

# ANNUAL REPORT

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## MISSION

Our mission is to reach out in Christian love, by providing quality programmes and services to all children, youths, parents and their families, of all language, race and religion, and nurturing each family member in body, mind and spirit.



## VISION

We aim to be the premier service provider that supports the continuum of safety and developmental needs of children and youths and to share Christian love in a way that is acceptable in Singapore's multicultural and multi-religious landscape.



## OBJECTIVES

The objectives of the organisation are to help children, youths and parents of all language, race and religion, especially from dysfunctional, disadvantaged and needy families, to:

- Develop to their fullest potential;
- Enjoy a balanced family life;
- Become responsible and caring family members; and,
- Become useful members of society.



## ABOUT US

Epworth Community Services is the former MCYC Community Services Society. We are a Voluntary Welfare Organisation (VWO) which helps at-risk children and youths in their educational, social, emotional and moral development. This Annual Report captures the organisation's milestone developments and progress for the financial year from 1 August 2017 to 31 July 2018.

Registered with the Registry of Societies on 6 June 2008, we are a full member of the National Council of Social Service (NCSS) and also an Institution of Public Character (IPC) since 1 October 2008. The organisation is affiliated with Barker Road Methodist Church. The church strongly supports our work in the community, benefitting the disadvantaged and those in need.

The organisation is funded mainly by direct donations from individual donors and Barker Road Methodist Church, government grants and programme fees. As an IPC, all local donations to Epworth Community Services qualify for tax exemption benefits.

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# CHAIRMAN'S MESSAGE

Dear Friends,

Epworth Community Services (formerly known as MCYC Community Services Society) celebrated its 10<sup>th</sup> anniversary in the last financial year. In our celebration, we recounted the achievements of the organisation. More importantly, we recounted God's guidance as well as providence in the last decade. The organisation grew from strength to strength, taking on new challenges to meet the needs of the community-at-large. We continued to build capabilities and improve our delivery of existing programmes and services. In particular, in partnership with the Ministry of Social and Family Development (MSF), the first Therapeutic Group Home in Singapore was established in 2013. Our Fostering Agency, started in partnership with MSF in 2015, is now operating at maximum capacity.

The year was an eventful one. On Saturday, 25 November 2017, we hosted President Halimah Yacob when she visited our Therapeutic Group Home, Epworth HomeSweetHome. Children from our literacy centre as well as residents of the Home had a wonderful time interacting with the President. We would like to thank the President for spending time with our children and staff.

The celebration of our 10<sup>th</sup> Anniversary would not be complete without our Charity Golf and Dinner. This was held on 13 April 2018. We were indeed honoured to have Rev Dr Gordon Wong, President of the Trinity Annual Conference of The Methodist Church in Singapore, tee-off the Golf Tournament. We were also honoured to have the Minister for Family and Social Development and Second Minister for National Development, Mr Desmond Lee, as the Guest-of-Honour for our Charity Dinner. The event was a great success! Generally, we hold fundraising events only once every two years. Hence the monies raised will be used over a two-year period to support our programmes and services that directly benefit our clients.

As we move into the future, a decision was made to rebrand the organisation. With effect from 21 June 2018, the organisation is renamed Epworth Community Services. The distinctive name draws inspiration from the Methodist roots of our organisation. Epworth is a town in Lincolnshire, in North England; and, is the birthplace of John and Charles Wesley, the founders of Methodism. There, the siblings spent their childhood and early teenage years, being nurtured under the loving care of their parents, Susanna and Samuel Wesley. There, they received their foundation in education, character development and spiritual formation.

This Annual Report reflects the change of the organisation to Epworth Community Services. With a new identity, the organisation seeks to continue its expansion of programmes and services to help more children and youths. This begins with the expansion of a new Literacy Centre in Jurong West in 2019 for more children and youth to benefit from Epworth Literacy's programmes and services. The organisation will also find new and effective ways to improve our service delivery. We will be looking to use more technologies as well as review our processes and systems. This is to ensure that our clients and beneficiaries receive the relevant help they need.

I would like to express my sincere thanks to all donors, volunteers, partners, Barker Road Methodist Church, Board Members and staff for making the organisation viable and sustainable. This year, we are particularly grateful to those who gave us tremendous support at our 10<sup>th</sup> Anniversary Charity Golf and Dinner.

We thank God for His faithfulness and pray that He will continue to guide and bless us as we reach out in Christian love to the community-at-large. Do continue to support us in prayer as well.

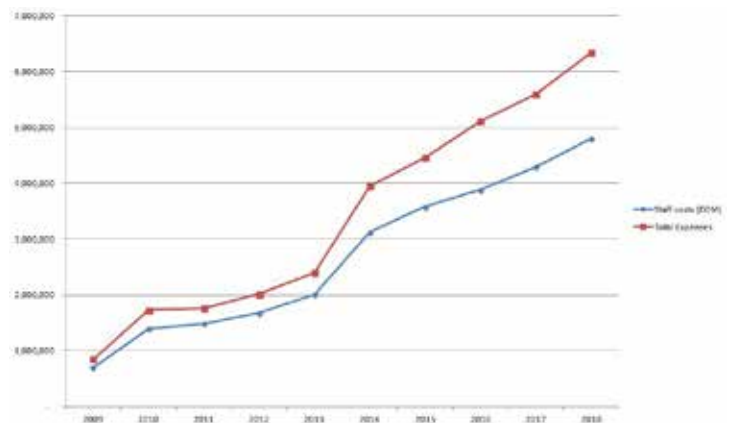
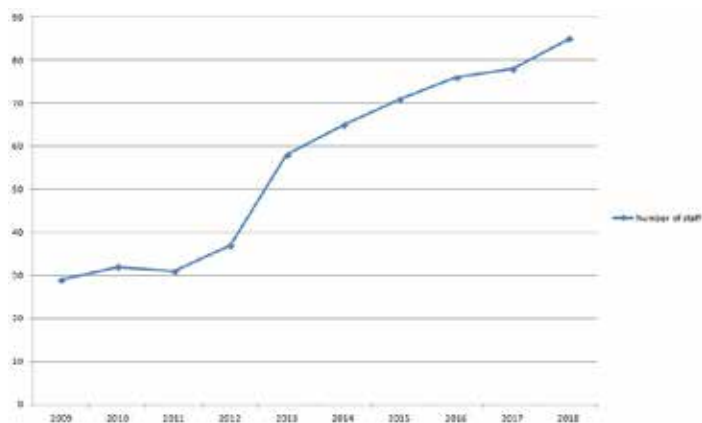
Robert Lim  
Chairman



# EXECUTIVE DIRECTOR'S MESSAGE

Dear Friends,

In the last 10 years, Epworth Community Services (formerly known as MCYC Community Services Society) as an independent organisation significantly expanded its programmes and services to meet the growing needs of the community. The significant growth can be seen in the new programmes and services, the corresponding increase staff strength as well as the operating cost of the organisation.



As a result of this growth, there was a need for more resources. The organisation started a once every 2-year fundraising programme. The first was only in 2013 when we held a Charity Gala Dinner. This was followed by a Charity Golf and Dinner in 2015. To tie-up with our 10th Anniversary celebration, we held a Charity Golf and Dinner fundraising event this year. Generally, the cost of each of these fundraising events is between 13% to 17% of the funds raised. The rest of the funds are used to directly benefit our clients through the programmes and services that we run.

It gives me great pleasure to recount some of the highlights of the organisation's work in the last 10 years.

## The Last 10 Years of Work as MCYC Community Services Society

The decade had been eventful. With many pioneering efforts, we also faced many challenges that came with our growth. It is by God's great blessings and the tenacity of our staff that made the trajectory of growth possible and sustainable. Two areas that experienced much growth were the literacy programmes and the out-of-home services.

### Working with Children

#### Literacy Programmes

The Literacy Intervention Programme (LIP) is a key programme initiated by our organisation. From its inception, the LIP has been helping children in mainstream schools with learning difficulties and disadvantaged backgrounds. The objective of the LIP is to help these children overcome their challenges in learning and level up with their peers in school. This will help them cope with their education in mainstream schools; equip them with lifelong learning ability; and, reduce the risk of slipping into delinquency.

In 2011, the organisation initiated another programme called STAR. This programme addresses children with problems of impulsivity and attention. STAR has grown and is now a mainstay programme. The programme helps to stabilise children with severe impulsivity and attention issues before they transit into the LIP.

To complement the LIP, we also piloted the Mathematics Intervention Programme (MIP) in 2013. This programme helps children with challenges in numeracy. The programme was initiated after observing the co-morbidity in learning problems in many children.

As English is not the lingua franca at home for these children, the Kids Club was started to provide them with more opportunities to use the English language. Activities are held on Saturdays without cost, so as to encourage more children to participate. These activities include speech and drama; story telling; fun games; and outings. In addition, with the help of volunteers, we also run the KidsRead programme so that the children can have more reading opportunities in an encouraging environment.

#### *Student Care Centre*

In 2009, we started our first school-based Student Care Centre at Anglo-Chinese School (Primary). Today, we have over a hundred students enrolled. In 2011, we set up a small Student Care Centre at Hong Kah Primary School with an average student enrolment of about thirty students. The aim was to support students from disadvantaged background until that school closed in 2015 due to declining student enrolment. In 2012, we started a Student Care Centre at Bukit View Primary School. As at 2018, there were about one hundred and eighty students enrolled at that centre.

#### *Positive Parenting Programme*

The Positive Parenting Programme (Triple P) is an empirical-based programme designed by the University of Queensland. Because of its efficacy, our organisation adopted this programme from the beginning to help parents cope better with their children. We have conducted this parenting programme for parents in the community as well as those directed to us by order from the Family Court and the Ministry of Social and Family Development (MSF). More recently, the organisation has expanded its repertoire of programmes to include Signpost, another parenting programme from Australia.

#### **Working with Youths**

Over the years, the organisation was very much involved in work with at-risk youths. These include working with at-risk youths from schools through the Enhanced Step-Up programme; and, working with offenders and probationers through the Theft Intervention Programme. We also run a Youth Outreach Centre at one of our Bukit Batok premises since 2013.

#### *Youth Gambling Prevention*

From inception to 2012, the organisation ran the Youth Gambling Prevention Roadshows in many secondary schools, tertiary institutions and in public venues. The roadshows reached over 10,000 people.

In 2010, the National Council on Problem Gambling engaged our organisation to design a prevention and intervention curriculum for problem gambling among youths. Between 2010 to 2012, the curriculum was used to train teachers, full-time school counsellors and social workers.

#### *Beyond Parental Control (Investigation)*

We started working on Beyond Parenting Control (BPC) cases with the Youth Court since 2009. Our staff conducts investigation on cases of youths whose parents have made a complaint to the Youth Courts regarding their at-risk behaviours and their refusal to obey their parents. These cases are discussed in the Court with recommendations to help the youths and their parents. Presently, the organisation is the sole service provider for BPC investigations.

#### *Functional Family Therapy*

In 2014, the organisation is amongst the first to use Functional Family Therapy, together with MSF, to work with probation youths and their families. The objective of the therapy is to bring these youths and their families together to work against recidivism of the youth's offending behaviour.

#### **Out-of-Home Services**

##### *Supervised Access*

Since 2015, the organisation has been working with MSF on Supervised Access for children who have been removed from their family for their safety. The objective of Supervised Access is to facilitate continuous and safe interactions between these children and their natural parents. With this service, we hope to facilitate eventual reintegration with their families once the natural parents have resolved their challenges and are able to cope with proper and safe care for their own children.

### *Foster Care Services*

From inception, the organisation had been working hand-in-glove with MSF to train foster parents with relevant skills to manage foster children. We conducted parenting training workshops using principles of Triple P. There were also specialised workshops covering topics like child and adolescent development; helping children in their education; managing special needs children; managing grief and loss; and self-care for foster parents. These workshops were conducted in English, Mandarin, Malay and Tamil. We also supported foster parents by conducting support group discussions.

From 2015, in partnership with MSF, the organisation started the first pilot foster agency in the community to manage and recruit foster parents. To date, we are managing around 130 children and about 90 foster parents. We are actively recruiting more foster parents through roadshows at shopping malls and meetings with religious groups like churches.

### *Therapeutic Group Home*

In 2013, in partnership with MSF, we piloted the first Therapeutic Group Home, in Singapore, working with children who have experienced abuse and complex trauma; and with severe behavioural problems. The Home uses Trauma Systems Therapy, from the New York University. After 5 years, the Home is now stable and is an established institution in the out-of-home landscape in Singapore. We have helped and discharged over twenty of such children and are continuing to treat children with such challenging backgrounds.

## **Moving forward as Epworth Community Services**

We are very happy to inform you that the organisation's name is now changed to Epworth Community Services.

Many may ask, "Why Epworth"? It is such an obscure name! Actually, this relatively unknown name of a small town in North England is the birthplace of great things!

Epworth is the birthplace of John and Charles Wesley, the founder of Methodism. It was here that the siblings grew up and were nurtured under the loving care of their parents, Susanna and Samuel Wesley. Here, they received their education and spiritual formation. But what has this name to do with social work?

When we chose this name to rebrand the organisation, we first wanted a distinctive name that links us back to our roots. Our organisation was formed by Barker Road Methodist Church, of which, we are still affiliated with. But, the Methodist movement is not just about a Christian denomination.

The Methodist movement in John Wesley's time was about reaching out to the under privileged in the community! John Wesley reached out to the community, travelling throughout the United Kingdom. He spent much of his time reaching out to people in the market place, in the streets, at the coal mines; and, at pubs and taverns! John Wesley was also very concerned about health, education and social issues. In his lifetime, he contributed much in these areas. In fact, John Wesley was a strong proponent of the abolition of slavery. Today, Methodists continue to contribute in areas of health, education and social issues; caring for people and addressing pertinent issues that affects the community-at-large.

Hence, Epworth Community Services is an appropriate name for our organisation as we continue to work with children, youth, their families; and, the community-at-large.

The organisation also has a new logo:



In the centre of the letter 'o', there is a bright yellow cross that radiates its light to form a star. This reflects the organisation's mission of showing Christian love to the community-at-large. At the same time, it represents the organisation as a source of light and hope for those who need help to face the challenges in our fast-paced society.

For now, our existing programmes and services remain unchanged. However, following our heritage, Epworth Community Services will identify pressing issues of our society and seek to help those affected by them. In other words, we will continue to have an open-mind; listening to the community around us; be nimble and responsive; and, address the needs of society as they come to our attention.

As we rebrand ourselves, we look forward to doing more for the community-at-large. We will also have more engagement with our stakeholders to continually communicate information on our work and their impact on our clients. Hence, we also seek your support and your prayers for our work and our clients.

Tan Khye Suan  
Executive Director

# ORGANISATIONAL STRUCTURE

The Board and Executive Director are responsible for the administration and operations of the Society. They are supported by a number of Committees and a management team of senior staff members.

## Audit Committee

Mr Chiang Chie Foo, Chairman (25 May 2018)  
Ms Chuang Sheue Ling (25 May 2018)  
Mr Lee Soo Chye (25 May 2018)  
Mr Eddy Tham (Until 11 Nov 2017)

## Finance Committee

Mrs Poon Hoh Kam, Chairman (25 May 2018)  
Mr Melvyn Low (25 May 2018)  
(Vacant Position To Be Filled)

## Human Resources Committee

Mr Ang Hock Kheng, Chairman (25 May 2018)  
Ms Lian Ying Ying (25 May 2018)  
(Vacant Position To Be Filled)

## Nominations Committee

Mr Loke Beng Fong (Until 11 Nov 2017)  
Mr Eddy Tham (Until 11 Nov 2017)  
(New Committee To Be Formed)

## Epworth HomeSweetHome Committee

Mr Gan Eng Khoon, Chairman (Until 31 July 2018)  
Mr Hardev Singh, Chairman (1 Aug 2018)  
Mr Pang Tit Keong, Vice-Chairman  
Ms Yarni Loi, Secretary  
Mr Melvyn Low, Treasurer (1 Jan 2018)  
Ms Era Cheong, Member (1 Aug 2018)  
Dr Chong Yew Lam, Member (Until 13 Nov 2017)

## Epworth Foster Care Committee

Mr Lee Soo Chye, Chairman  
Ms Angeline Tan, Treasurer  
Mr Aaron Chong, Member  
Mr Edmund Bek, Member

There are 85 professional staff comprising:

	Full-time	Part-time
Administrative & Support Staff	16	-
Counsellors/Case Workers	6	-
Social Workers	15	-
Psychologists	3	-
Teaching Staff	11	2
Programme Support Staff	18	1
Residential Care Workers	13	-
Total	82	3

## CORPORATE INFORMATION

### Unique Entity Number

T08SS0123D

### Registered Address

Blk 106 Bukit Batok Central #01-217  
Singapore 650106

### Trustees

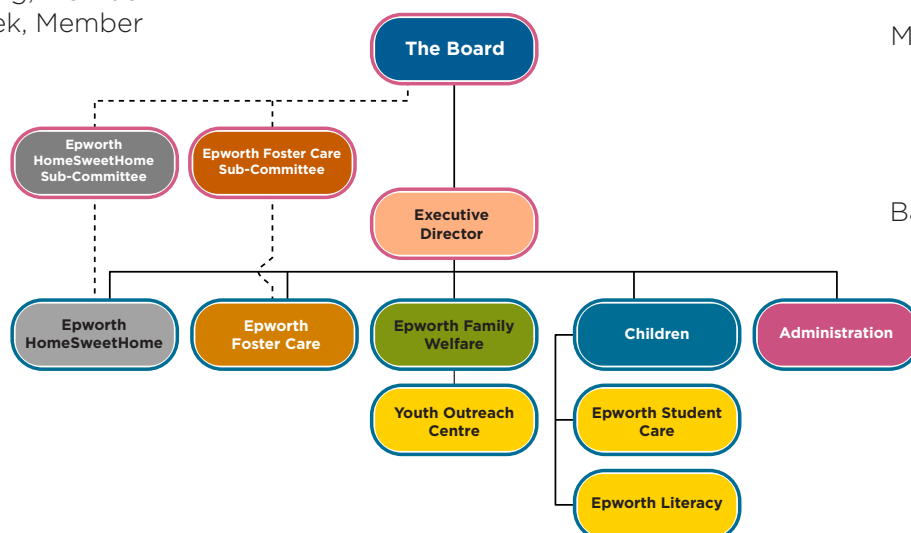
Dr Edwin Tan  
Mr Benjamin BC Tan

### Banker

DBS Bank Ltd

### Auditor

Baker Tilly TFW LLP



# THE BOARD

Members, elected at the Annual General Meeting on 11 November 2017, are as follows:



## **MR ROBERT LIM** **CHAIRMAN**

Mr Robert Lim is Director of Operations at NSL OilChem Waste Management Pte Ltd, a subsidiary of NSL Ltd., a Singapore listed company with core businesses in Environmental Services and Precast concrete.

Robert has worked for over 25 years in the waste management industry covering business development, sales and marketing, operations, ISO Management Systems, safety and enterprise risk management. He is currently responsible for operations at NSL OilChem's Tanjong Kling waste management plant.



## **MR TAN GEE SHAN** **VICE-CHAIRMAN**

Mr Tan Gee Shan is a veteran commercial banker for over 30 years. He spent most of his career in Standard Chartered Bank and has held numerous positions in operations, sales and risk functions. They include Chief Risk Officer in Standard Chartered Bank Thailand and Group Head of Medium Enterprise Risk based in Singapore. Gee Shan is currently Head of Risk in the Singapore branch of Emirates NBD, which has a wholesale banking licence.



## **MR ANG HOCK KHENG** **SECRETARY**

Mr Ang Hock Kheng runs an executive search company as well as provides human resource consultancy and training services to corporate clients. He has more than 20 years of human resource experience in the aviation, IT, accounting and finance, property development and hospitality industries, as well as the public sector, at IDA and HSA.

Companies that he has worked for include Singapore Airlines Ltd, United Overseas Land Ltd, Pacific Internet Ltd and Ernst & Young LLP. He has also served as a member of the Staff Committee at YMCA Singapore, and is currently serving as a member of the Committee of Human Resource Management at the Methodist Church in Singapore.



## **MRS POON HOH KAM** **TREASURER**

Mrs Poon Hoh Kam is a member of the Institute of Chartered Accountants in Australia as well as the Institute of Singapore Chartered Accountants. She has more than 40 years of Corporate Accounting and Financial experience working in professional accounting firms and MNCs. Prior to volunteering her service as the Treasurer of MCYC, Kam was the Head of Finance and Regional Financial Controller (Asia Pacific) for MAN Diesel & Turbo Singapore Pte Ltd, a subsidiary of MAN AG, Germany.



**MS SAM PEI PEI**  
**VICE-TREASURER**

Ms Sam Pei Pei is currently a Divisional Director in the Finance Department at Nanyang Technological University. She is also a Chartered Accountant with the Institute of Singapore Chartered Accountants and holds a Master in Business Administration.

She started her career with an accounting firm as an auditor and also has experience working with MNCs in the IT industry.



**MR CHIANG CHIE FOO**  
**MEMBER**

Mr Chiang Chie Foo joined the Management Committee in September 2017. He is currently holding non-executive positions in the Central Provident Fund Board, PUB - Singapore's National Water Agency, Ascendas Property Fund Trustee Pte Ltd, Valencia Football Club, Lee Kuan Yew Exchange Fellowship and APB Foundation. He is also the Senior Advisor in the Ministry of Defence.

Chie Foo retired from the Civil Service in 2013. Positions held during his 32 years in the Civil Service included Permanent Secretary in the Ministry of Education, Defence and Prime Minister's Office.



**MR CHRISTOPHER CHOW**  
**MEMBER**

Mr Christopher Chow has a strong passion for youth work and community service. He has served with the Boys' Brigade as a volunteer officer as well as Chairman for its BB CARES community service programme. In 2008, he initiated the Green Shoots life skills programme with the Singapore Armed Forces (SAF) Detention Barracks which saw volunteers from all walks of life come forward to equip detainees with the skills they need to reintegrate back into society.

He is currently heading the International Trading Institute@SMU, the first trading institute in the world to be set up within a university and Singapore's premier industry platform for thought leadership and talent development in the arena of international trading.



**MS CHUANG SHEUE LING**  
**MEMBER**

Ms Chuang Sheue Ling is a Chartered Accountant and holds a Bachelor of Accountancy degree from the National University of Singapore.

She has over 30 year of experience with corporate secretarial services and is currently Consultant at BSL Corporate Services Pte Ltd.





### **MR DAVID PHUA** **MEMBER**

David Phua is currently Financial Consultant with Promiseland Independent Pte Ltd, one of the leading Independent Financial Adviser (IFA) companies in Singapore. David is a Chartered Accountant with an MBA from the University of Strathclyde (UK). David also holds the following designations:

FCA S'pore - Fellow member of The Institute of Singapore Chartered Accountants

FCMA - Fellow member of The Chartered Institute of Management Accountants (UK)

CGMA - Chartered Global Management Accountant, a professional body jointly formed by CIMA (UK) and AICPA (USA).

He has over 38 years of regional financial management experience in various industries in MNCs & SMEs and co-Chaired a sub-group in fine-tuning the Code of Governance for Charities while acting as sector administrator with People's Association.



### **MR EDDY THAM** **MEMBER**

Mr Eddy Tham presides as a District Judge in a criminal trial court in the State Courts. Since his first appointment as a Deputy Registrar of the Subordinate Courts in 1988, Eddy has been posted to several positions including a District Judge in the Family Court, a Coroner with the Coroner's Court, an Assistant Registrar with the Supreme Court and a Deputy Public Prosecutor with the Attorney-General's Chambers. He is a member of the Inquiry Panel of the Law Society looking into complaints against lawyers.



### **MR GAN ENG KHOON** **MEMBER**

Mr Gan Eng Khoon presently holds the position of Deputy Director at the National University of Singapore, and has previously worked at the Ministry of Defence and Ministry of Transport in strategic operations and policy development, deployment and implementation.



### **MR HARDEV SINGH SIDHU** **MEMBER**

Mr Hardev Singh is a teacher in the Singapore Teaching Service. He has been teaching for 18 years in a secondary school and is currently serving as a Head of Department. Hardev has been a member of the Epworth Home Sweet Home since its inception in July 2013.





**MR LEE SOO CHYE**  
**MEMBER**

Mr Lee Soo Chye is a senior partner at Aequitas Law LLP. He has been in practice since 1990. He serves on the boards of various non-profit organisations.



**MR PANG TIT KEONG**  
**MEMBER**

Mr Pang Tit Keong is a Deputy Director with the Health Products Regulation Group, Health Sciences Authority involved in regulatory policy development and implementation. He is a registered Pharmacist and holds a MBA with several years of experience in strategic development, sales, marketing and regulatory affairs in the pharmaceutical industry before joining HSA.



**MS SABRINA WEE**  
**MEMBER**

Ms Sabrina Wee joined the Management Committee in March 2017. Sabrina is trained as a qualified accountant (ACCA) and holds an honours degree in Accounting and Finance. Sabrina started her career as an auditor and held a number of portfolios in the manufacturing and consultancy sector and now works in finance in the charities sector.



**MR TAN KHYE SUAN**  
**EXECUTIVE DIRECTOR**

Mr Tan Khye Suan has been Executive Director of MCYC since April 2002.

Khye Suan was a Town Planner with the Housing Development Board for 15 years before embarking on a three-year stint in the real estate and construction industries.

# PROGRAMMES & SERVICES

## CHILDREN

### EPWORTH LITERACY

Epworth Literacy is the new name for our literacy centre. It was formerly known as iPEAK (Intervention and Psycho-Educational Assessment for Kids). Epworth Literacy is an aggregation of intervention programmes and services to help children overcome their learning difficulties so that they can cope with formal education. These include: the Literacy Intervention Programme; the Mathematics Intervention Programme; the STAR Programme; and Psychological Services.

#### PSYCHOLOGICAL SERVICES

Our team of psychologists provide screening, psycho-educational assessment and intervention programmes for children with developmental and behavioural issues. Early detection and intervention help children improve their functioning, especially in schools, as well as reduce the possibility of them being marginalised. These children, aged between four and 16 years, are typically referred to our organisation by their schools, hospitals, other VWOs or the community.

Psychological assessments are conducted for children and youths in the areas of cognitive assessment, achievements assessments and Attention Deficit Hyperactivity Disorder (ADHD). For children who do not have a psychological report or are not in need of a full psychological assessment, screening is done prior to enrolling them into appropriate intervention programmes.

The students' progress in reading, spelling at single word level as well as their receptive vocabulary knowledge is measured every six months.

#### LITERACY

The Literacy Intervention Programme helps students cope and remain in mainstream schools, and reduces the risk of juvenile delinquency in their later years. The literacy intervention teachers, who are trained in the Orton-Gillingham approach, help bridge the gaps in literacy skills of mainstream school students with learning needs. The age range of enrolled students during the financial year was four to 12 years.

These students attended social character building programmes in November 2016 and May 2017. Their parents also attended talks to help them better relate to their children, and encourage positive social character development.

#### MATHEMATICS

The Mathematics Intervention Programme was introduced in February 2013 to augment the work of the Literacy Programme. The Math programme aims to help struggling students in the mainstream schools to:

- 1) establish foundation in early numeracy and basic mathematical concepts;
- 2) equip them with learning strategies so they can apply mathematical skills to daily living; and,
- 3) empower them to problem-solve mathematical sums with confidence.

The ages of enrolled students during the financial year ranged from five to nine years.

The Mathematics Intervention Programme is based on the Concrete-Pictorial-Abstract Approach, also known as the CPA Approach. This approach helps students to understand a concept better by going back and forth between these three representations. In the CPA Approach, children first experience a concept in the concrete form, for example using objects. Teachers then present pictorial examples and link them to the

concrete form before applying them to the abstract questions. Studies have shown that this method is effective, especially for children with mathematical difficulties.

Children are given many opportunities for multisensory and experiential learning. Lessons are not restricted to the classrooms. They are also taken outdoors to learn how mathematics can be applied in daily life. It has been observed that children not only enjoy experiential learning, they are also more engaged and participative in the activities. The experience will increase their interest towards mathematics and help them retain an understanding of mathematical concepts. Learning early numeracy skills and mathematical concepts are made much easier, more fun and meaningful for learners at our Mathematics Intervention Programme.

## STAR

The STAR behavioural modification intervention programme aims to help four to 12-year old children with challenging behaviours. This specialist intervention programme seeks to help children cope with their challenging behaviours, inattention, impulsive issues, social and emotional difficulties. It also strives to equip parents with positive parenting skills in managing their children's challenging behaviours at home and in other settings.



## KIDS CLUB & KIDSREAD

Kids Club is a subsidiary outreach programme by Epworth Literacy to give children in the community more opportunities to use the English language in communication, learn good moral values and strengthen social and emotional skills. In the reporting period, 846 man hours were put into this outreach programme.

kidsREAD is a weekly one hour reading and storytelling session conducted by volunteers. During the sessions, the children are guided by the volunteers to delve into different storybooks. They also engage in activities that build on moral values and lesson learned at the end of each story.







Some of the Kid's Club activities and highlights included:

### ***Children's Day Celebration at HomeTeamNS T-Play***

87 children from Epworth Literacy were treated to a fun day out at T-play indoor playground at HomeTeamNS. They had great fun developing their gross and fine motor skills and dexterity in the ball pits, swings, slides, and different play stations. While they got to celebrate being themselves on this special day, they also made new friends and learned to cherish the friendships built along the way.

### ***November 2017 Extended Programme titled 'Sherlock Club'***

Teachers from Epworth Literacy planned an educational and mystery-packed holiday programme centered around solving mysteries and unlocking puzzles where children built on their thinking and language skills. They were also awarded detective badges after completing the two day programme.

### ***Christmas Party 2017***

Epworth Literacy celebrated the true meaning of Christmas through its annual Christmas celebration. Activities were held and presents and vouchers were given to all children who attended the event. The families were also treated to a buffet spread for a fulfilling time with our staff and their loved ones.



### ***Partnership with Ngee Ann Polytechnic Students***

In the reporting period, Epworth Literacy partnered with Ngee Ann Polytechnic students on three highlight activities. The first was an Educational Games Day; the second was an Amazing Race, the third was a Storytelling Session.

During the Educational Games Day, the children worked on problem-solving skills with the Ngee Ann Polytechnic students through hands-on experiments. They learnt a variety of science concepts and worked in teams through an experiment; where the children had to create a protective barrier for their 'egg parachute' thrown from a height.

In the Amazing Race, our children had fun participating in different game stations planned by the Ngee Ann Polytechnic students. Some popular game ideas were incorporated into the various stations; these included games like Charades and Hula Hoop Pass. The games encouraged teamwork, problem-solving skills and creativity.



Students from Ngee Ann Polytechnic also conducted a short storytelling session with the children using the book “Tell Me A Dragon” by Jackie Morris. Inspired by the story, the children then made their own dragon puppets and did a show-and-tell of the dragons created.

Through these activities, the volunteers from Ngee Ann Polytechnic also gained some experience and exposure to interacting and managing children effectively as they prepared for their own educational school trips.



#### ***Healthy Eating Workshop with ACJC Interact Club***

ACJC Interact Club organised a healthy eating workshop to encourage healthy eating habits and introduce various food groups to the children. Children made and packed homemade sushi and sandwiches in lunch-boxes provided by the Interact Club. The ACJC students showcased Values-In-Action (VIA) through this volunteering experience.

#### ***Sentosa Gives - Kidzania***

As part of Sentosa Gives 2018, Epworth Literacy was invited to Kidzania Singapore where the children tried out different occupations in a safe environment to earn Kidzos - the “currency” used by children in Kidzania. The children had an enjoyable time role-playing police officers, firefighters, museum curators, delivery staff, and many more interesting jobs. One of the highlight comments from many of the children was that working life is tough and they very much preferred going back to school!

#### ***June 2018 Extended Programme titled ‘Around The World’***

Teachers from Epworth Literacy ran a school holiday programme in June that focused on the theme, ‘Around the World’. The children were ‘transported’ to various countries in different continents to build their awareness on the diversity of people, their cultures and the countries’ notable landmarks. They engaged in educational games, tasted diverse cuisines and brought home fond memories of their ‘traveling’ experiences.

#### ***Istana Open House with Heartware Network***

Children and their families were specially invited to the Istana Open House 2018 by Heartware Network. It was a great day of family bonding with plenty of activities and leisure strolling in the compound. The families bonded well with the helpful volunteers who were present throughout the day to lend a helping hand in engaging the children.





## EPWORTH LITERACY IN NUMBERS (FY2017-2018):

51

Children and youths assessed and screened by our psychologists and therapists this financial year.



250

Students screened over **120 hours** by psychologists using standardised normed tests to monitor Literacy Intervention progress.



195

Students taught by our teaching staff under our Literacy Intervention Programme.



19

Graduates from our Literacy Intervention Programme this financial year.

135

Students engaged in our Literacy Intervention Programme as at 31 July 2018.

Enrolment expected to increase next financial year.

14

Students helped through the Mathematics Intervention Programme this financial

4

Graduates from the Mathematics Intervention Programme this financial

55

Children and families helped by our STAR programme this financial year.

27

Children still enrolled in the STAR programme.

10

Students currently engaged in our Mathematics Intervention Programme as at 31 July 2018.



1157

Number of Kids Club and KidsREAD participations.

475

Volunteers in KidsREAD and KidsClub. Volunteers help in individual or corporate capacities.



# EPWORTH STUDENT CARE

## Our Student Care Centre at Anglo-Chinese Primary School, ACS(P)

Epworth Student Care is the new name for our Student Care Centres. It has grown significantly since embarking on the organisation's first school-based Student Care Centre at ACS(P) in March 2009. Although only starting with less than 30 boys, there was a growing need for this service.

In January 2018, there were 36 new boys who joined Epworth Student Care at ACS(P).

As at 31 July 2018, we report 107 students under Epworth Student Care at ACS(P); with 2 students under the Student Care Financial Assistance (SCFA) provided by the Ministry of Social and Family Development (MSF). Due to this growing need for our Student Care services, we have increased our intake to accommodate 120 students; up from the previous maximum capacity of 90 students allowed at Epworth Student Care at ACS(P).



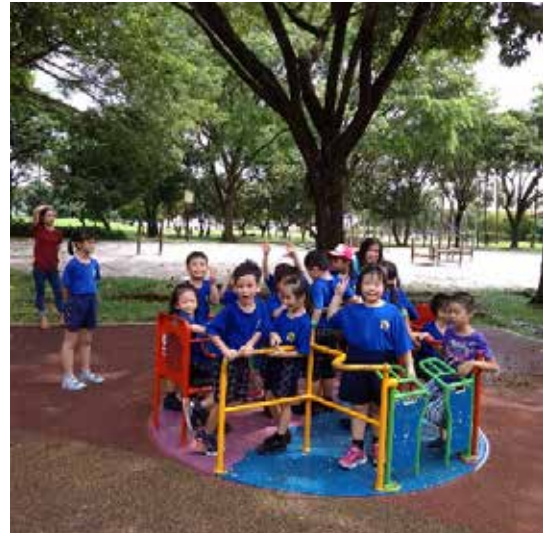
## Our Student Care Centre at Bukit View Primary School, BVPS

Since its inception in February 2013, there has been an average enrolment of 40 new students each year.

In January 2018, there were 55 new students who joined Epworth Student Care at BVPS.

As at 31 July 2018, we report 183 students under our Epworth Student Care at BVPS; with about 24% of these students under the SCFA scheme provided by MSF.

The dedication and commitment of the staff has enabled these Student Care centres to maintain their stability. Parents and schools have faith in the services provided.







As at 31 July 2018, there were 760 volunteer participations in our Epworth Student Care programmes. These volunteers include individuals and student bodies who come to assist in the daily activities, or to conduct Values-In-Action (VIA) programmes.

In January 2018:



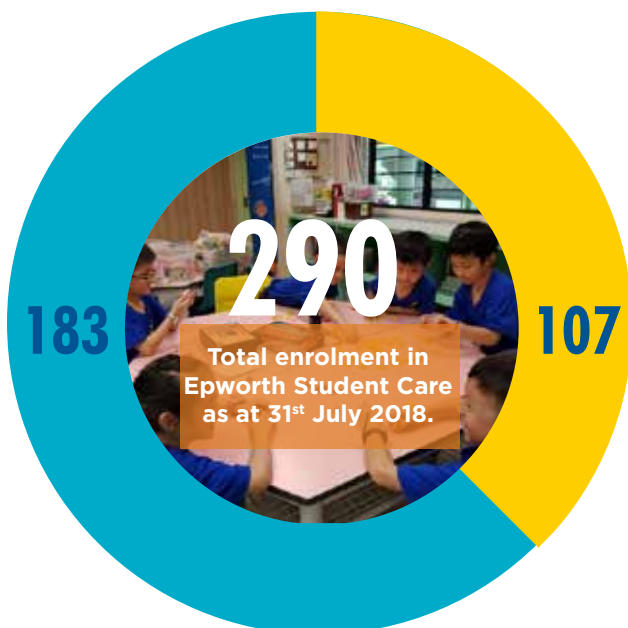
New boys who joined Epworth Student Care at ACS(P).



New students who joined Epworth Student Care at BVPS.



**760** Volunteer Participations in the reporting period



Enrolment in BVPS as at 31<sup>st</sup> July 2018



Enrolment in ACS(P) as at 31<sup>st</sup> July 2018



# EPWORTH FAMILY WELFARE

Epworth Family Welfare is the new name for our Family Welfare Department. Epworth Family Welfare helps at-risk Children and Young Persons (CYPs) with a range of programmes and services and engages their families to be part of the intervention process. Apart from in-house programmes and services, the department also works on programmes and services that are outsourced by the Ministry of Social and Family Development (MSF).

## **In-house Programmes and Services**

### *SOCIAL CHARACTER BUILDING PROGRAMME*

During the parent-teacher conference, the students from our literacy centre, Epworth Literacy, attended social character building programmes conducted by staff from Epworth Family Welfare.

129 students from Epworth Literacy attended the programme on "Being Kind", which was conducted from 4 to 11 November 2017.

### *COUNSELLING*

In the reporting period, there was one centre-based case seen for counselling. The department usually sees clients with issues such as low self-esteem, poor social skills, school refusal, bullying, parenting and other socio-emotional issues.

## **Programmes and Services Outsourced by MSF**

### *BEYOND PARENTAL CONTROL (BPC)*

Young Persons brought to the Youth Court for beyond parental control complaints are those below 16 years old and display behavioural

problems in school and/or at home. As a last resort, the parents apply to the Youth Court for assistance in managing them. Epworth Family Welfare conducts the investigations and makes recommendations to the Youth Court. In this reporting period, the department conducted 61 BPC investigations.

### *THEFT INTERVENTION PROGRAMME (TIP)*

TIP is a specialized group treatment programme developed by MSF for youths who have committed theft offences. The aims of the programme are to address the attitudes, values and beliefs that support theft behaviour, and to equip youths with relevant skills to stop offending. In the reporting period, a total of 12 youths from the Probation Services Branch and Singapore Girls' Home attended TIP.

### *FUNCTIONAL FAMILY THERAPY (FFT)*

FFT is a short-term intensive counselling service provided for the probationers and their family in collaboration with MSF. Developed in the United States, it is an empirically supported and highly successful family intervention for youths referred for behavioural and emotional problems by the juvenile justice, mental health and child welfare systems. Epworth Family Welfare served 19 families in this reporting period.

### *SUPERVISED ACCESS*

Epworth Family Welfare provided supervised access services to 40 families totalling 510 sessions or 910 hours during the reporting period. This service allows children who are not living with their natural families to maintain contact with them in a safe environment. It also helps to build attachment and facilitate positive interaction between the children and their families, with the hope of the children eventually returning to their family.

## Epworth Family Welfare in numbers (FY2017/2018)



1

Number of centre-based cases seen for counselling.



61

Beyond Parental Control (BPC) investigations brought from the Youth Court.



12

Youths from the Probation Services Branch and Singapore Girls' Home who attended the Theft Intervention Programme (TIP).



19

Families we served through Family Functional Therapy.



40

Families we provided supervised access services to maintain contact with their natural families in a safe environment.

# EPWORTH FOSTER CARE

Epworth Foster Care is the new name for our Fostering Agency. It was formerly known as FosterConnections@MCYC. Our Fostering Agency was set up on 1 September 2015 to recruit foster parents, support foster children and their foster parents through our team of professionals, and to provide programmes and services for the foster families. Epworth Foster Care continues to develop positive connections between foster children and their foster parents, natural families and the different communities such as schools in supporting the needs and wellbeing of the foster children and families.

Altogether, we received 347 interest forms, out of which 184 indicated that they were interested to become foster parents. Of these interested, 22 had sent their application forms to become foster parents.

# 149

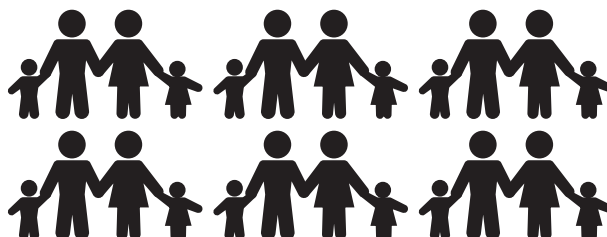
**Foster children under  
Epworth Fostering**



Under the care of:

# 93

**Foster families**



In the reporting period, there were different programmes organised for the foster children and their foster families:

On 19 August 2017, A speech therapist, Ms Lydea Gn, conducted a training session titled *Introduction to Speech and Language Therapy*. 7 foster parents attended the training; they gave positive feedback that they found the talk to be both informative and helpful.

For our year-end 2<sup>nd</sup> Anniversary party on 2 December 2017, there were a total of 169 guests who joined us at Cairnhill Community Centre. The theme was “Back to the 80’s” and we were honoured to have Associate Professor Muhammad Faishal Ibrahim, Parliamentary Secretary for the Ministry of Social and Family Development, as our Guest of Honour. It was a fun-filled day as everyone came together to have an exciting time playing carnival games, tasting 80’s snacks, eating a delicious buffet dinner together, winning prizes and enjoying the entertainment and magic show on stage.

On 9 December 2017, 83 foster children, foster parents and their family members joined us for fun games at Gardens By the Bay organised by the volunteers from City SG. Blessed with good weather, the day was filled with laughter and good camaraderie. The families also had good bonding time together as they visited the Gardens By The Bay domes thereafter.

Last year, a group of NUS Students from the NUS College of Alice and Peter Tan worked with us and kickstarted a joint programme called 'Project Kindle'. The students run group programmes to address the social emotional needs of the primary schoolers amongst our foster children. This is the second time it was conducted with us. A total of 15 children attended this year's programme. A two-day camp from 27 to 28 Dec 2017 was conducted before the start of Project Kindle to help the children and volunteers get to know each other. Project Kindle then ran through 10 sessions from January 2018 to March 2018. Through the sessions, the foster children were empowered to gain a better understanding of their own capabilities and strengths, and they built friendships with one another.

On 11 June 2018, 18 foster children joined a Terrarium workshop organised by Keppel FELS. All of them enjoyed the process of making the Terrarium and were beaming with satisfaction when they each took home their very own Terrarium. The Keppel FELS volunteers gained a better understanding of what fostering is about through their interactions with our staff and the children.

In the new financial year, Epworth Foster Care aims to recruit more foster parents, improve its support services and to conduct more quality programmes for foster children, foster parents and their families.



Foster Parents share their fostering journey, the challenges they face, and what fostering means to them.



Our friendly staff always ready to share more information about fostering in Singapore.



# RECRUITMENT

in the last  
financial year



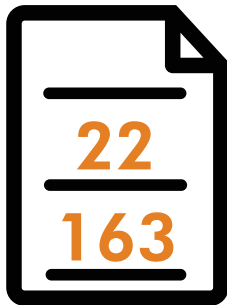
Roadshows



Tea Sessions



Information  
sharing sessions



Applicants interested in becoming foster parents

Applicants interested in becoming foster volunteers

## TESTIMONIES



“How wonderful it is that nobody needs to wait a single moment to improve the world” - Anne Frank

A beautiful team who works from the heart, they (Epworth Foster Care) are always there for us. I truly appreciate and cannot seem to find the perfect word to describe my utmost gratitude to an organisation that is so dedicated and committed in serving the community.

- Rehana, Foster Mother



We are happy with Epworth Foster Care and feel supported as the response was fast. Keep it up!

- Mr and Mrs Rashid

# EPWORTH HOMESWEETHOME

Epworth HomeSweetHome (Epworth HSH) is the new name for our Therapeutic Group Home. It was formerly known as HomeSweetHome@Admiralty. It has been in operation since July 2013. It is located at Sembawang with 2 furnished buildings and holds a capacity of 15 boys. Epworth HSH strives to provide holistic treatment for the boys with the aim of reintegrating them back to their family and society. To reach the goal, the Home works with the boys individually and with external stakeholders, such as, parents and caregivers, school leaders and teachers, MSF care and protective officers, social service professionals, doctors and psychiatrists. With the support from different stakeholders, only then can a child progress in their journey of recovery.

Epworth HSH uses Trauma Systems Therapy (TST) to help boys between the ages of 7 to 12 years manage severe behavioural problems due to complex trauma and attachment issues. Since Epworth HSH's inception, 21 boys have completed treatment and have been discharged. Currently, 7 boys reside at Epworth HSH for treatment.

In the reporting period, on top of several generous donors, Epworth HSH received 45 volunteers.

Having met the Ministry of Social and Family Development (MSF) guidelines for Standards of Care for Children's Home, Epworth HSH's license to operate was renewed this year for an additional 2 years till July 2020.

Epworth HSH organised a retreat for the staff and boys, which included team building activities - The Guider and the Blind, and Laser Tag.

For the first activity, each guider had to lead the blind to find the specified combination of cards asked by the instructor. A game of learning communication. Our other activity, Laser Tag, was played with a twist; using Nerf guns under broad daylight as opposed to laser guns in a dark room. Our boys and staff had so much fun competing against opposing teams who would try to disarm as many shooters as they could! As the boys moved around with their stylish Nerf guns, some people actually thought they were filming a James Bond series.

Our boys then took a trip down with the staff to Cherry Loft Resort at Pasir Ris. After they settled down, a few of our staff brought the boys to the beach for playtime while the rest of the staff were busy building up the fire for a barbeque dinner! At the beach, the boys were beaming as they enjoyed swimming and building sandcastles. Returning from the beach, the staff helped get them cleaned up and they started to dig in to the delicious barbeque feast. After a good night's rest, the boys woke up for a fun morning at the beach, followed by a 45-minutes yoga activity by a lovely yoga instructor.

All the boys and staff had an amazing time during the retreat. It was a fun break for all, and the boys could not wait to return to school to share their experiences with their friends.

## Welcome to My World, Madam President

“One day, I want to be the President and protect Singapore!”

~ Zachary\*, 11 years old

On 25 November 2017, we were honoured to receive Madam President Halimah Yacob at Epworth HSH. The boys introduced her to the different activities and programmes they participated in on a daily basis. Our boys were very excited when Mdm President participated with our boys in practising one of their favourite Emotion Regulation (ER) Drills titled 'Imaginary School Bus'. Emotion Regulation (ER) Drills are utilised to improve children's ability to initiate relaxation and affect management skills.



The event included a dance performance by the boys from Epworth HSH; followed by a joint handprint painting with Madam President depicting the recovery journey that Epworth HSH provides.



*"Many Hearts. One Beat. Many Hands. One Family"*

The event ended with a hearty lunch, with Madam President helping to distribute food to the children. Thank you Madam President for bringing joy and memories to all the children.

This picture (right) was created in collaboration with the residents of HomeSweetHome. Each 'leaf' represents a resident, and each resident selected colours that reflected their feelings towards Singapore, their family, school, and Epworth HSH. While there are differences in their perspectives - symbolised by the plethora of colours, these residents continue to recover, grow, and thrive together as a family here at Epworth HomeSweetHome.



On 13 December 2017, Michelin Asia Pacific Pte. Ltd brought the boys for a fun-filled day out to the River Safari, followed by a game of Laser Tag. This is Michelin's second year partnering with our Home. They donated 9 pairs of brand new shoes for the boys. Epworth HomeSweetHome would like to express our gratitude towards Michelin for the thoughtful trips and donations during this season of giving.

Epworth HSH is grateful and blessed to have donors and volunteers who love and care about the needs of the boys. Epworth HSH is always open to kind donations and to volunteers who wish to engage with the boys in different activities. No contribution is too small. Every interaction is an intervention.

\*Names changed to protect confidentiality.

# ADMINISTRATION

## EVENT HIGHLIGHTS



### Presidential Visit to our Therapeutic Group Home

On 25 November 2017, Mdm President Halimah Yacob's visit to our Therapeutic Group Home, Epworth HomeSweetHome, sparked joy and inspiration in our children.

Mdm Halimah started her visit with a tour of the Home's facilities, followed by a captivating and engaging dance performance by the residents of the Home. Mdm Halimah then made a handprint painting and took some pictures with the children. She ended the visit with a wonderful lunch treat for the children, topping off with ice cream.



### 10<sup>th</sup> Anniversary Charity Golf and Dinner

In the reporting period, we celebrated 10 years of fruitful work in the community as an independent organisation. We held our 10<sup>th</sup> Anniversary Charity Golf and Dinner on 13 April 2018 at the Singapore Island Country Club. Over 100 golfers took part in our charity golf tournament; and about 300 guests joined us for our gala dinner as we celebrated this milestone in our organisation's growth. We were truly blessed as well to have Mr Desmond Lee, Minister for Social and Family Development and Second Minister for National Development; and Rev Dr Gordon Wong, President of The Trinity Annual Conference (TRAC), Methodist Church in Singapore, grace our day's festivities. The funds raised go towards helping change the lives of our beneficiaries.

Through our generous donors and a charity auction that same night, our 10<sup>th</sup> Anniversary Charity Golf and Dinner raised \$590,000 (including Tote Board's contribution).





## ROYAL RANGERS

7 July 2018 bore witness to the birth of Royal Rangers in Epworth Community Services, an outreach initiative to engage the community at a deeper level. This community-based Christian mentorship programme has been successfully running in over 65 countries and 29 other local organisations. Through various fun and interactive activities, young boys and girls are being equipped and trained with useful life-skills. The process also provides them with plenty of opportunities to develop good character, leadership, as well as build meaningful relationships with others.



In the past few months, we took the children on a journey through the 'Cooking Merit' where they got to learn all things pertaining to cooking including what it means to have a healthy diet, doing grocery shopping, understanding food safety and budgeting. Knowledge came to life as they got to experience what they were taught, like trying out different techniques of making eggs, or whipping up a simple meal that they themselves planned for. The five weeks of cooking sessions concluded with a sushi party where all the rangers participated in making their own sushi rolls. Oh the fragrance and smiles that filled the room!

A significant part of the programme actually focuses on inculcating good character in the children. Through a series of games and play, the importance and application of values such as orderliness and attentiveness are demonstrated to them in an enjoyable manner.

Despite a humble beginning of having only eight participants, it is encouraging to see how the continual enthusiasm by both parents and children brought five new friends to our midst in just a span of three months. The greatest reward thus far is in witnessing the little ones enjoying themselves and loving their time here. We look forward to deepening our work and widening our reach so that more children are able to benefit from their time at Royal Rangers.



## GOING DIGITAL

Epworth Community Services is actively using digital marketing efforts in its work and to build brand affinity with our donors, volunteers, clients and the community at large.

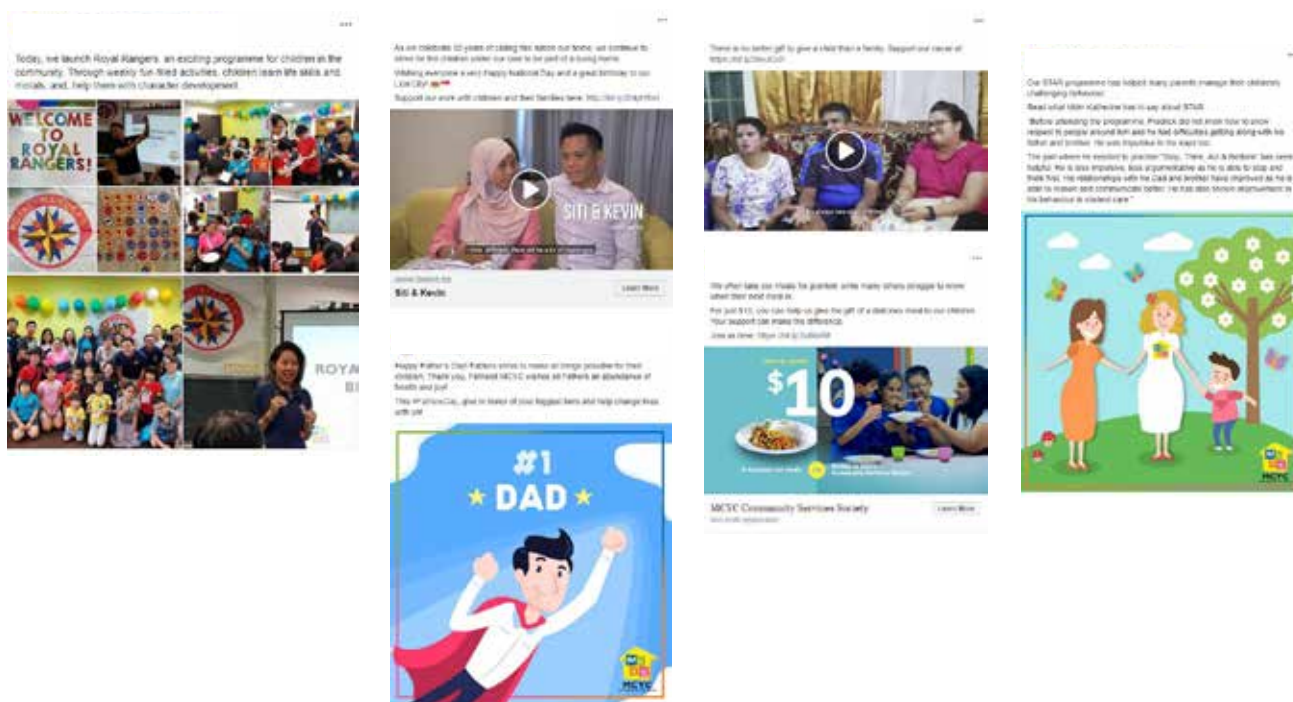
### Social Media Presence

In the reporting year, our organisation has come a long way in becoming more tech-savvy in line with the vastly expanding digital landscape. We launched various campaigns and contests on our Facebook page; which have also included being a featured organisation on campaigns from giving.sg. We also pushed out a variety of content including client testimonials and videos. We even tapped on the public holidays as great opportunities to connect with our online community. These include Christmas, Chinese New Year, Children's Day, Mother's Day and Father's Day - all surrounding the values of family which we deeply resonate with. And our efforts are definitely receiving attention; on top of our growing online following, we are delighted to have Mdm Ho Ching as a fervent supporter who constantly shares our Facebook content.

Using these digital channels have not only made our social media presence stronger, but have played a key role in developing more effective and efficient fundraising strategies.

### Website

Our website will receive a new look to better represent our newly renamed organisation. The new Epworth Community Services website will feature a more interactive interface which combines the sleekness of modern web design, with an orderly and informative layout of all our programmes and services. We will also employ content development strategies, search engine marketing and optimisation best practices to increase our visibility on the web, and to drive web traffic.



## VOLUNTEERS

Volunteers play a critical role in supporting our programmes and services. Volunteers were deployed based on their availability, interest, inclinations and preferences. Their involvements were in ad-hoc, short- or long-term activities.

In the reporting period, there were 1350 volunteer participations. Generally, the volunteers helped in various roles to facilitate community events; ran school holiday programmes at the two Student Care Centres; supported the KidsREAD programme at our literacy centre; and, tutored primary school pupils at our therapeutic group home.

## FINANCE

Total income and total expenditure for the financial period amounted to \$7,196,145 and \$6,336,896 respectively, resulting in a surplus of \$859,249.

The accumulated fund stands at \$2,964,824. This included the net amount of \$512,125 raised from the 10<sup>th</sup> Anniversary Charity Golf and Dinner event which will contribute to the building and operation cost of the new centre at Jurong West to run programmes and services of Epworth Literacy. Also included in the accumulated fund are restricted funds from Epworth Foster Care of \$30,014 and Epworth HomeSweetHome of \$44,275. A total \$679,781 of the Care & Share grant had been recognised in profit or loss to match the expenses that it is intended to compensate.

The audited financial statements for the financial year ended 31 July 2018 are available in the Annexe.

### Reserve Policy Fund

In November 2013, the Society established a Reserve Policy Fund, the purpose of which is to accumulate over a ten-year period excess funds equivalent to six months operating expenditure so as to provide for unexpected future working capital requirements. As at 31 July 2018 this Reserve Fund is represented by the fixed deposits of \$1,500,000.

## PROGRAMME STATISTICS

S/N	Programme	Reached out to	Graduated	Hours	No. of sessions / programmes	Volunteer Participations
1	Epworth Literacy	1421	51	12552	83	475
2	Epworth Student Care	290	-	Ongoing	Ongoing	760
3	Epworth Family Welfare	132 families 129 children	-	1992	1059	-
4	Epworth Foster Care	589	-	-	36	243
5	Epworth HomeSweetHome	14	9	Ongoing	Ongoing	46
6	Community Events & Others	-	-	-	-	1350
TOTAL		2575	60	14544	1178	2874

## **ANNEXE**

# BOARD ATTENDANCE

## BOARD MEMBERS

		Minutes of Board Meeting on <b>27/09/17</b>	Minutes of Board Meeting on <b>11/11/17</b>	Minutes of Board Meeting on <b>24/01/18</b>	Minutes of Board Meeting on <b>24/03/18</b>	Minutes of Board Meeting on <b>23/05/18</b>	Minutes of Board Meeting on <b>25/07/18</b>
Mr Robert Lim	Chairman	P	P	A	P	P	P
Mr Tan Gee Shan	Vice-Chairman	P	P	P	P	P	P
Mr Ang Hock Kheng	Secretary	P	P	P	P	P	P
Ms Poon Hoh Kam	Treasurer	P	P	A	P	P	P
Ms Sam Pei Pei	Asst Treasurer	P	P	P	A	P	P
Mr Chiang Chie Foo	Member	P	A	P	P	A	P
Mr Christopher Chow	Member	P	A	A	P	A	P
Ms Chuang Sheue Ling	Member	P	P	A	A	P	P
Mr Gan Eng Khoon	Member	A	P	P	A	P	A
Mr Lee Soo Chye	Member	A	P	P	P	P	P
Mr Pang Tit Keong	Member	A	A	P	P	A	A
Mr David Phua	Member	A	P	P	P	A	P
Mr Eddy Tham	Member	A	P	A	A	P	A
Ms Sabrina Wee	Member	P	P	P	P	P	A

### Legend

P - Present

A - Absent

# GOVERNANCE EVALUATION CHECKLIST

## BOARD GOVERNANCE

Are there any Board members holding staff appointments?	No
There is a maximum term limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	Compiled
There are Board committees (or designated Board members) with documented terms of reference.	Compiled
The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	Compiled
The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	Compiled

## CONFLICT OF INTEREST

There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	Compiled
Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	Compiled

## STRATEGIC PLANNING

The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	Compiled
The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	Compiled



## HUMAN RESOURCE MANAGEMENT

The Board approves documented human resource policies for staff. Compiled

There are systems for regular supervision, appraisal and professional development of staff. Compiled

## FINANCIAL MANAGEMENT AND CONTROLS

The Board ensures internal control systems for financial matters are in place with documented procedures. Compiled

The Board ensures reviews on the charity's controls, processes, key programmes and events. Compiled

The Board approves an annual budget for the charity's plans and regularly monitors its expenditure. Compiled

The charity discloses its reserves policy in the annual report. Compiled

Does the charity invest its reserves? Yes. Only in Fixed Deposit.

The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board. Compiled

## FUNDRAISING PRACTICES

Donations collected are properly recorded and promptly deposited by the charity. Compiled

## DISCLOSURE AND TRANSPARENCY

The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management. Compiled

Are Board members remunerated for their Board services? No

Does the charity employ paid staff? Yes

No staff is involved in the setting his or her own remuneration. Compiled

The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact. Compiled

## PUBLIC IMAGE

The charity accurately portrays its image to its members, donors and the public. Compiled

**EPWORTH COMMUNITY SERVICES**  
(Formerly known as MCYC Community Services Society)

**FINANCIAL STATEMENTS  
FOR THE FINANCIAL YEAR ENDED  
31 JULY 2018**

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Balance Sheet	6
Statement of Changes in Funds	7
Statement of Cash Flows	8
Notes to the Financial Statements	9

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**BAKER TILLY  
TFW**

Baker Tilly TFW LLP  
Chartered Accountants of Singapore

An independent member of Baker Tilly International

**EPWORTH COMMUNITY SERVICES**  
(Formerly known as MCYC Community Services Society)

**STATEMENT BY THE BOARD**

On behalf of the Board, we, Lim Hui Beng Robert and Poon Hoh Kam, being the Chairman and Treasurer of Epworth Community Services (the "Society") respectively, do hereby state that in our opinion, the financial statements set out on pages 5 to 19 are properly drawn up in accordance with the Societies Act, Chapter 311, the Charities Act, Chapter 37 and other relevant regulations and Financial Reporting Standards in Singapore so as to present fairly, in all material respects the financial position of the Society as at 31 July 2018 and of its financial performance, changes in funds and cash flows of the Society for the financial year ended on that date.



Lim Hui Beng Robert  
Chairman

10 October 2018



Poon Hoh Kam  
Treasurer





## BAKER TILLY TFW

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### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF EPWORTH COMMUNITY SERVICES**

(Formerly known as MCYC Community Services Society)

#### **Report on the Audit of the Financial Statements**

##### ***Opinion***

We have audited the accompanying financial statements of Epworth Community Services (the "Society") as set out on pages 5 to 19, which comprise the balance sheet as at 31 July 2018, and the statement of comprehensive income, statement of changes in funds and statement of cash flows for the financial 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 Societies Act, Chapter 311 (the "Societies Act"), the Charities Act, Chapter 37 and other relevant regulations (the "Charities Act and Regulations") and Financial Reporting Standards in Singapore ("FRSs") so as to present fairly, in all material respects, the financial position of the Society as at 31 July 2018 and of the financial performance, changes in funds and cash flows of the Society for the financial 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***

The Board is responsible for the other information. The other information obtained at the date of this auditor's report is the Statement by the Board as set out on page 1.

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 on the other information obtained prior to the date of this auditor's report, 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  
EPWORTH COMMUNITY SERVICES**

(Formerly known as MCYC Community Services Society)

**Report on the Audit of the Financial Statements (cont'd)**

***Responsibilities of the Board and Those Charged with Governance for the Financial Statements***

The Board is responsible for the preparation and fair presentation of these financial statements in accordance with the Societies Act, Charities Act and Regulations and FRSs, and for such internal control as the Board determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board 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 the Board 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 the Board.



**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
EPWORTH COMMUNITY SERVICES**  
(Formerly known as MCYC Community Services Society)

**Report on the Audit of the Financial Statements (cont'd)**

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

- Conclude on the appropriateness of the Board'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 Board 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,

- (i) 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, the Charities Act and Regulations; and
- (ii) The fund raising appeal held during the financial year ended 31 July 2018 has been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Societies Act and proper accounts and other records have been kept of the fund-raising appeal.

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

- a) 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; and
- b) The Society has not complied with the requirements of Regulation 15 (Fund-raising expenses) of the Charities (Institutions of a Public Character) Regulations.



Baker Tilly TFW LLP  
Public Accountants and  
Chartered Accountants  
Singapore

10 October 2018

**EPWORTH COMMUNITY SERVICES**  
(Formerly known as MCYC Community Services Society)

**STATEMENT OF COMPREHENSIVE INCOME**  
**For the financial year ended 31 July 2018**

	Note	2018 \$	2017 \$
<b>Income</b>			
Donations	3	1,686,162	1,000,114
Government grants		3,425,470	2,967,365
Programme income		1,484,755	1,195,900
Sundry income		297,527	306,572
Amortisation of capital grants	9	302,231	274,116
<b>Total income</b>		<b>7,196,145</b>	<b>5,744,067</b>
<b>Less expenditure</b>			
Staff costs	4	4,797,876	4,294,560
Depreciation	6	337,728	331,386
Rent of building, equipment and others		185,668	178,498
Other operating expenses	5	1,015,624	794,145
		<b>6,336,896</b>	<b>5,598,589</b>
<b>Net surplus and total comprehensive income for the financial year</b>		<b>859,249</b>	<b>145,478</b>

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

**EPWORTH COMMUNITY SERVICES**  
(Formerly known as MCYC Community Services Society)

**BALANCE SHEET**  
**At 31 July 2018**

	Note	2018 \$	2017 \$
<b>Non-current asset</b>			
Property, plant and equipment	6	513,309	769,162
<b>Current assets</b>			
Other receivables	7	552,196	532,623
Fixed deposits	8	2,040,835	2,024,195
Cash and bank balances		2,351,537	1,307,130
		4,944,568	3,863,948
<b>Total assets</b>		5,457,877	4,633,110
<b>Non-current liabilities</b>			
Capital grants	9	496,067	720,349
Other payables	10	80,000	80,000
		576,067	800,349
<b>Current liability</b>			
Other payables	10	1,916,986	1,727,186
<b>Net assets</b>		2,964,824	2,105,575
<b>Fund</b>			
Accumulated funds	11	2,964,824	2,105,575

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



**EPWORTH COMMUNITY SERVICES**  
(Formerly known as MCYC Community Services Society)

**STATEMENT OF CHANGES IN FUNDS**  
**For the financial year ended 31 July 2018**

	Accumulated funds \$
Balance at 1 July 2016	1,960,097
Surplus and total comprehensive income for the financial year	<u>145,478</u>
Balance at 31 July 2017	2,105,575
Surplus and total comprehensive income for the financial year	<u>859,249</u>
<b>Balance at 31 July 2018 (Note 11)</b>	<b><u>2,964,824</u></b>

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

**EPWORTH COMMUNITY SERVICES**  
(Formerly known as MCYC Community Services Society)

**STATEMENT OF CASH FLOWS**  
**For the financial year ended 31 July 2018**

	2018 \$	2017 \$
<b>Cash flows from operating activities</b>		
Surplus for the financial year	859,249	145,478
Adjustments for:		
Depreciation	337,728	331,386
Interest income	(19,600)	(18,277)
Amortisation of capital grants	(302,231)	(274,116)
Operating cash flow before working capital changes	875,146	184,471
Receivables	(31,096)	210,599
Payables	141,205	(110,615)
Grants	250,984	65,346
<b>Net cash from operating activities</b>	<b>1,236,239</b>	<b>349,801</b>
<b>Cash flows from investing activities</b>		
Purchases of property, plant and equipment (Note A)	(183,779)	(104,537)
Interest received	8,587	9,869
<b>Net cash used in investing activities</b>	<b>(175,192)</b>	<b>(94,668)</b>
<b>Net increase in cash and cash equivalents</b>	<b>1,061,047</b>	<b>255,093</b>
Cash and cash equivalents at beginning of financial year	3,331,325	3,076,232
<b>Cash and cash equivalents at end of financial year</b>	<b>4,392,372</b>	<b>3,331,325</b>
<b>Cash and cash equivalents comprise:</b>		
Cash and bank balances	2,351,537	1,307,130
Fixed deposits	2,040,835	2,024,195
	<b>4,392,372</b>	<b>3,331,325</b>

Note A

Property, plant and equipment during the year	6	(81,875)	(212,961)
Other payables as at 1 August	10	(108,424)	–
Other payables as at 31 July	10	6,520	108,424
		<b>(183,779)</b>	<b>(104,537)</b>

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

**EPWORTH COMMUNITY SERVICES**  
(Formerly known as MCYC Community Services Society)

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the financial year ended 31 July 2018**

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

**1 General information**

Epworth Community Services (the “Society”) is registered in Singapore under the Singapore Societies Act.

The Society offers programmes and services to help children, youth and the families in the surrounding Bukit Batok community. Services include Epworth Literacy, Epworth Student Care, Epworth Family Welfare, Epworth Foster Care and Epworth HomeSweetHome.

The headquarters is located at Blk 106 Bukit Batok Central #01-217, Singapore 650106.

On 21 June 2018, the Society’s name was changed from MCYC Community Services Society to Epworth Community Services.

The principal services of the Society are as follows:

***Epworth Literacy***

Epworth Literacy is an aggregation of intervention programmes and services to help children overcome learning challenges and disabilities so that they can cope with formal education.

***Epworth Student Care***

Epworth Student Care provides after-school care for students whose parents are unable to be at home to look after them in the day. The main objectives of Epworth Student Care are: to provide students with general basic care; provide wholesome activities to engage them; and, help them in their studies.

***Epworth Family Welfare***

Epworth Family Welfare helps at-risk Children and Young Persons (CYPs) with a range programmes and services; at the same time, engaging their family to be part of the intervention process. There is also a Youth Outreach Centre in Bukit Batok to engage youths in the community.

***Epworth Foster Care***

Epworth Community Services was appointed by the Ministry of Social & Family Development (MSF) in September 2015 to set up the first Fostering Agency in Singapore. The main objectives of Epworth Foster Care are: to raise awareness of the need for fostering; broaden outreach to recruit more foster parents and foster volunteers; and, manage cases of foster children under the care of foster parents.

***Epworth HomeSweetHome***

Epworth Community Services was appointed by the Ministry of Social & Family Development (MSF) in July 2013 to set up the first Therapeutic Group Home in Singapore. The home, Epworth HomeSweetHome, uses Trauma Systems Therapy as a treatment model to help children who display severe behavioural problems, after having experienced complex trauma and attachment issues.



## 2 Significant accounting policies

### a) 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, Chapter 311 (the “Societies Act”), Singapore Charities Act, Chapter 37 and other relevant regulations (the “Charities Act and Regulation”) and Financial Reporting Standards in Singapore (“FRSs”). 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 FRSs 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 the Board’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.

The carrying amounts of cash and cash equivalents, other current receivables and payables approximate their respective fair values due to the relatively short-term maturity of these financial instruments.

#### *New and revised standards*

In the current financial year, the Society has adopted all the new and revised FRSs and Interpretations of FRSs (“INT FRSs”) that are relevant to its operations and effective for the current financial year. The adoption of these new/revised FRSs did not have any material effect on the financial results or position of the Society.

New standards, amendments to standards and interpretations that have been issued at the balance sheet date but are not yet effective for the financial year ended 31 July 2018 have not been applied in preparing these financial statements. None of these are expected to have a significant effect on the financial statements of the Society except as disclosed below:

#### **FRS 109 Financial Instruments**

FRS 109 which replaces FRS 39, includes guidance on (i) the classification and measurement of financial assets and financial liabilities; (ii) impairment requirements for financial assets; and (iii) general hedge accounting. Financial assets are classified according to their contractual cash flow characteristics and the business model under which they are held. The impairment requirements in FRS 109 are based on an expected credit loss model and replace FRS 39 incurred loss model.



## 2 Significant accounting policies (cont'd)

### a) Basis of preparation (cont'd)

#### *New and revised standards (cont'd)*

#### **FRS 109 Financial Instruments (cont'd)**

##### (i) *Classification and measurement*

While the Society has yet to undertake a detailed assessment of the classification and measurement of its financial assets, the Society does not expect a significant change to the measurement basis arising from adopting the new classification and measurement model under FRS 109. Loans and receivables that are currently accounted for at amortised cost will continue to be accounted using amortised cost model under FRS 109.

##### (ii) *Impairment*

FRS 109 requires the Society to record expected credit losses on all of its loans and receivables, either on a 12-month or lifetime basis. The Society expects to apply the simplified approach and record lifetime expected losses on all receivables.

The Society plans to adopt the standard when it becomes effective in financial year ending 31 July 2019.

#### **FRS 116 Leases**

FRS 116 replaces the existing FRS 17: Leases. It reforms lessee accounting by introducing a single lessee accounting model. Lessees are required to recognise all leases on their balance sheets to reflect their rights to use leased assets (a "right-of-use" asset) and the associated obligations for lease payments (a lease liability), with limited exemptions for short term leases (less than 12 months) and leases of low value items. The accounting for lessors will not change significantly.

The standard is effective for annual periods beginning on or after 1 January 2019. The standard will affect primarily the accounting for the Association's operating leases. The Society anticipates that the adoption of FRS 116 in the future will not have a material impact on the amounts reported and disclosures made in the financial statements.

### b) **Property, plant and equipment**

Property, plant and equipment are stated at cost less accumulated depreciation and any impairment loss. Depreciation is charged on a straight-line method so as to allocate the depreciable amount of assets over their estimated useful lives as follows:

	<b>Years</b>
Computers	3
Furniture and fittings	5
Office equipment	3
Renovation	3 - 5

On disposal of a property, plant and equipment, the difference between the net disposal proceeds and its carrying amount is taken to statement of comprehensive income.

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

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

## **2 Significant accounting policies (cont'd)**

### **c) Income recognition**

Income is recognised to the extent that it is probable that the economic benefits associated with the transaction will flow to the entity, and the amount of income and related cost can be reliably measured.

Programme income are recognised over year of provision of services to clients.

Interest income is accrued on a time proportion basis, by reference to the principal outstanding and at the interest rate applicable.

Donation income is recognised when received.

### **d) Government grants**

Government grants are recognised at their fair value where there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. Where the grant relates to an asset, the fair value is recognised as deferred income on the balance sheet and transferred to capital grant on the balance sheet when the grant is utilised. The capital grant is amortised to statement of comprehensive income over the expected useful life of the relevant asset by equal annual instalments.

When the grant relates to an expense item, it is recognised in statement of comprehensive income over the period necessary to match them on a systematic basis to the costs that it is intended to compensate.

### **e) Defined contribution plans**

The Society contributes to the Central Provident Fund ("CPF"), a defined contribution plan regulated and managed by the Singapore Government. The Society's contributions to CPF are charged to the income and expenditure in the year in which the contributions relate.

### **f) Financial assets**

The Society's financial assets are loans and receivables which comprise other receivables (excluding prepayments and accrued income), fixed deposits and cash and bank balances.

Loans and receivables are measured at initial recognition at fair value plus transaction cost and are subsequently measured at amortised cost using the effective interest method, less impairment. The Society assesses at each balance sheet date whether there is objective evidence that a financial asset or a group of financial assets is impaired. When such evidence exists, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in statement of comprehensive income. The allowance recognised is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the effective interest rate computed at initial recognition. 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 statement of comprehensive income.



## **2 Significant accounting policies (cont'd)**

### **g) Financial liabilities**

Financial liabilities which comprise other payables (excluding GST payable, advance receipts, deferred income, provision for reinstatement cost and provision for unutilised leave) are initially measured at fair value plus directly attributable transaction costs and are subsequently measured at amortised cost using the effective interest method.

A financial liability is derecognised when the obligation under the liability is extinguished. Gains and losses are recognised in the income or expenditure when the liabilities are derecognised and through the amortisation process.

### **h) Impairment of non-financial assets**

Non-financial assets are reviewed for impairment at each balance sheet date or whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Whenever the carrying amount of an asset exceeds its recoverable amount, an impairment loss is recognised in statement of comprehensive income.

Reversal of impairment losses recognised in prior years is recorded when there is an indication that the impairment losses recognised for the asset no longer exist or have decreased. The reversal is recorded in income. However, the increased carrying amount of an asset due to a reversal of an impairment loss is recognised to the extent it does not exceed the carrying amount that would have been determined (net of amortisation or depreciation) had no impairment loss been recognised for that asset in prior years.

### **i) Income tax**

The Society is exempt from income tax under the Income Tax Act. As such, no provision for income tax has been made in the financial statements of the Society.

### **j) Provisions**

Provisions are recognised when the Society has a legal or constructive obligation as a result of past events and it is probable that an outflow of resources will be required to settle the obligation and a reliable estimate of the amount can be made. Where the Society expects a provision to be reimbursed, the reimbursement is recognised as a separate asset but only when the reimbursement is virtually certain.

### **k) Operating leases**

Leases where 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 statement of comprehensive income 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.

### **l) Cash and cash equivalents**

For the purposes of the statement of cash flows, cash and cash equivalents comprise fixed deposits and cash and bank balances.

## **3 Donations**

Included in donations are tax exempted donations of \$961,525 (2017: \$351,504) which includes donations received from Golf Fund Raising of \$584,993 (2017: Nil).

#### 4 Staff costs

	2018 \$	2017 \$
Salaries and related costs	3,989,749	3,565,474
Central Provident Fund	622,186	530,430
Others	185,941	198,656
	<u>4,797,876</u>	<u>4,294,560</u>

Included in staff costs are remuneration paid to key management personnel as follows:

	2018 \$	2017 \$
Salaries and related costs	342,070	299,478
CPF	46,753	41,311

Key management personnel comprises Executive Director, Assistant Director and Head of Finance.

#### 5 Other operating expenses

	2018 \$	2017 \$
Food and refreshments	181,175	131,177
Transport and travelling	238,399	171,077
Professional fees	201,990	176,684

Included in other operating expenses are the following expenses:

#### 6 Property, plant and equipment

	Computers \$	Furniture and fittings \$	Office equipment \$	Renovation \$	Total \$
<b>2018</b>					
<b>Cost</b>					
At 1.8.2017	176,878	31,917	89,846	1,429,504	1,728,145
Additions	25,047	–	4,970	51,858	81,875
At 31.7.2018	<u>201,925</u>	<u>31,917</u>	<u>94,816</u>	<u>1,481,362</u>	<u>1,810,020</u>
<b>Accumulated depreciation</b>					
At 1.8.2017	113,219	27,340	40,143	778,281	958,983
Depreciation charge	39,592	2,955	26,156	269,025	337,728
At 31.7.2018	<u>152,811</u>	<u>30,295</u>	<u>66,299</u>	<u>1,047,306</u>	<u>1,296,711</u>
<b>Net carrying value</b>					
At 31.7.2018	<u>49,114</u>	<u>1,622</u>	<u>28,517</u>	<u>434,056</u>	<u>513,309</u>



## 6 Property, plant and equipment (cont'd)

	Computers \$	Furniture and fittings \$	Office equipment \$	Renovation \$	Total \$
2017					
Cost					
At 1.8.2016	124,533	29,817	59,728	1,301,106	1,515,184
Additions	52,345	2,100	30,118	128,398	212,961
At 31.7.2017	176,878	31,917	89,846	1,429,504	1,728,145
Accumulated depreciation					
At 1.8.2016	81,348	22,470	14,847	508,932	627,597
Depreciation charge	31,871	4,870	25,296	269,349	331,386
At 31.7.2017	113,219	27,340	40,143	778,281	958,983
Net carrying value At 31.7.2017	63,659	4,577	49,703	651,223	769,162

The Society received capital grants from Ministry of Social and Family Development Service and National Council of Social Service to finance purchase of computers, office equipment and renovation of the Society.

## 7 Other receivables

	2018 \$	2017 \$
Accrued income	395,591	381,823
Sundry receivables	67,799	59,060
Sundry deposits	45,053	40,736
Prepayments	43,753	51,004
	<b>552,196</b>	<b>532,623</b>

## 8 Fixed deposits

	2018 \$	2017 \$
Fixed deposits - Reserve Policy Fund (Note 15)	1,500,000	1,000,000
Fixed deposits - General Fund	540,835	1,024,195
	<b>2,040,835</b>	<b>2,024,195</b>

Fixed deposits are short term in nature, mature less than 12 months (2017: 12 months) after balance sheet date and earn interests at the short-term fixed deposits rates ranging from 0.15% to 1.30% (2017: 0.15% to 1.18%) per annum.

## 9 Capital grants

	2018 \$	2017 \$
At beginning of the financial year	720,349	771,667
Grants utilisation	77,949	222,798
Amortisation	(302,231)	(274,116)
At end of the financial year	496,067	720,349
Accumulated amortisation comprises:		
At beginning of the financial year	713,931	439,815
Amortisation	302,231	274,116
At end of the financial year	1,016,162	713,931

The Society received capital grants from Ministry of Social and Family Development and National Council of Social Service for the purchase of computers, office equipment and renovation works and the related grants are amortised over the respective asset's useful life of 3 years, 3 years and 5 years.

## 10 Other payables

	2018 \$	2017 \$
Provision for reinstatement	80,000	80,000
Advance receipts	15,402	—
Sundry payables	73,264	157,788
Accrued operating expenses	760,990	672,154
Students' deposits	108,343	94,378
Deferred income	934,754	784,255
GST payable	24,233	18,611
	1,996,986	1,807,186
Non-current portion	(80,000)	(80,000)
	1,916,986	1,727,186

As at 31 July 2018, included in sundry payables is payable of \$6,520 (2017: \$108,424) for the addition of property, plant and equipment under renovation.

## 11 Accumulated funds

Included in the accumulated funds are the following restricted funds and designated funds for the following divisions:

	2018 \$	2017 \$
Epworth Foster Care	30,014	38,402
Epworth HomeSweetHome	44,275	(63,881)
Epworth Literacy	(124,376)	(117,693)
Star	(28,518)	—
Reserve Policy Fund (Note 15)	1,500,000	1,000,000

## 12 Affiliated party transactions

	2018 \$	2017 \$
Donations received	600,000	600,000

Affiliated parties are Methodist organisations which are affiliated to one another.

## 13 Operating lease commitments

The Society leases premises and equipment under lease agreements that are non-cancellable. At balance sheet date, commitments in relation to non-cancellable operating leases contracted for lease of premises and equipment not recognised as liabilities are payable as follows:

	2018 \$	2017 \$
Within one year	85,186	135,420
Within two to five years	65,056	57,236
	150,242	192,656

## 14 Financial instruments

### a) Categories of financial instruments

Financial instruments at their carrying amounts at balance sheet date are as follows:

	2018 \$	2017 \$
<i>Financial assets - loans and receivables</i>		
Other receivables (excluding prepayments and accrued income)	112,852	99,796
Cash and bank balances	2,351,537	1,307,130
Fixed deposits	2,040,835	2,024,195
	4,505,224	3,431,121
<i>Financial liability - at amortised cost</i>		
Other payables (excluding GST payables, advance receipts, deferred income, provision for reinstatement cost and provision for unutilised leave)	860,152	844,318

## 14 Financial instruments (cont'd)

### b) Financial risk management

Overall risk management is determined and carried out by the Board. Due to the nature of the Society's activities, it has minimal financial risks exposure.

#### *Foreign exchange risk*

The Society's exposure to foreign exchange risk is minimal as nearly all of its transactions are in Singapore dollar.

#### *Credit risk*

Credit risk refers to the risk that counterparty will default on its contractual obligations resulting in financial loss to the Society. The Society's exposure to credit risk arises primarily from sundry receivables and cash and bank balances. The Society has no significant concentration of credit risk exposure. The maximum exposure to credit risk is represented by the carrying value of each class of financial assets recognised in the balance sheet.

#### *Financial assets that are neither past due nor impaired*

Sundry receivables that are neither past due nor impaired are creditworthy debtors with good payment record with the Society. Cash and bank balances and fixed deposits that are neither past due nor impaired are placed with reputable financial institutions with high credit ratings and no history of default.

#### *Financial assets that are past due and/or impaired*

The Society has sundry receivables amounting to \$7,842 (2017: \$21,638) that are past due at the balance sheet date but not impaired. These receivables are unsecured and the analysis of their aging at balance sheet is as follows:

	2018 \$	2017 \$
Sundry receivables past due:		
Past due 1 to 30 days	2,906	1,779
Past due more than 30 days	4,936	19,859
	<u>7,842</u>	<u>21,638</u>

#### *Interest rate risk*

Interest rate risk is the risk that the fair value or future cash flows of the Society's financial instruments will fluctuate because of changes in market interest rates. The Society's income and operating cash flows are substantially independent of changes in market interest rates as it does not have significant interest-bearing financial instruments.

#### *Liquidity risk*

The Board exercises prudent liquidity and cash flow risk management policies and aims to maintain sufficient level of liquidity and cash flows at all times.



#### **14 Financial instruments (cont'd)**

##### **c) Fair values**

The carrying amounts of the financial assets and financial liabilities recorded in the financial statements of the Society approximate their fair values due to their short term nature.

#### **15 Fund management**

The Society's objective when managing its funds are to safeguard and to maintain adequate working capital to continue as going concern and to develop its principal activities over the longer term through programme income and significant support in the forms of donations.

The Society established a Reserve Policy Fund, the purpose of which is to accumulate over a ten-year period, excess funds equivalent to six months operating expenditure so as to provide for unexpected future working capital requirements. At 31 July 2018, this Reserve Policy Fund is represented by the fixed deposits of \$1,500,000 (2017: \$1,000,000) (Note 8).

There were no changes to the Society's objective, policy or process during the financial years ended 31 July 2017 and 31 July 2018.

#### **16 Authorisation of financial statements**

The financial statements of the Society for the financial year ended 31 July 2018 were authorised for issue in accordance with a resolution of the Board dated 10 October 2018.



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[www.epworth.sg](http://www.epworth.sg)

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