese	Malay	Indian	Thais	Total
PLWHA Women	0	1	1	12	14
Children	0	0	2	3	5
PLWHA Men	1	0	0	0	1
Ex-residents	3	0	0	0	3
Total	4	1	3	15	23

8.5 Advocacy

CARE's Advocacy Programme aims at debunking the misconceptions that the public has about the disease; and helping others to confront their own prejudices in order to be able to accept PLWHAs and stop discrimination against them. This is done through several platforms, including:

8.5.1 Experiential Workshop via Zoom and Physical Workshop

CARE held a small-scale physical workshop at the Church of the Transfiguration for members of the Parish Council. The purpose was to help the participants to immerse themselves in the experience of a person who was just diagnosed with HIV, to evoke compassion and empathy.

8.5.2 World AIDS Day (WAD)

After two years of COVID restrictions, CARE was able to hold its 1st WAD physical Mass at the Church of the Nativity of the Blessed Virgin Mary. CARE Video was also screened during the weekend of 26th & 27th November 2022 as part of the annual advocacy message.

Several other parishes also screened the advocacy video at the end of their Masses during the WAD weekend.

The WAD Mass provides 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.

An exhibition to promote the message of love, compassion, and acceptance of PLWHAs gave parishioners a better understanding of the disease, the difficulties faced by the sufferers as well as the work of CARE in trying to help its beneficiaries integrate with society and reduce the stigma of the disease. Items made by the shelter residents under the Dum Spiro Spero

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project were put on display. Many of the parishioners showed their support by buying these items.

An article was published in "HAI SIN PAO" highlighting the event during the WAD weekend. The Mass was attended by a congregation of almost 550 which included CARE staff & Management Committee, volunteers, worshippers, guests, and beneficiaries.

The celebrant Rev Fr Kenson Koh, in his homily reminded all to continue to care, love and respect everyone who might have made mistakes due to human weaknesses regardless of their background. He exhorted the congregation to pray for them to regain their dignity and be re-accepted by the community.

8.5.3 Advocacy through Catholic Media

An article entitled 'Responding to AIDS sufferers with CARE' was published in the Catholic News on 13 November 2022. The Chinese version of the same article was published in the HAI SING PAO on 2 November 2022.

The article highlighted the plight of HIV/AIDS sufferers and the importance of the public responding to them with love, care and support without fear and discrimination. This could be achieved through better understanding of the disease and engaging them to better appreciate each sufferer's plight and unique life story.

8.6 Other Activities

8.6.1 Archdiocesan Synod Assembly

CARE was represented by two Management Committee members and a staff at the Archdiocesan Synod Assembly at St Joseph's Church. In the context of CARE, the Synodal process included talking to the beneficiaries. The purpose is to give them the experience of being listened to and journeyed with.

8.6.2 Monthly Intercessory Prayer

CARE resumed monthly intercessory prayer in the second half of 2022. All beneficiaries and ex-residents were invited to come together once a month to pray for one another and to strengthen community spirit through fellowship.

8.6.3 Christmas Party 2022

At CARE's first Christmas party after the pandemic, there were about 30 to 40 participants which included beneficiaries, staff, and sponsor's family. The beneficiaries very much enjoyed the physical interaction, bonding and the event.

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9. MISCELLANEOUS

9.1 Caritas Singapore

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 organizing activities and running programmes that benefit our residents.

9.2 Covid-19 Pandemic

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

9.2.2 CARE circumspectly resumed normality whilst taking proper measures to protect our beneficiaries from Covid-19 infection.

10 Premises

10.3.1 Singapore Land Authority (SLA) agreed to extend the lease for CARE's shelter home for an additional three years up to 31 December 2024.

10.3.2 CARE records its thanks to SLA for extending the lease and for continuing to help search for other suitable new sites should the lease for CARE's shelter home not be renewed after it expires on 31 Dec 2024.

11. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2022

11.1 The audited Statement of Accounts for the financial year ended 31 December 2022 is attached.

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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 The staff, without whose 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.



Antony Ng
President of CARE