

ANNUAL REPORT

1 Jan 2023 – 31 Dec 2023



“Be a sign of God’s love in restoring dignity of people living with HIV/AIDS (PLWHAS) accepted by society without prejudice or discrimination.”

CATHOLIC AIDS RESPONSE EFFORT

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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 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' Principles of Service which cover five areas of serving with dignity, choice and participation, personal and family responsibility, short-term relief and long-term improvements, and empowerment.

2. ORGANISATIONAL INFORMATION

| | |
|----------------------------|--|
| UNIQUE ENTITY NUMBER (UEN) | T04SS0204E |
| DATE of REGISTRY | <ul style="list-style-type: none">Registered as a Society on 2 August 2004.Registered as a Charity on 7 July 2006. |
| IPC STATUS | From 1 February 2024 to 31 January 2027 |
| Registered Address | 9 Mandai Road, Singapore 779387. |
| MAIN BANKER | DBS Bank |
| AUDITOR | Tan, Chan & Partners |
| AFFILIATIONS | <ul style="list-style-type: none">Member of National Council of Social Service.Member of Caritas Singapore Community Council. |

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- 2.1 The internal audit that was planned in 2023 was not conducted due to a change in key management personnel and a new Audit Committee. The Financial Regulations will first be reviewed, updated and approved by the Management Committee (MC) before an internal audit is commissioned.

3. GOVERNANCE EVALUATION CHECKLIST

The Governance Evaluation Checklist was approved by the MC and is attached as *Appendix 1* in this Annual Report.

4. GOVERNING BOARD

4.1 Members of the Governing Board (MC)

- 4.1.1 In the course of the year under review, an Annual General Meeting (AGM) was held on 30 May 2023.
- 4.1.2 The following members were elected to the MC for 2023/2024:

| Post | Name | Occupation | Past CARE Board Appointments |
|------------------|-----------------------|-------------------------|--|
| President | #Antony Ng | Director and Advisor | Asst. Treasurer (2016 – 2018) Treasurer (2018 – 2020) Vice President (2020 – 2022) President 2022 to present |
| Vice President | *Ambrose Tan | Chief Executive Officer | Treasurer (2011- 2013) Secretary (2013 – 2015) Asst. Treasurer (2015 – 2016) Vice President (2016 – 2020) President, (2020-2022) Vice President 2022 to present |
| Secretary | *Jacinta Rajoo | Director | President, (2012-2016) Secretary 2022 to present |
| Treasurer | *Susanna Goh | Office Manager | Treasurer (2014 – 2015) Treasurer, (2016 - 2018) Asst Treasurer, (2018 - 2020) Treasurer 2022 to present |
| Asst Treasurer | Nicholas Chee | Retired | Secretary, (2017-2022) Asst Treasurer 2022 to present |
| Committee Member | Heath Yeo Hock Lye | Social Worker | Nil |

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*Ambrose Tan, Jacinta Rajoo and Susanna Goh have served on 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.

#Antony Ng served his second term as President, hence there was no election for the position of President.

4.1.3 Spiritual Director

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

4.1.4 During the year, the MC and Spiritual Director 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 | Position | Attendance | Percentage |
|------------------------|---------------------|------------|------------|
| Rev. Fr. Kenson Koh | Spiritual Director | 4/5 | 80% |
| Mr. Antony Ng | President | 5/5 | 100% |
| Mr. Ambrose Tan | Vice President | 5/5 | 100% |
| Ms. Jacinta Rajoo | Secretary | 3/5 | 60% |
| Ms. Susanna Goh | Treasurer | 5/5 | 100% |
| Mr. Nicholas Chee | Assistant Treasurer | 3/5 | 60% |
| Mr. Heath Yeo Hock Lye | Committee Member | 3/3 | 100% |

4.1.5 CARE 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.

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

5. **MANAGEMENT**

5.1 **Executive Management Team**

The following form the Executive Management Team:

| <u>Name</u> | <u>Designation</u> | <u>Date Joined</u> |
|---------------|-----------------------------|--------------------|
| Eileen Lim | Executive Director | 1 Nov 2022 |
| Florence Seah | Programme Manager | 1 July 2011 |
| James Chew | Project Manager (part-time) | 8 May 2023 |

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 three highest paid staff received emoluments in the following bands:

| Band | 2023 | 2022 |
|------------------------|-------------|-------------|
| \$100,000 to \$200,000 | 1 | 1 |
| Below \$100,000 | 2 | 2 |

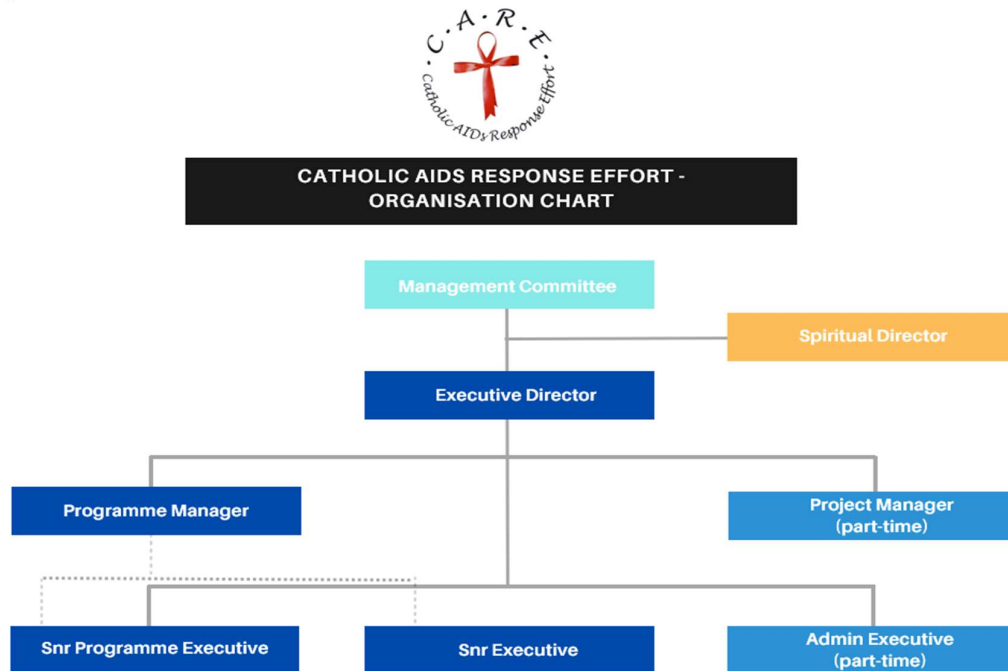
5.2 **Employees**

5.2.1 As at 31 December 2023, there was a total of five staff comprising three full-time and two part-time staff. In addition, CARE has two freelancers who perform duties as Night Supervisors.

Diana Khoo, Admin/Accounts Executive, resigned in Feb 2023.

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.

5.2.2 Organisation Chart



5.3 Training

5.3.1 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. The training attended by staff includes the following:

- The Executive Director and Programme & Pastoral team attended the Singapore HIV Congress 2023.
- The Executive Director attended the Charity Governance Conference 2023 and a few other workshops organised by MCCY.
- The Senior Executive attended a seminar on social service conducted by NCSS.
- The Project Manager attended the Practitioner Certificate in Personal Data Protection course.
- Admin & Accounts Executive attended a basic accounting course.

6. FINANCIAL PERFORMANCE

6.1 Financial Summary

| DESCRIPTION | 2023 \$ | 2022 \$ |
|-------------|------------|------------|
| Income | 189,776 | 161,466 |
| Expenditure | 527,882 | 499,460 |
| Donations | 26,243 | 4,201 |

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For details, please refer to the audited Statement of Accounts for the year ended 31 December 2023 in *Appendix 2* of this Report.

6.2 Major Financial Transaction

During the financial year, unutilized Care & Share Matching grant balance amounting to \$284,217 was refunded to the Ministry of Social and Family Development as the grant utilization period had expired on 31 March 2022. The refund was unanimously approved by members of the Society in the Annual General Meeting 2023.

6.3 Purpose of Charitable Assets

- 6.3.1 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.

6.4 Reserves Policy

CARE maintains an Operating Reserve (Retained Earnings) for the purpose of meeting shortfalls or deficits for any financial year. The Operating Reserve comprises 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' member-organisations is maintaining reserves amounting to two years of operating expense.

Our reserve ratio for year ended 31 December 2023 stands at: 1.87.

For more information, please see *Appendix 2* in this report.

7. GENERAL MEMBERSHIP

- 7.1 There were 22 members on the Membership Register in FY 2023. One member resigned in 2023. Of the 22 members, six served on the MC.

8. VOLUNTEERS

- 8.1 As at 31 December 2023, there were 25 active volunteers on the CARE Register of Volunteers. Volunteers assisted CARE at outreach sessions held in churches, befriending of residents and collecting and delivering donated items, such as foodstuffs, to CARE.

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9. PROGRAMMES & SERVICES

9.1 Residential CARE Shelter

9.1.1 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.

9.1.2 Admissions

| | |
|--|-----------|
| Total residents as at 1 Jan 2023 | 14 |
| Total admissions during the year | 4 |
| Total discharged during the year | 4 |
| Total as at 31 Dec 2023 | 14 |
| Total number served during the year | 18 |

9.1.3 Distribution by Religion

| | |
|----------------------------|-----------|
| Buddhism/Taoism | 4 |
| Christianity - Catholicism | 5 |
| Christianity - Others | 1 |
| Sikhism | 3 |
| Islam | 3 |
| No religion | 2 |
| Total | 18 |

9.1.4 Distribution by Ethnic Groups

| | |
|--------------|-----------|
| Chinese | 11 |
| Malay | 3 |
| Indian | 3 |
| Others | 1 |
| Total | 18 |

9.1.5 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, they are found to be suitable and are ready and willing to live in a community setting.

9.1.6 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.

9.2 Pastoral Care for Residents

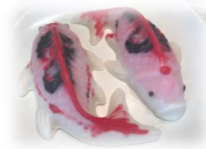
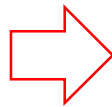
9.2.1 CARE adopts the Caritas' Principles of Service for the delivery of care to its beneficiaries. Adhering to these principles, CARE places emphasis on the dignity of the beneficiaries making their own decisions and taking responsibility for the outcome. For example, beneficiaries decide for themselves if they need counselling. CARE will not impose on them.

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- 9.2.2 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 hand-made items 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. Three to four non-working residents took part in this activity.



From broken recycle wood to Comfort Cross.



We recycle candles that are melted to make these beautiful candles.

- 9.2.3 Community Sharing sessions in small groups of four to five are held weekly, where pastoral care staff encourage residents to share their experiences with one another and to voice out any concerns or difficulties that they may have. This helps to build a sense of community and gives the resident the assurance that he is not alone.
- 9.2.4 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.
- 9.2.5 While CARE is open to all races and religions and allows the residents to practice their own faith, CARE shares the Catholic faith with residents who show interest.
- 9.2.6 Daily morning prayers are conducted by pastoral care staff for all interested residents. Participants are asked what they would like to pray for. Residents learnt to pray together and cultivate greater concern, harmony, and forgiveness. These prayer sessions helped them get in touch with their nature – God within them and helped them discover their dignity as a child

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of God. This is an important step and the beginning of a healing process that is much needed for those who have experienced many hurts in their lives.

9.2.7 Residents performed daily chores to keep the place clean, including maintenance like fixing/replacing light bulbs, or clearing choked pipes. The daily structured routine creates discipline in residents' lives that would otherwise be without order.

9.2.8 During the year under review, one resident suffered a heart attack while at work and passed on. CARE provided the necessary support for the deceased.

9.3 Employment for Residents

9.3.1 Residents who are able and willing will generally seek employment so that they can be financially independent. In 2023, about 70% of our residents were employed. Many of them work as full-time or part-time security guards, cleaners, health screeners or waiters.

9.3.2 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.

9.3.3 For residents who are not employed, the most common reasons are old age and poor health.

9.4 Non-Residential Programme

9.4.1 In the year under review, the Non-Residential Programme benefitted a total of 39 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 and require some form of assistance, and ex-residents who have moved out to stay on their own.

9.4.2 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.

9.4.3 CARE provides them with financial assistance including monthly food rations, transport and pocket money for their school-going children and annual school textbook funding. Emotional support is also given as and when needed.

9.4.5 A non-resident is involved in the *Dum Spiro Spero* Project. She sewed tote bags which were displayed at Church Outreach.

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

| Non-Resident Description | Chinese | Malay | Indian | Thais | Total |
|--------------------------|----------|----------|----------|-----------|-----------|
| PLWHA Women | 1 | 0 | 2 | 12 | 15 |
| Children | 1 | 0 | 4 | 12 | 17 |
| PLWHA Man | 1 | 0 | 0 | 0 | 1 |
| Ex-residents | 6 | 0 | 0 | 0 | 6 |
| Total | 9 | 0 | 6 | 24 | 39 |

9.5 Advocacy & Church Outreach

CARE's Advocacy Programme aims at debunking misconceptions that the public has about the disease; and helping them 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:

9.5.1 Experiential Workshop

CARE held an Experiential Workshop at the Church of Divine Mercy on 12 November 2023. The purpose of the workshop was to help the participants immerse themselves in the experience of a person who was just diagnosed with HIV, to evoke compassion and empathy.

9.5.2 Outreach

To promote awareness on HIV/AIDS and the works of CARE, outreach sessions were held in the following churches:

1. Church of the Immaculate Heart of Mary
2. Church of Our Lady Queen of Peace
3. Church of Divine Mercy
4. Church of the Holy Trinity
5. Church of St. Stephen

Exhibition panels were displayed, and pamphlets were distributed.

Candles, rosaries, crucifixes, tote bags and comfort crosses made by beneficiaries in the *Dum Spiro Spero* Project were displayed.

Residents and volunteers assisted the staff in bringing the items for display and the exhibition panels to the churches. They also assisted in the set-up and bringing back all the items to CARE after the event.

Participants came away with a better understanding of HIV/AIDS and grew more conscious of their need to share their new knowledge of the disease with others and to debunk any myths. They also had a better understanding of the challenges faced by PLWHAs and had more compassion and empathy for them. Residents felt encouraged and motivated when people took home one of their hand-made items. This helped raise their self-esteem. Their involvement in the outreach events also gave them a sense of purpose.

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Working together at these events helped to build rapport amongst staff, residents, and volunteers.

9.5.3 World AIDS Day (WAD) 2023

In conjunction with WAD which is commemorated on 1st December every year to raise awareness about HIV/AIDS, CARE held a Mass at Church of the Holy Trinity on 26th November 2023.

A mini exhibition with two booths were setup to display hand-made items by beneficiaries under the *Dum Spiro Spero* Project, and standees with messages of love, compassion, and acceptance of PLWHAS during the weekend.

The parishioners showed their support by visiting our booths to speak with staff and volunteers to have a better understanding of the disease, the difficulties faced by PLWHAs as well as the work of CARE in trying to help its beneficiaries integrate with society and reduce the stigma of the disease. Many of the parishioners purchased the hand-made items (i.e., taking home rosaries, candles, crosses, and tote bags), acknowledging the works of the beneficiaries, affirming their self-worth, assuring them they are not forgotten and giving them hope.

For publicity, a new video entitled, *'Come Be My Light'*, which depicts the plight of PLWHAs, was produced and distributed to all parishes. A short introduction message on WAD was also provided to parishes, where it was announced before playing the video at the end of their Masses over the weekend.

Three articles were published, one in Catholic News and two in "HAI SIN PAO" highlighting the event during WAD weekend.

The WAD Mass on 26th November 2023, presided by Fr. Kenson Koh, was attended by a congregation of more than 700, including CARE staff & MC, volunteers, guests and beneficiaries. In his homily, Fr. Kenson cited the teachings of Jesus: "Truly, I say to you, whatever you did to one of the least of these my brothers, you did it to me." (Mt 25:40). He called on everyone to support the works of CARE and hoped that they could see Jesus in the beneficiaries and regarded them as brothers and sisters, to be like Jesus, showing them the selfless love of God.

After Mass, the guests from Catholic Nurses Guild, volunteers and beneficiaries were treated to a simple lunch at the Church Hall, hosted by Staff & MC of CARE to conclude the celebration. CARE President Antony Ng gave an opening speech by thanking all those involved and emphasized that without God, all this would not have been possible. This was followed Fr. Kenson blessing the food.

9.5.4 Advocacy through Catholic Media and Social Media

As part of our advocacy and publicity for World AIDS Day, three articles were published: The Catholic News, *'Being Christ to our HIV+ brothers and sisters'* on 26 Nov 2023 Vol 73 and Hai Sing Pao, *'Becoming Christ to Brothers and Sisters Living with AIDS'* on 3 Dec 2023 issue and *'World AIDS Day reminds believers to care for AIDS patients'* on 7 Jan 2024.

The central message for all three articles highlighted the plight of the beneficiaries, calling all Christians to pray for our brothers and sisters living with HIV/AIDS, treat them with kindness, share a meal with them and be Christ to them.

Several parishes also posted *"Come be My Light"* video on their social media platforms, like Facebook and Instagram. This generated good publicity. The video was played at Mass by more than 60% of the local churches, and some uploaded the video on the Church's social media platform as well as published WAD on their bulletin. The viewership on YouTube reached more than 416 viewers.

9.6 **Other Activities**

9.6.1 Monthly Intercessory Prayer

All beneficiaries were invited to come together once a month to pray for one another and to strengthen community spirit through fellowship. Participants included beneficiaries (residents, non-residents, and ex-residents), staff, MC members and volunteers.

9.6.2 Festive, Social/Recreational Activities and Formation Programmes for all beneficiaries.

Festive Activities were celebrated with all our beneficiaries. The residents and staff welcomed the **Lunar New Year of the Rabbit** with a celebratory lunch including the traditional "lo hei".

In April, residents, non-residents, staff and MC members celebrated **Easter** with "CARE's Got Talent". Participants felt affirmed when their talents were recognized, leading to greater confidence and higher self-esteem.



Non-residents learning action song



A happy winner.

For **Dumpling Festival**, we celebrated with the traditional "Bak Chang" and a karaoke session. A karaoke session was also organized during the **Mid-Autumn Festival**, and everyone enjoyed themselves singing and snacking on mooncakes.

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There were two **Social and Recreational Activities**. One, kicking off with the **Annual Visit by the Catholic Nurses Guild**, the members hosted a lunch at CARE to celebrate the Chinese New Year with the residents. Two, some of the residents and ex-residents were guided by CARE staff in August for a free and easy tour in **Malacca**, where all enjoyed a time of bonding and recreation.

Besides all the fun stuff, there were also a few **Spiritual and Formation Programmes**. In March, two volunteers ran **Chinese Alpha Film Series**, formerly known as Alpha Course. This course is an introduction to Christianity for those who wish to know more. Lapsed Catholics and those new to the Faith could also attend. Here, participants received support from Catholics through discussion and questions & answers. Three non-working residents attended the course.



To commemorate **All Souls Day**, interested residents and staff visited the niches of deceased residents followed by an outing to Gardens by the Bay. This excursion allowed residents to be exposed to the Catholic practice of remembering those who passed on and to pray for them.

On 6th November 2023, a Catholic Priest visited CARE to offer the **Sacrament of Reconciliation** for Catholics and spiritual consultation for non-Catholics who wished to seek his assistance.

To close the year, a **Christmas** Party was organized at CARE to share the joy and story of Jesus. The party was attended by residents, ex-residents, non-residents, staff and MC members.

10 Premises

- 10.1 Singapore Land Authority (SLA) agreed to extend the lease for CARE's shelter home for an additional year up to 31 December 2025.
- 10.2 CARE expressed its thanks to SLA for extending the lease and for continuing to help search for suitable new sites should the lease for CARE's shelter home not be renewed after it expires on 31 Dec 2025.

11 STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2023

- 11.1 The audited Statement of Accounts for the financial year ended 31 December 2023 is attached as *Appendix 2* in this Report.

12. **The Year Ahead**

In the year ahead, we will focus on three main pillars, namely:

- 12.1 Organizational Sustainability
 - a. To secure a lease renewal for our current premises or obtain a new residential site for CARE.
 - b. To recruit new members for CARE.
 - c. To identify & develop strategic community partnerships with various relevant stakeholders.

- 12.2 Pastoral Care of CARE's beneficiaries
 - Continue to provide holistic care and support to PLWHAs and to work with dedicated, qualified, and interested parties to help our beneficiaries.

- 12.3 Outreach and Advocacy
 - a. Total have at least seven outreach and advocacy events for the year.
 - b. To expand the pool of volunteers to assist in our outreach and advocacy.

13. **ACKNOWLEDGEMENT**

- 13.1 On behalf of the MC, I wish to record our thanks to the following people and organizations:
- 13.1.1 Our Spiritual Director, Rev Fr. Kenson Koh, for his spiritual guidance and his many invaluable contributions in spite of his extremely busy schedule.
- 13.1.2 Caritas Singapore for funding the operations of CARE Shelter and our programmes.
- 13.1.3 All Catholic churches for their kind support of our works.
- 13.1.4 The Ministry of Social and Family Development.
- 13.1.5 The National Council of Social Service.
- 13.1.6 The Singapore Land Authority.
- 13.1.7 The Catholic Nurses Guild.
- 13.1.8 All donors, volunteers and supporters, who have contributed to CARE in one way or another.
- 13.1.9 The hardworking members of the CARE MC and dedicated volunteers.
- 13.2 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

GOVERNANCE EVALUATION CHECKLIST

APPENDIX 1

| ENHANCED TIER | | | | |
|---------------|---|---------|------------------------------------|-------------|
| S/N | Code Guideline | Code ID | Response (whichever is applicable) | Explanation |
| | | | | |
| | Board Governance | | | |
| 1 | Induction and orientation are provided to incoming board members upon joining the board. | 1.1.2 | Complied | |
| | Are there governing board members holding staff appointments? (skip items 2 and 3 if “No”) | | No | |
| 2 | Staff does not chair the Board and does not comprise more than one third of the Board. | 1.1.3 | N. A | |
| 3 | There are written job descriptions for the staff’s executive functions and operational duties, which are distinct from the staff’s Board role. | 1.1.5 | N. A | |
| 4 | The Treasurer of the charity (or any person holding an equivalent position in the charity e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years. If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity. | 1.1.7 | Complied | |
| 5 | All governing board members must submit themselves for re-nomination and re-appointment at least once every 3 years. | 1.1.8 | Complied | |
| 6 | The board conducts self-evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter. | 1.1.12 | Complied | |
| | Is there any governing board member who has served more than 10 consecutive years? (skip item 7 if “No”). | | Yes | |

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| | | | | |
|----|---|--------|----------|--|
| 7 | The charity discloses in its annual report the reasons for retaining the governing board members who has served more than 10 consecutive years. | 1.1.13 | Complied | |
| 8 | There are documented terms of reference for the Board and each of its committees. | 1.2.1 | Complied | |
| | Conflict of Interest | | | |
| 9 | There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity. | 2.1 | Complied | |
| 10 | Governing board members do not vote or participate in decision making on matters where they have a conflict of interest. | 2.4 | Complied | |
| | Strategic Planning | | | |
| 11 | The Board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives. | 3.2.2 | Complied | |
| | Human Resource and Volunteer Management | | | |
| 12 | The Board approves documented human resource policies for staff. | 5.1 | Complied | |
| 13 | There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board. | 5.3 | Complied | |
| 14 | There are processes for regular supervision, appraisal, and professional development of staff. | 5.5 | Complied | |
| | Are there volunteers serving in the charity? (skip item 15 if "No"). | | Yes | |
| 15 | There are volunteer management policies in place for volunteers. | 5.7 | Complied | |
| | Financial Management and Internal Controls | | | |
| 16 | There is a documented policy to seek the Board's approval for any loans, donations, grants of financial assistance provided by the charity which are not part of the charity's core programmes. | 6.1.1 | Complied | |

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|----|--|-------|----------|--|
| 17 | The Board ensures that internal controls for financial matters in key areas are in place with documented procedures . | 6.1.2 | Complied | |
| 18 | The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted. | 6.1.3 | Complied | |
| 19 | The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks . | 6.1.4 | Complied | |
| 20 | The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure. | 6.2.1 | Complied | |
| | Does the charity invest its reserves (e.g. in fixed deposits)? (skip item 21 is "No"). | | Yes | |
| 21 | The charity has a documented investment policy approved by the Board | 6.4.3 | Complied | |
| | Fundraising Practices | | | |
| | | | | |
| | Did the charity receive cash donations (solicited or unsolicited) during the financial year? (skip item 22 if "No"). | | Yes | |
| 22 | All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity. | 7.2.2 | Complied | |
| | Did the charity receive donations in kind during the financial year? (skip item 23 if "No"). | | Yes | |
| 23 | All donations in kind are properly recorded and accounted for by the charity. | 7.2.3 | Complied | |
| | Disclosure and Transparency | | | |
| 24 | The charity discloses in its annual report: (a) the number of Board meetings in the financial year; and (b) the attendance of every governing board member at those meetings | 8.2 | Complied | |

CATHOLIC AIDS RESPONSE EFFORT
Annual Report 2023

| | | | | |
|----|--|-----|----------|--|
| | Are governing board members remunerated for their services to the Board? (skip items 25 and 26 if “No”). | | No | |
| 25 | No governing board member is involved in setting his own remuneration. | 2.2 | N. A | |
| 26 | The charity discloses the exact remuneration and benefits received by each governing board member in its annual report. OR The charity discloses that no governing board member is remunerated. | 8.3 | N. A | |
| | Does the charity employ paid staff? (skip items 27, 28, and 29 if “No”). | | Yes | |
| 27 | No staff is involved in setting his own remuneration. | 2.2 | Complied | |
| 28 | The charity discloses in its annual report: (a) the total annual remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration received from the charity’s subsidiaries) exceeding \$100,000 during the financial year; and (b) whether any of the 3 highest paid staff also serves as a governing board member of the charity. The information relating to the remuneration of the staff must be presented in bands of \$100,000. OR The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration. | 8.4 | Complied | |
| 29 | The charity discloses the number of paid staff who satisfies all of the following criteria: (a) the staff is a close member of the family belonging to the Executive Head or a governing board member of the charity: | 8.5 | Complied | |

CATHOLIC AIDS RESPONSE EFFORT
Annual Report 2023

| | | | | |
|----|--|-----|----------|--|
| | <p>(b) the staff has received remuneration exceeding \$50,000 during the financial year.</p> <p>The information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p>OR</p> <p>The charity discloses that there is no paid staff, being a close member of the family belonging to the Executive Head or a governing board member of the charity, who has received remuneration exceeding \$50,000 during the financial year.</p> | | | |
| | Public Image | | | |
| 30 | The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms. | 9.2 | Complied | |

CATHOLIC AIDS RESPONSE EFFORT
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STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2023

APPENDIX 2

Catholic Aids Response Effort
(Unique Entity Number: T04SS0204E)
(Registered under the Societies Act 1966 and Charities Act 1994)

AUDITED FINANCIAL STATEMENTS
For the Financial Year Ended 31 December 2023

 **Tan, Chan
& Partners**
CHARTERED ACCOUNTANTS SINGAPORE
26 Eng Hoon Street Singapore 169776
Tel: 6533 7393 Fax: 6533 6831
www.tanchan-cpa.com

CATHOLIC AIDS RESPONSE EFFORT
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Catholic Aids Response Effort

AUDITED FINANCIAL STATEMENTS
For the Financial Year Ended 31 December 2023

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| Statement of Cash Flows | 8 |
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CATHOLIC AIDS RESPONSE EFFORT
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Catholic Aids Response Effort

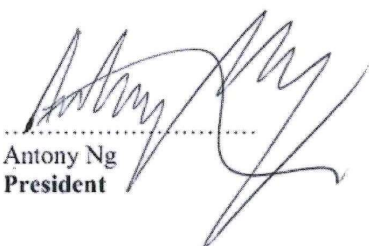
STATEMENT BY THE MANAGEMENT COMMITTEE
For the Financial Year Ended 31 December 2023

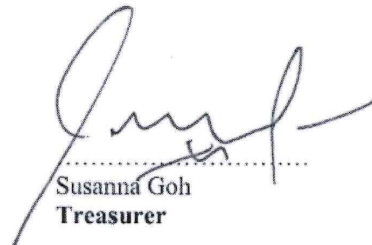
In the opinion of the Management Committee,

- (a) the financial statements of Catholic Aids Response Effort (the “Society”) together with the notes thereto are properly drawn up in accordance with the provisions of the Societies Act 1966 (the “Societies Act”), the Charities Act 1994 and other relevant regulations (the “Charities Act and Regulations”) and Charities Accounting Standard in Singapore (“CAS”) so as to present fairly, in all material respects, the state of affairs of the Society as at 31 December 2023 and the results and cash flows of the Society for the financial year ended on that date;
- (b) at the date of this statement, there are reasonable grounds to believe that the Society will be able to pay its debts as and when they fall due; and
- (c) there was no fund-raising appeal held by the Society during the financial year.

The Management Committee authorised the issue of these financial statements.

For and on behalf of the Management Committee


.....
Antony Ng
President


.....
Susanna Goh
Treasurer

Date: 7th March 2024



INDEPENDENT AUDITOR'S REPORT

**To the Members of
Catholic Aids Response Effort
For the Financial Year Ended 31 December 2023**

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Catholic Aids Response Effort (the "Society"), which comprise the balance sheet as at 31 December 2023, and the statement of financial activities and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Societies Act 1966 (the "Societies Act"), the Charities Act 1994 and other relevant regulations (the "Charities Act and Regulations") and Charities Accounting Standard in Singapore ("CAS") so as to present fairly, in all material respects, the state of affairs of the Society as at 31 December 2023 and the results and cash flows of the Society for the year ended on that date.

Basis for Opinion

We conducted our audit in accordance with Singapore Standards on Auditing ("SSAs"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the Accounting and Corporate Regulatory Authority ("ACRA") Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities ("ACRA Code") together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprise the Statement by the Management Committee and the annual report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.



INDEPENDENT AUDITOR'S REPORT

**To the Members of
Catholic Aids Response Effort
For the Financial Year Ended 31 December 2023**

Report on the Audit of the Financial Statements (Cont'd)

Responsibilities of Management Committee and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the provisions of the Societies Act, the Charities Act and Regulations, and CASs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



INDEPENDENT AUDITOR'S REPORT

**To the Members of
Catholic Aids Response Effort
For the Financial Year Ended 31 December 2023**

Report on the Audit of the Financial Statements (Cont'd)

Auditor's Responsibilities for the Audit of the Financial Statements (Cont'd)

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also: (cont'd)

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Management Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on other legal and regulatory requirements

In our opinion, the accounting and other records required to be kept by the Society have been properly kept in accordance with the provisions of the Societies Regulations enacted under the Societies Act, and the Charities Act and Regulations.

During the course of our audit, nothing has come to our attention that causes us to believe that during the financial year the Society has not used the donation moneys in accordance with its objectives as required under Regulation 11 of the Charities (Institutions of a Public Character) Regulations

There was no fund-raising appeal held by the Society during the financial year.



Tan, Chan & Partners
*Public Accountants and
Chartered Accountants*

Singapore

Date: 7th March 2024

CATHOLIC AIDS RESPONSE EFFORT
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Catholic Aids Response Effort

STATEMENT OF FINANCIAL ACTIVITIES
For the Financial Year Ended 31 December 2023

| | Note | Funds | | | |
|---|------|---------------------|--|---------------------------------------|------------------|
| | | Unrestricted | | Restricted | Total |
| | | Accumulated fund | Designated Capital expenditure fund | Care and share matching fund | |
| | | | | | |
| 2023 | | \$ | \$ | \$ | \$ |
| <u>Income</u> | | | | | |
| <u>Income from generating funds:</u> | | | | | |
| Donations | 3 | 26,243 | - | - | 26,243 |
| Grants | | | | | |
| Caritas Singapore | | | | | |
| Community Council | | 160,000 | - | - | 160,000 |
| <u>Income from other charitable activities:</u> | | | | | |
| Residents' projects | | 4,504 | - | - | 4,504 |
| Residents' contribution | | 18,410 | - | - | 18,410 |
| | | 22,914 | - | - | 22,914 |
| Other income | 4 | 6,862 | 25,816 | - | 32,678 |
| Total income | | 216,019 | 25,816 | - | 241,835 |
| Less: Cost of charitable activities | 5 | 380,179 | - | - | 380,179 |
| Less: Governance and administrative costs | 6 | 147,703 | - | - | 147,703 |
| Less: Refund of unutilised grant | 13 | - | - | 284,217 | 284,217 |
| Net surplus/(deficit) before tax expense | | (311,863) | 25,816 | (284,217) | (570,264) |
| Taxation | 7 | - | - | - | - |
| Net surplus/(deficit) representing net movement in funds | | (311,863) | 25,816 | (284,217) | (570,264) |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 1,300,911 | 1,053,053 | 287,823 | 2,641,787 |
| Total funds carried forward | | 989,048 | 1,078,869 | 3,606 | 2,071,523 |

The accompanying notes form an integral part of the financial statements.

CATHOLIC AIDS RESPONSE EFFORT
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Catholic Aids Response Effort

STATEMENT OF FINANCIAL ACTIVITIES
For the Financial Year Ended 31 December 2023

| | | Funds | | | |
|--|------|---------------------|--------------------------------|---------------------------------------|------------------|
| | | Unrestricted | | Restricted | Total |
| | | Accumulated fund | Designated | Care and share matching fund | |
| | | | Capital expenditure fund | | |
| 2022 | Note | \$ (Restated) | \$ | \$ | \$ (Restated) |
| <u>Income</u> | | | | | |
| <u>Income from generating funds:</u> | | | | | |
| Donations | 3 | 4,201 | - | - | 4,201 |
| Grants | | | | | |
| Caritas Singapore | | | | | |
| Community Council | | 120,000 | - | - | 120,000 |
| <u>Income from other</u> | | | | | |
| <u> charitable activities:</u> | | | | | |
| Residents' projects | | 4,011 | - | - | 4,011 |
| Residents' contribution | | 22,410 | - | - | 22,410 |
| | | 26,421 | - | - | 26,421 |
| Other income | 4 | 5,814 | 5,030 | - | 10,844 |
| Total income | | 156,436 | 5,030 | - | 161,466 |
| Less: Cost of charitable activities | 5 | 411,955 | - | 8,595 | 420,550 |
| Less: Governance and administrative costs | 6 | 76,424 | - | 2,486 | 78,910 |
| Net surplus/(deficit) before tax expense | | (331,943) | 5,030 | (11,081) | (337,994) |
| Taxation | 7 | - | - | - | - |
| Net surplus/(deficit) representing net movement in funds | | (331,943) | 5,030 | (11,081) | (337,994) |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 1,632,854 | 1,048,023 | 298,904 | 2,979,781 |
| Total funds carried forward | | 1,300,911 | 1,053,053 | 287,823 | 2,641,787 |

The accompanying notes form an integral part of the financial statements.

CATHOLIC AIDS RESPONSE EFFORT
Annual Report 2023

Catholic Aids Response Effort

BALANCE SHEET
As at 31 December 2023

| | Note | 2023 \$ | 2022 \$ |
|------------------------------|------|------------------|------------------|
| Non-current asset | | | |
| Plant and equipment | 8 | - | - |
| Current assets | | | |
| Prepayments | | 2,787 | 1 |
| Other receivables | 9 | 18,915 | 18,960 |
| Cash and bank balances | 10 | 2,058,228 | 2,633,345 |
| | | <u>2,079,930</u> | <u>2,652,306</u> |
| Current liability | | | |
| Other payables | 11 | 8,407 | 10,519 |
| Net assets | | <u>2,071,523</u> | <u>2,641,787</u> |
| Funds | | | |
| <u>Unrestricted</u> | | | |
| Accumulated fund | | 989,048 | 1,300,911 |
| <u>Designated</u> | | | |
| Capital expenditure fund | 12 | 1,078,869 | 1,053,053 |
| <u>Restricted</u> | | | |
| Care and share matching fund | 13 | 3,606 | 287,823 |
| Total funds | | <u>2,071,523</u> | <u>2,641,787</u> |

The accompanying notes form an integral part of the financial statements.

CATHOLIC AIDS RESPONSE EFFORT
Annual Report 2023

Catholic Aids Response Effort

STATEMENT OF CASH FLOWS
For the Financial Year Ended 31 December 2023

| | Note | 2023 \$ | 2022 \$ |
|---|------|------------------|------------------|
| Operating activities | | | |
| Deficit for the financial year | | (570,264) | (337,994) |
| <u>Adjustments for:</u> | | | |
| Fixed deposit interest income | | (31,139) | (6,006) |
| Operating cash flow before working capital changes | | (601,403) | (344,000) |
| <u>Adjustments for changes in working capital:</u> | | | |
| Prepayments | | (2,786) | - |
| Other receivables | | (250) | - |
| Other payables | | (2,112) | 3,143 |
| Net cash used in operating activities | | (606,551) | (340,857) |
| Investing activity | | | |
| Interest income received, representing | | | |
| net cash generated from investing activity | | 31,434 | 499 |
| Net changes in cash and cash equivalents | | (575,117) | (340,358) |
| Cash and cash equivalents at beginning of financial year | | 2,633,345 | 2,973,703 |
| Cash and cash equivalents at end of financial year | 10 | 2,058,228 | 2,633,345 |

The accompanying notes form an integral part of the financial statements.

NOTES TO THE FINANCIAL STATEMENTS
For the Financial Year Ended 31 December 2023

These notes form an integral part of and should be read in conjunction with the accompanying financial statements.

1. GENERAL INFORMATION

Catholic Aids Response Effort (the “Society”) is registered under the Societies Act 1966 and the Charities Act 1994 and is domiciled in the Republic of Singapore. The Society is an approved Institution of Public Character (IPC). Its IPC status will expire on 31 January 2027.

The registered address of the Society is located at 9 Mandai Road, Singapore 779387.

The principal activities of the Society are those of providing holistic care and support to people living with HIV/AIDS (PLWHAs) and their families.

The financial statements of the Society for the financial year ended 31 December 2023 were authorised for issue by the Management Committee on the date of the Statement by the Management Committee.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

2.1 Basis of preparation

The financial statements, expressed in Singapore Dollar (“\$”), which is the functional currency of the Society have been prepared in accordance with the Societies Act 1966, (the “Societies Act”), the Charities Act 1994 and other regulations (the “Charities Act and Regulations”) and Singapore Charities Accounting Standard (“CAS”). The financial statements have been prepared under the historical cost convention except as disclosed in the accounting policies below.

The preparation of financial statements in conformity with CAS requires the use of estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the financial year. Although these estimates are based on management’s best knowledge of current events and actions and historical experiences and various other factors that are believed to be reasonable under the circumstances, actual results may ultimately differ from those estimates.

Use of estimates and judgements

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There were no significant judgements made in applying accounting policies and no estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial period.

NOTES TO THE FINANCIAL STATEMENTS
For the Financial Year Ended 31 December 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

2.2 Income recognition

Income is recognised in the statement of financial activities to the extent that the Society becomes entitled to the income, when it is probable that the income will be received; and when the amount of the income can be measured with sufficient reliability.

Donations

Donations are recognised and accrued in the statement of financial activities as and when they are committed. Uncommitted donations are recognised on receipt basis. Donations-in-kind are recognised when the fair value of the assets received can be reasonably ascertained.

Interest income

Interest income is recognised on a time-proportion basis using the effective interest method.

Other income

Other income is recognised on receipt basis.

Government grant

Grants from the government or non-profit organisation are recognised as receivable at their fair value where there is a reasonable assurance that the grants will be received and the Society will comply with all attached conditions.

Grant receivable are recognised as income over the periods necessary to match them with the related costs which they are intended to compensate, on a systematic basis. Government grants relating to expenses are shown separately as other income.

Grants related to assets is presented in the statement of financial position by recognising the grant as deferred capital grants that is recognised in statement of financial activities on a systematic basis over the useful life of the asset and in the proportions in which depreciation expense on those assets is recognised.

2.3 Recognition of expenditures

Expenditures are recognised in the statement of financial activities once the goods or services have been received unless the expenditure qualifies for capitalisation as assets such as inventory and property, plant and equipment. Expenditure on performance-related grants is recognised to the extent the specified service or goods have been provided. Expenditures in the statement of financial activities are classified under the cost of generating funds, cost of charitable activities and governance costs.

NOTES TO THE FINANCIAL STATEMENTS
For the Financial Year Ended 31 December 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

2.3 Recognition of expenditures (cont'd)

Cost of charitable activities

Expenditure on charitable activities comprises all costs incurred in undertaking work to meet the charitable objects of the Society. Such costs include the direct costs of the charitable activities of the Society together with those support costs incurred that enable these activities to be undertaken.

All resources applied in undertaking activities to meet the Society's charitable objectives are classified under cost of charitable activities.

Governance and administrative costs

Governance costs include the costs of governance arrangement, which relate to the general running of the Society, providing governance infrastructure and ensuring public accountability. These costs include costs related to constitutional and statutory requirements and an apportionment of overhead and shared costs.

Allocation of costs

Where appropriate, expenditures that are specifically identifiable to each cost classification are allocated directly to the type of costs incurred. Where apportionment between each costs classification is necessary, the following apportionment bases are applied:

- Usage;
- Head count i.e. on the number of people employed within an activity;
- Floor area occupied by an activity;
- On time basis; and
- Expenditure total.

2.4 Employee benefits

Defined contribution plan

The Society makes contributions to the Central Provident Fund in Singapore. Contributions to the defined contribution plan are recognised as an expense in the period in which the related service is performed.

Short-term benefits

All short-term benefits including accumulating compensated absences are recognised in the statement of financial activities in the period in which the employees rendered their services to the Society.

NOTES TO THE FINANCIAL STATEMENTS
For the Financial Year Ended 31 December 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

2.5 Operating leases

Leases of assets in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are taken to the statement of financial activities on a straight-line basis over the period of the lease. When an operating lease is terminated before the lease period has expired, any payment required to be made to the lessor by way of penalty is recognised as an expense in the period in which termination takes place.

Rental on operating lease is charged to the statement of financial activities.

2.6 Plant and equipment

Plant and equipment are carried at cost less accumulated depreciation. Depreciation is charged on the straight-line method to write off the assets over their estimated useful lives as follows:

| | <u>Useful lives</u> |
|------------------------|---------------------|
| Office equipment | 3 years |
| Renovation | 5 years |
| Furniture and fittings | 5 years |

The residual values, estimated useful lives and depreciation method of plant and equipment are reviewed, and adjusted as appropriate, at each balance sheet date. The effects of any revision are recognised in the statement of financial activities when the changes arise.

The gain or loss arising on disposal or retirement of an item of plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the statement of financial activities

Fully depreciated assets are retained in the financial statements until they are no longer in use.

2.7 Receivables

Receivables, excluding prepayments, are measured at initial recognition at transaction price, excluding transaction costs, if any. Transaction costs shall be recognised as expenditure in the statement of financial activities. Prepayments shall be initially recognised at the amount paid in advance for the economic resources expected to be received in the future.

After initial recognition, receivables, excluding prepayments, shall be measured at cost less any accumulated impairment losses. Prepayments shall be measured at the amount paid less the economic resources received or consumed during the financial period.

NOTES TO THE FINANCIAL STATEMENTS
For the Financial Year Ended 31 December 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

2.7 Receivables (cont'd)

At each balance sheet date, where there is objective evidence that a receivable is impaired, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the statement of financial activities. The allowance recognised is measured as the difference between the asset's carrying amount and the undiscounted future cash flows that the Society expects to receive from the receivables. When a receivable is uncollectible, it is written off against the allowance account for receivables. Subsequent recoveries of amounts previously written off are credited in the statement of financial activities.

2.8 Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, cash at bank and fixed deposits that are subject to an insignificant risk of changes in value.

2.9 Payables

Payables are initially measured at transaction price, excluding transaction costs, if any, both at initial recognition and at subsequent measurement. Transaction costs shall be recognised as expenditure in the statement of financial activities as incurred. Accruals shall be recognised at the best estimate of the amount payable.

2.10 Provisions

Provisions are recognised when the Society has a present obligation (legal or constructive) as a result of a past event, it is probable that a transfer of economic benefits in settlement will be required and the amount of the obligation can be estimated reliably.

Provisions are reviewed at the end of each reporting date and adjusted to reflect the current best estimate. If it is no longer probable that an outflow of economic resources will be required to settle the obligation, any adjustment to the amounts previously recognised shall be recognised as expenditure in the statement of financial activities unless the provision was originally recognised as part of the cost of an asset.

2.11 Taxation

The Society is registered as a Charity under the Charities Act and is exempted from income tax under Section 13(1)(zm) of the Income Tax Act.

NOTES TO THE FINANCIAL STATEMENTS
For the Financial Year Ended 31 December 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

2.12 Unrestricted funds

Unrestricted funds are classified into two categories:

Unrestricted non-designated funds

These represent funds received by the Society that are expendable for any activity within the Society at the discretion of the Management Committee in furtherance of the Society's charitable objectives.

Unrestricted designated funds

These represent funds that have been received by the Society specifically for one of its many programmes, or have been ear-marked for a specific programme or a specific purpose within a programme by the Management Committee. If part of the unrestricted designated fund of a programme is set aside for a particular purpose by the Management Committee, it may be designated as a separate fund within the programme but the designation has an administrative purpose only, and does not restrict the Management Committee from transferring or re-designating the fund for another purpose within the same programme. Funds that have been transferred from unrestricted non-designated funds by the Management Committee and designated for a specific purpose or programme, may at its discretion be transferred back to the non-designated unrestricted funds.

2.13 Restricted funds

Restricted funds are funds subject to specific trusts, which may be declared by the donors or with their authority such as in the literature of a public appeal or created through legal process, but still within the wider objects of the Society.

Restricted funds may only be utilised in accordance with the purposes established by the sources of such funds and are in contrast with unrestricted funds over which the board of management retains full control to use in achieving its institutional purposes.

The Society classifies the following fund as restricted fund:

- Care and Share Fund

CATHOLIC AIDS RESPONSE EFFORT
Annual Report 2023

Catholic Aids Response Effort

NOTES TO THE FINANCIAL STATEMENTS
For the Financial Year Ended 31 December 2023

3. DONATIONS

| | 2023 | 2022 |
|------------------------------|---------------|--------------|
| | \$ | \$ |
| Tax deductible donations | 8,291 | 2,850 |
| Non-tax deductible donations | 17,952 | 1,351 |
| | <u>26,243</u> | <u>4,201</u> |

During the financial year, the Society issued tax-exempt receipts for donations collected amounting to \$,8291 (2022: \$2,850).

4. OTHER INCOME

| | 2023 | 2022 |
|--|---------------|---------------|
| | \$ | \$ |
| <i>Accumulated fund</i> | | |
| Central provident fund transition offset | 824 | 416 |
| Fixed deposit income | 5,324 | 976 |
| Other miscellaneous income | 244 | 2,756 |
| Senior employment credit | 470 | 1,036 |
| Singtel sponsorship scheme | - | 480 |
| Wages credit scheme | - | 150 |
| | <u>6,862</u> | <u>5,814</u> |
| <i>Capital expenditure fund</i> | | |
| Fixed deposit income | <u>25,816</u> | <u>5,030</u> |
| | <u>32,678</u> | <u>10,844</u> |

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5. COST OF CHARITABLE ACTIVITIES

| | | Unrestricted Accumulated fund |
|--|------|-------------------------------------|
| | Note | 2023 \$ |
| Air conditioning, installations and equipment | | 1,363 |
| Building and grounds | | 8,431 |
| Catering, food and household expenses | | 7,887 |
| Central Provident Funds contributions | 16 | 25,216 |
| Childrens' transport fund and related transport cost | | 3,200 |
| Cleaning and environment services | | 3,560 |
| Cyclical maintenance | | 1,038 |
| Dum spiro spero | | 2,900 |
| Education and training expenses | | 31 |
| Electrical and lighting | | 1,268 |
| Furniture and fixtures | | 458 |
| Landscaping services | | 3,204 |
| Medicine and medical equipment | | 65 |
| Monthly rations | | 14,640 |
| Night warden cost | | 25,760 |
| Other event expenses | | 6,197 |
| Other volunteer expenses | | 20 |
| Other non-resident expenses | | 500 |
| Outreach expenses | | 2,448 |
| Rental expenses | | 47,952 |
| Resident incentive and assistance | | 6,517 |
| Staff costs | 16 | 194,241 |
| Staff insurance | | 4,205 |
| Sundries | | 844 |
| Transportation and travelling | | 120 |
| Utilities | | 17,844 |
| Water system | | 270 |
| | | <u>380,179</u> |

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5. COST OF CHARITABLE ACTIVITIES (cont'd)

| | | Unrestricted fund | Restricted fund | |
|---|------------|------------------------------|---|--------------|
| | | General fund | Care and share matching fund | Total |
| Note | 2022 | 2022 | 2022 | 2022 |
| | \$ | \$ | \$ | \$ |
| | (Restated) | | | (Restated) |
| Air conditioning, installations and equipment | 672 | - | 672 | |
| Building and grounds | 3,669 | 7,785 | 11,454 | |
| Catering, food and household expenses | 6,334 | - | 6,334 | |
| Central Provident Funds contributions | 16 20,560 | - | 20,560 | |
| Childrens' transport fund and related transport cost | 3,500 | - | 3,500 | |
| Cleaning and environment services | 2,817 | - | 2,817 | |
| Education and training expenses | 406 | - | 406 | |
| Electrical and lighting | 819 | - | 819 | |
| Landscaping services | 2,490 | 810 | 3,300 | |
| Medicine and medical equipment | 712 | - | 712 | |
| Monthly rations | 12,100 | - | 12,100 | |
| Night warden cost | 31,050 | - | 31,050 | |
| Other event expenses | 921 | - | 921 | |
| Other volunteer expenses | 2,167 | - | 2,167 | |
| Other non-resident expenses | 1,230 | - | 1,230 | |
| Outreach expenses | 2,125 | - | 2,125 | |
| Rental expenses | 47,959 | - | 47,959 | |
| Resident incentive and assistance | 5,750 | - | 5,750 | |
| Staff costs | 16 244,374 | - | 244,374 | |
| Staff insurance | 4,640 | - | 4,640 | |
| Transportation and travelling | 80 | - | 80 | |
| Utilities | 17,435 | - | 17,435 | |
| Water system | 145 | - | 145 | |
| | 411,955 | 8,595 | 420,550 | |

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6. GOVERNANCE AND ADMINISTRATIVE COSTS

| | | Unrestricted Accumulated fund |
|---|----|-------------------------------------|
| | | 2023 |
| | | \$ |
| Auditor's remuneration | | 6,709 |
| Board meeting expenses | | 1,065 |
| Bank charges | | 260 |
| Central Provident Fund contributions | 16 | 12,019 |
| Copier rental, postage, printing and stationery | | 4,001 |
| Fees, licenses and TOL | | (130) |
| Insurance expenses | | 2,233 |
| IT purchase and maintenance | | 7,880 |
| IT subscriptions | | 1,613 |
| Professional fees | | 15,000 |
| Repair and maintenance | | 1,324 |
| Skill Development Levy contribution | | 201 |
| Staff costs | 16 | 87,190 |
| Sundries | | 1,016 |
| Telecommunications | | 3,067 |
| Training and development | | 499 |
| Transportation and travelling | | 607 |
| Utilities | | 3,149 |
| | | <u>147,703</u> |

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6. GOVERNANCE AND ADMINISTRATIVE COSTS (cont'd)

| | Note | Unrestricted fund | Restricted fund | Total |
|---|------|-------------------|------------------------------|---------------|
| | | General fund | Care and share matching fund | |
| | | 2022 | 2022 | 2022 |
| | | \$ | \$ | \$ |
| | | (Restated) | | (Restated) |
| Auditor's remuneration | | 6,385 | - | 6,385 |
| Bank charges | | 278 | - | 278 |
| Central Provident Fund contributions | 16 | 5,880 | - | 5,880 |
| Copier rental, postage, printing and stationery | | 1,652 | 546 | 2,198 |
| Fees, licenses and TOL | | 690 | - | 690 |
| Insurance expenses | | 931 | - | 931 |
| IT purchase and maintenance | | 4,286 | 150 | 4,436 |
| IT subscriptions | | 1,199 | 1,383 | 2,582 |
| Medical expenses | | 1,500 | - | 1,500 |
| Recruitment cost | | 226 | - | 226 |
| Repair and maintenance | | 4,579 | 407 | 4,986 |
| Skill Development Lpevy contribution | | 410 | - | 410 |
| Staff costs | 16 | 42,000 | - | 42,000 |
| Sundries | | 90 | - | 90 |
| Telecommunications | | 2,682 | - | 2,682 |
| Transportation and travelling | | 651 | - | 651 |
| Utilities | | 2,985 | - | 2,985 |
| | | <u>76,424</u> | <u>2,486</u> | <u>78,910</u> |

7. TAXATION

The Society is registered as an exempt Charity under the Charities Act 1994. By virtue of section 13(1)(zm) of the Income Tax Act 1947, the Society is exempted from income tax.

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8. PLANT AND EQUIPMENT

| | Office equipment \$ | Renovation \$ | Furniture and fittings \$ | Total \$ |
|--|---------------------------|------------------|---------------------------------|----------------|
| <u>Cost</u> | | | | |
| As at 1 January 2022, | | | | |
| 31 December 2022 and | | | | |
| 31 December 2023 | 18,231 | 381,664 | 1,448 | 401,343 |
| <u>Accumulated depreciation</u> | | | | |
| As at 1 January 2022, | | | | |
| 31 December 2022 and | | | | |
| 31 December 2023 | 18,231 | 381,664 | 1,448 | 401,343 |
| <u>Carrying amount</u> | | | | |
| 31 December 2022 | - | - | - | - |
| 31 December 2023 | - | - | - | - |

9. OTHER RECEIVABLES

| | 2023 \$ | 2022 \$ |
|----------------------|---------------|---------------|
| Deposits | 13,703 | 13,453 |
| Interest receivables | 5,212 | 5,507 |
| | <u>18,915</u> | <u>18,960</u> |

10. CASH AND BANK BALANCES

| | 2023 \$ | 2022 \$ |
|----------------|------------------|------------------|
| Cash at bank | 821,646 | 1,428,197 |
| Cash on hand | 2,000 | 2,000 |
| Fixed deposits | <u>1,234,582</u> | <u>1,203,148</u> |
| | <u>2,058,228</u> | <u>2,633,345</u> |

Fixed deposits are placed with banks for a period of 3 to 12 (2022: 3 to 12) months and earn interest ranging from 2.40% to 3.00% (2022: 0.40% to 2.80%) per annum.

11. OTHER PAYABLES

| | 2023 \$ | 2022 \$ |
|----------------------------|--------------|---------------|
| Accrued operating expenses | <u>8,407</u> | <u>10,519</u> |

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12. CAPITAL EXPENDITURE FUND

The fund is set up for capital expenditure relating to CARE premise at 9 Mandai Road by setting aside fund for future improvement and additions to the premise. The transfer of \$1,000,000 to designated fund from general fund was approved by the Management Committee on 7 November 2017. The transfer was made during the financial year ended 31 December 2018 and the fund was placed in a separate deposit account since April 2018.

| | 2023 | 2022 |
|---|-------------------------|-------------------------|
| | \$ | \$ |
| At beginning of financial year | 1,053,053 | 1,048,023 |
| Income received during the financial year | 25,816 | 5,030 |
| At end of financial year | <u>1,078,869</u> | <u>1,053,053</u> |

13. CARE AND SHARE MATCHING FUND

Care and Share Matching Grant is a grant from Ministry of Social and Family Development (“MSF”) based on qualifying donations, to develop the charitable agency’s capabilities and capacity in the provision of social services and programmes for its beneficiaries. The unused funds for projects that are withdrawn or terminated prematurely may be clawed back if the new proposed projects were not being approved by MSF.

| | 2023 | 2022 |
|----------------------------------|---------------------|-----------------------|
| | \$ | \$ |
| At beginning of financial year | 287,823 | 298,904 |
| Less: Utilisation | - | (11,081) |
| Less: Refund of unutilised grant | (284,217) | - |
| At end of financial year | <u>3,606</u> | <u>287,823</u> |

During the financial year, unutilised grant balance amounting to \$284,217 (2022: NIL) was refunded to MSF. The refund was unanimously approved by members of the Society in the annual general meeting held on 30 May 2023.

14. RELATED PARTIES TRANSACTIONS

The Society has significant related party transactions with a related party on terms agreed between the parties as follows:

| | 2023 | 2022 |
|---|-----------------------|-----------------------|
| | \$ | \$ |
| <u>Caritas Singapore Community Council Limited: (“Caritas”)</u> | | |
| Grant received | <u>160,000</u> | <u>120,000</u> |

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15. KEY MANAGEMENT PERSONNEL COMPENSATION

The key management personnel are persons having authority and responsibility for planning, directing and controlling the activities of the Society. Key management personnel compensation for the financial year is as follows:

| | 2023 | 2022 |
|---|-----------------------|----------------|
| | \$ | \$ |
| Salaries and bonuses | 89,500 | 132,214 |
| Central Provident Fund contributions | 14,739 | 8,160 |
| | <u>104,239</u> | <u>140,374</u> |
| <u>Number of key management in remuneration bands</u> | | |
| \$100,001 to \$200,000 | <u>1</u> | <u>1</u> |

Apart from key management personnel listed above, there were no other staff that received more than \$100,000 in annual remuneration during the financial year ended 31 December 2023 and 2022 respectively.

None of the Management Committee members received remuneration for their contributions to the Management Committee.

16. STAFF COSTS

| | Note | 2023 | 2022 |
|--------------------------------------|------|-----------------------|----------------|
| | | \$ | \$ |
| Central provident fund contributions | | 37,235 | 26,440 |
| Salaries and bonuses | | 281,431 | 286,374 |
| | | <u>318,666</u> | <u>312,814</u> |

The staff costs were allocated as follows:

| | | | |
|--------------------------------------|---|-----------------------|----------------|
| Cost of charitable activities | | | |
| Central Provident Fund contributions | 5 | 25,216 | 20,560 |
| Salaries and bonuses | 5 | 194,241 | 244,374 |
| Governance and administrative costs | | | |
| Central Provident Fund contributions | 6 | 12,019 | 5,880 |
| Salaries and bonuses | 6 | 87,190 | 42,000 |
| | | <u>318,666</u> | <u>312,814</u> |

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17. OPERATING LEASE COMMITMENTS

The Society leases office premise and copier from third parties under non-cancellable operating leases agreements. The future minimum leases payable under non-cancellable operating lease contracted for at the reporting date but not recognised as liabilities, were as follows:

| | 2023 | 2022 |
|---|----------------------|---------------|
| | \$ | \$ |
| Within one year | 49,812 | 49,981 |
| Later than one year but not later than five years | 47,952 | 49,812 |
| | <u>97,764</u> | <u>99,793</u> |

18. RESERVE POLICY AND POSITION

The Society's reserve position (excluding non-current assets) for the years ended 31 December 2023 and 2022 are as follows:

| | | 2023 | 2022 | Increase/ (Decrease) |
|---|--|---------------|--------|-------------------------|
| | | \$'000 | \$'000 | % |
| A | Unrestricted funds | | | |
| | - General funds | 989 | 1,301 | (23.98) |
| B | Restricted or designated funds | | | |
| | - Designated funds | 1,079 | 1,053 | 2.47 |
| | - Restricted funds | 4 | 288 | (98.61) |
| C | Endowment funds | - | - | - |
| D | Total funds | 2,072 | 2,642 | (21.57) |
| E | Total annual operating expenditure | 528 | 499 | 5.81 |
| F | Ratio of unrestricted fund to annual operating expenditure [A/E] | 1.87 | 2.61 | (28.16) |

Reference:

- C. An endowment fund consists of assets, funds or properties, which are held in perpetuity, which produce annual income flow for a foundation to spend as grants.
- D. Total funds include unrestricted, restricted/designated and endowment funds.
- E. Total annual operating expenditure includes expenses related to cost of charitable activities and governance and other operating and administration expenses.

NOTES TO THE FINANCIAL STATEMENTS
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18. RESERVE POLICY AND POSITION (Cont'd)

The Society's reserve policy is as follows:

The Society maintains an operating reserve (retained earnings) for the purpose of meeting shortfalls or deficits for any financial year. The operating reserve comprises surplus operating funds without donor restrictions.

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

19. PRIOR FINANCIAL YEAR ADJUSTMENTS

Retrospective restatements have been made to reclassify a prior year expense. As a result, certain line items have been amended in the statement of financial activities. Comparative figures have been adjusted to conform to current year's presentation.

The effects of the restatement on the Society's reported amounts are as follows:

| | Note | As previously stated \$ | Increase/ (Decrease) \$ | As restated \$ |
|---|------|-------------------------------|-------------------------------|----------------------|
| <u>At 30 December 2022</u> | | | | |
| <u>Statement of financial Activities</u> | | | | |
| <u>Cost of charitable activities</u> | | | | |
| Night warden cost | 5 | - | 31,050 | 31,050 |
| <u>Governance and administrative costs</u> | | | | |
| Night warden cost | 6 | 31,050 | (31,050) | - |