

WOH HUP TRUST

Annual Report for the Reporting Year Ended 31 December 2016

1 Corporate Information

Woh Hup Trust ("Trust") was incorporated on 4 October 2011 as a company limited by guarantee. The Trust is registered as a charity under the Charities Act, Chapter 37 on 9 November 2011. The Trust is approved as an Institution of Public Character (IPC Registration No. IPC 000745) under the Charities Act with effect from 1 December 2011. Our current validity period of IPC is from 01/12/2015 to 30/11/2018.

- ▶ **UNIQUE ENTITY NUMBER:** 201129946W
- ▶ **REGISTERED ADDRESS:** 217 Upper Bukit Timah Road, Woh Hup Building, Singapore 588185
- ▶ **BOARD OF DIRECTORS**
 - Chairman: Mr Yong Nam Seng
 - Honorary General Secretary: Ms Carla Jacqueline Barker
 - Honorary General Treasurer: Mr Goh Joon Seng
 - Member: Mr Tan Soo Nan @ Tan Soo Nam
 - Member: Mr Eugene Yong Kon Yoon
- ▶ **DONATION COMMITTEE**
 - Chairman: Mr Eugene Yong Kon Yoon
 - Member: Ms Carla Jacqueline Barker
 - Member: Mr Khoo Swee Kok
- ▶ **ADMINISTRATION**
 - Manager: Mr Khoo Swee Kok
 - Accountant: Ms Pearlyn Yap
 - Admin Officer: Ms Lynn Tan
- ▶ **BANK:** DBS Bank Ltd
- ▶ **AUDITORS:** RSM Chio Lim LLP
- ▶ **COMPANY SECRETARY:** Ms Eliza Lim of Trust Corporate Services Pte Ltd

2 Vision and Objectives

OUR VISION

- ▶ To provide financial support for social integration of the elderly and underprivileged children in our society.

OBJECTIVES

- ▶ To promote education, teaching, learning, science and research and to do all acts and things calculated to assist in connection with such promotion.
- ▶ To make provision for the relief of poverty and suffering which includes the comfort, relief and protection of the infirm, aged, sick or poor; the provision of medical and/or surgical attention and/or recuperative treatment to those in need of the same.
- ▶ To prevent or check the spread or incidence of disease or disability.

- ▶ To provide protection and care for the underprivileged children.

3 Conflict of Interests

The Conflict of Interest policy is read and understood by all Board members and staff upon the commencement of their term of office or employment. Declarations of interests are required to be submitted upon assuming office or commencement of work. Any subsequent changes in personal or professional interests are to be declared.

4 Financial Overview

▶ FINANCIAL ACTIVITIES

The Trust reported net income of \$2,450,397 for the financial year ended 2016.

Endowment funds increased by \$2,663,512 from donation received of \$2,500,000 and investment income of \$163,512.

Unrestricted funds decreased by \$213,115 due to payment for charitable donations of \$200,000 and governance costs of \$13,115.

▶ FUNDS OF CHARITY

The funds of the Trust are represented by the unrestricted funds and the restricted funds which amounted to \$7,323,222 as at 31 December 2016. The funds comprised of –

- ▶ Unrestricted Funds of \$131,174, and
- ▶ Endowment Funds of \$7,192,048

▶ ANNUAL AUDIT

The 2016 accounts have been audited by RSM Chio Lim LLP. The financial statements of the Trust are prepared in accordance with the provisions of the Singapore Companies Act, Chapter 50, the Charity Act and Charities Accounting Standard. The financial statements were signed off by Mr Yong Kon Yoon and Mr Goh Joon Seng.

5 Charitable Activities

During the FY 2016, the Board met on three occasions. The meeting was held in April, August and November respectively. During the meetings, besides reviewing the reports submitted by Manager and the Accountant, the Board also considered the evaluation and recommendations submitted by the Donation Committee that reviewed the appeals of various charitable organizations requesting for financial assistance to support their initiatives and programmes. The Board also examined and approved the draft of Governance Evaluation Checklist for IPC for annual submission. The Board, at the first meeting, unanimously approved the appointment of Ms Carla J Barker as Honorary Secretary for a two-year term. During the last two meetings, the Board also approved the recommendations of Donation Committee, a total amount of \$200,000 for FY 2016 for the financial assistance to the following charitable organizations :

1 Cerebral Palsy Alliance Singapore (CPAS)	\$60,000
2 Canossian School	50,000
3 Beyond Social Services	65,000
4 RSVP Singapore	<u>25,000</u>
Total :	\$200,000

Mr Eugene Yong Kon Yoon, our Board Director, presented the cheques to the representatives of the above beneficial organizations during the Woh Hup 9th Charity Luncheon for the Aged held at Ban Heng, Harbourfront Centre on 4th December 2016.

6 Staff

The Trust currently employs no staff. The administrative, financial, accounting, payroll and other services it requires, including accommodation and the processing of donations and the payments made, are provided by a founding member.

7 Compliance with the Code of Governance

- (a) The Trust has in place a conflict of interest policy to manage and avoid situation of conflict of interest. Volunteers, staff and board members are advised to avoid situations that may give rise to conflict of interest and are required to make full declaration and disclosure should it inevitably arise.
- (b) Where a conflict of interest arises at a Board meeting, the Board member concerned shall not vote on the matter nor participate in discussions and offer to withdraw from the meeting or subject to discretion by the Board members if this is required. The reason for how a final decision is made on the transaction or contract which give rise to a conflict of interest shall be recorded in the minutes of the meeting.
- (c) Transactions with parties with whom a conflicting interest exists may be permitted only if all of the following are observed.
 - (i) The conflicting interest is to be fully disclosed;
 - (ii) The person with the conflict of interest is to abstain from the discussion, voting and approval of such a transaction;
 - (iii) Competitive bids or comparable valuation is to be obtained; and
 - (iv) The Board of directors has determined that the transaction is in the best interest of the Trust though there may be a conflict of interest.
- (d) As the Board members holds the ultimate responsibility and is always accountable to public trust, they should uphold and maintain a standard of conduct such as the avoidance of conflict of interest to fulfill public trust responsibilities. Therefore, Board members must lead by example an attitude and act of personal integrity.

8 Reserves Policy

The Trust's reserves policy is set at 6 years (reserves level expressed in the ratio of reserves to annual operating expenditures). This level of reserves is maintained to ensure long term financial sustainability and to contribute to the Board's ability to balance the needs of current and future beneficiaries. It also ensure that the Trust is well managed and that it has a strategy for building up resources.

The Board monitors and reviews the reserves policy on an annual basis to ensure that the reserves are adequate, taking into account forecasting levels of income in future years, the reliability of each source of income and prospects for opening up new sources.

